



Thornton Fractional
HIGH SCHOOL DISTRICT 215
BURNHAM • CALUMET CITY • LANSING • LYNWOOD

April 10, 2024
Committee of the Whole

6:00 PM

Thornton Fractional Center for Academics & Technology
1605 Wentworth Ave.
Calumet City, IL 60409

1. Welcome

- A. Roll Call
- B. Pledge of Allegiance

2. Communication/Public Comment

3. Buildings Grounds/Safety Committee--Member Townsend

- A. Building Usage Report

4. Finance Committee--Member Jackson

- A. Vertical Bridge--termination of cel tower lease
- B. Calumet City Park District Agreement
- C. First View--First Student parent app
- D. Residency Verification

5. Curriculum Committee--Member Ballard

- A. Resources for New Curriculum
- B. 2024-26 APEX/Edmentum Contract

6. Behavior Intervention/Parent-Teacher Advisory Committee--Member Newman

- A. 2024-25 Student Handbook

7. Policy Committee--Member Newman

- A. PRESS Issue 114

8. Adjourn

Building Rentals
2023-2024
4/1/2024

School	MO	YR	Organization	Cat	Facilities	Usage	Date	Facility	Interest	Maintenance/O ther	Total	Paid to date	Balance due
TFN	1	2018	Big Bow, LLC (DEFUNCT)	Commercial	Purple Gym and Band Room	Cheer-Competition	2/10/2018	\$ 775.00		\$ 280.00	\$ 1,055.00	\$ 600.00	\$ 455.00
TFN	4	2018	Big Bow, LLC (DEFUNCT)	Commercial	Purple Gym and Gold Gym	Cheer-Competition	2/10/18 3/3/18 and 4/21/2018	\$ 2,100.00	\$	\$ 760.00	\$ 2,860.00	\$ 1,950.00	\$ 910.00
TFS	5	2019	Illinois Thunder	Community	Red Gym	Girl's Basketball	6/8/2019	\$ -	\$ 120.00	\$ 360.00	\$ 480.00	\$ 480.00	\$ -
TFS	7	2021	Village of Lansing	Community	Red Gym	Music Program back up venue	7/28/2021	-	-	-	\$	-	
TFN	8	2021	Calumet City Thunderbolts	Community	Football Field	Football and cheer program	9/11-9/18/2021	\$ -	\$ -	\$ 720.00	\$ 720.00	\$ 720.00	\$ -
TFN	8	2021	Calumet City Chargers	Community	Football Field	Fall Season Football	9/5, 9/19, 10/3, 10/17	\$ -	\$ -	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ -
TFN	9	2021	City of Calumet City, IL	Community	Property tax appeal	Auditorium	9/7/2021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TFN	9	2021	Calumet City Thunderbolts	Community	Football Field	Football and cheer program	9/25/2021 and 10/9/2021	\$ -	\$ -	\$ 880.00	\$ 880.00	\$ 880.00	\$ -
TFS	10	2021	Lansing Knights of Columbus	Community	Swimming Pool and Lockers	Swimming Program	Tuesdays 9/27/21-6/12/22	\$ -	\$ -	\$ -	\$ -		\$ -
TFN	12	2021	TFN Booster Club	Community	Purple and Gold Gyms	Bob Hambric Shootout	Cancelled Refund Issued	\$	\$	\$ 800.00	\$ 800.00	\$ 400.00	\$ 400.00
TFS	1	2022	TFS Athletic Boosters	Community	Cafeteria	Pancake Breakfast	New Date 3/26/2022	\$ -	\$ -	\$ 520.00	\$ 520.00	\$ 520.00	\$ -
TFS	1	2022	MABAS 24 - Lansing Fire Department	Community	Pool	Fire Rescue Emergency Services Training	2/10, 2/23, 3/8, 3/16, 4/13, 10/18, 11/9, 12/7, 12/12/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TFS	3	2022	Lansing Chamber of Commerce	Community	Cafeteria	Pancake Breakfast with the Easter Bunny	4/2/2022			\$ 400.00	\$ 400.00	\$ 400.00	\$ -
TFN	3	2022	MORE Youth Foundation	Commercial	Purple Gym	Basketball Showcase	3/26-27/2022	\$ 800.00	\$ 100.80	\$ 680.00	\$ 1,580.80	\$ 640.00	\$ 940.80
TFS	4	2022	Village of Lansing	Community	Red Gym	Music Program RAIN back up venue	7/22/2022	\$ 320.00	\$	\$	\$ 320.00	\$	\$ 320.00

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TFN	4	2022	Ultimate Threat Dance	Commercial	Gold Gym	Dance Competition	5/22/2022	\$ 300.00		\$ 460.00	\$ 760.00	\$ 760.00	\$ -
TFN	4	2022	Calumet City School District 155	Community	Purple Gym	2022 Graduation Ceremony	5/24 Practice 5/25/22 Ceremony	\$ -	\$ -	\$ 575.00	\$ 575.00	\$ 575.00	\$ -
TFN	5	2022	Calumet City Thunderbolts	Community	Football Field	Football and cheer program	5/21/2022	\$ -	\$ -	\$ 360.00	\$ 360.00	\$ 360.00	\$ -
TFN	5	2022	CAL RIDGE ATHLETIC CONFERENCE/ LINCOLN ELEMENTARY	Community	Track & Field	Track meet	5/4/2022	\$ -	\$ -	\$ 360.00	\$ 360.00	\$ 360.00	\$ -
TFN	5	2022	City of Calumet City, IL	Community	Purple Gym	State of the City	Date Change 6/24/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TFN	5	2022	Illinois Thunder	Community	Purple Gym	Girl's Basketball	6/1,6,8,13,15, 22, 7/6, 11, 13, 18, 20, 25, 27	\$ -	\$ -	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ -
TFN	7	2022	City of Calumet City, IL	Community	Football Field/Purple Gym (Rain)	Breast Cancer Awareness Event	10/8/2022	\$ -	\$ -	\$ 240.00	\$ 240.00	\$ 240.00	\$ -
TFS	7	2022	Memorial Jr. High D158	Community	Softball Field	Softball Practice and Games	7/31/2022-9/1/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TFN	8	2022	Calumet City Thunderbolts	Community	Football Field	Football and Cheerleading	8/27, 9/3, 9/17, & 9/24/2022	\$ -	\$ -	\$ 2,130.00	\$ 2,130.00	\$ 800.00	\$ 1,330.00
TFN	8	2022	Calumet City Chargers	Community	Football Field, Concessions, restrooms	Football	8/28, 9/11, 10/02, 10/16	\$ -	\$ 72.00	\$ 2,160.00	\$ 2,232.00	\$ 2,232.00	\$ -
TFS	9	2022	Lansing Knights of Columbus	Community	Swimming Pool and Lockers	Special Olympics Swimming Program	Tuesdays 9/27/22- 6/6/23	\$ -	\$ -	\$ -	\$ -		\$ -
TFN	12	2022	TFN Booster Club	Community	Purple & Gold Gyms, concessions, Rm. 140	Bob Hambric Shootout	1/14-15/2023	\$ -		\$ 1,040.00	\$ 1,040.00	\$1,040.00	\$ -
TFS	1	2023	TFS Athletic Boosters	Community	Cafeteria	Annual Pancake Breakfast	2/4/2023	\$ -	\$ -	\$ 520.00	\$ 520.00	\$520.00	\$ -
School	MO	YR	Organization	Cat	Facilities	Usage	Date	Facility	Interest	Maintenance/Other	Total	Paid to date	Balance due

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TFN	1	2023	District 155	Community	Auditorium/ Gym	2023 Graduation Ceremony	5/24/23 Rehersal - 5/25/23 Ceremony	\$ -	\$ -	\$ 560.00	\$ 560.00	\$560.00	\$ -
TFS	3	2023	MABAS 24 - Lansing Fire Department	Community	Pool	Fire Rescue Emergency Services Training	2/22, 3/9, 3/16, 4/13, 9/20, 10/11, 11/7, 12/13/2023	\$ -	\$ -	\$ -	\$ -	\$ -	waived
TFS	4	2023	HMS/D171	Community	Track & Field	Track Practice	4/18/2023	\$ -	\$ -	\$ 200.00	\$ 200.00		\$ 200.00
TFN	8	2023	City of Calumet City, IL	Community	Auditorium/ Gym	State of the City	9/30/2023	\$ -	\$ -		\$ -	\$ -	waived
TFN	8	2023	City of Calumet City, IL	Community	Auditorium	Board of Review	10/4/2023	\$ -	\$ -	\$ -	\$ -	\$ -	waived
TFN	8	2023	City of Calumet City, IL	Community	Track & Field	Breast Cancer Awareness Walk	10/14/2023	\$ -	\$ -		\$ -		waived
TFN	8	2023	TFN Booster Club CANCELLED	Community	Purple Gym	Co-ed Volleyball Tournament	9/9/2023	\$ -	\$ -	\$ 400.00	\$ 400.00	\$ 0.00	\$ 400.00
TFN	9	2023	Calumet City Chargers	Community	Practice Football Field	2023 Football season	9/2 and 10/7/2023	\$ -	\$ -	\$ 960.00	\$ 960.00	\$960.00	\$ -
TFS	9	2023	Lansing Knights of Columbus	Community	Swimming Pool	Special Olympics Youth Swim Program	Various dates 9/26/2023 - 6/25/2024	\$ -	\$ -	\$ -	\$ -	\$ -	waived
TFN	11	2023	Bob Hambrick Shootout	Community	Gym	Basketball Shoot out competition	1/13-14/2024	\$ -	\$ -	\$ 1,040.00	\$ 1,040.00	\$ 520.00	Final waived per T. Stephan
TFS	11	2023	Ultimate Threat Dance	Commercial	Red Gym	Dance Competition and Showcase	12/16/2023	\$ 650.00	\$ -	\$ 360.00	\$ 1,010.00	\$ 505.00	\$ 505.00
School	MO	YR	Organization	Cat	Facilities	Usage	Date	Facility	Interest	Maintenance/Other	Total	Paid to date	Balance due
TFS	1	2024	MABAS 24 - Lansing Fire Department	Community	Pool	Fire Rescue Emergency Services Training	2/15, 3/21, 4/17, 11/13, and 12/4/2024	\$ -	\$ -	\$ -	\$ -	\$ -	waived
School	MO	YR	Organization	Cat	Facilities	Usage	Date	Facility	Interest	Maintenance/Other	Total	Paid to date	Balance due
TFS	1	2024	TFS Athletic Boosters	Community	Café and Kitchen	Pancake Breakfast	2/3/2024	\$ -	\$ -	\$ 520.00	\$ 520.00	\$ 520.00	\$ -

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TFN	1	2024	District 155	Community	Auditorium/ Gym	2024 Graduation Ceremony	5/28/24 Rehersal - 5/29/24 Ceremony	\$ -	\$ -	\$ 400.00	\$ 400.00		\$ 400.00
TFN	2	2024	Calumet City Chargers	Community	Gold Gym	Off-season Conditioning	2/21, 2/28, 3/6, 3/13, 3/20, 3/27/2024	\$ -	\$ -	\$ 700.00	\$ 700.00	\$280.00 including credit of \$420.00	\$ -
TFS	2	2024	District 155	Community	Red Gym	Basketball Tournament	3/23/2024	\$ -	\$ -	\$ 280.00	\$ 280.00	\$0.00	\$ 280.00
TFN	3	2024	DJ Moore Football Camp	Commercial	Football Field	Football Camp	6/1/2024	\$ 1,000.00	\$ -	\$ 240.00	\$ 1,240.00	\$ 1,240.00	\$ -
TFS	3	2024	Lan Oak Park District	Community	Red Gym	Basketball Tournament	3/23/2024	\$ -	\$ -	\$ 280.00	\$ 280.00	\$ 280.00	\$ -
TFS	3	2024	Heritage Middle School	Community	Track & Field	Practice Track Meet	4/9/2024	\$ -	\$ -	\$ 160.00	\$ 160.00	\$ -	\$ 160.00



MEMORANDUM

Date: April 10, 2024

To: Mr. John Robinzine, Interim Superintendent & Board of Education

From: Teresa A. Bishop, Executive Director of Finance & Operations/CSBO

Subject: Vertical Bridge termination of cel tower lease – TF North

Recommended Action

To inform the Board of Vertical Bridge's termination of a cel tower lease at TF North.

Background

The district has been in a lease agreement since 2005 with Vertical Bridge for lease of a cel tower at TF North. The district has received notice that Vertical Bridge is terminating their lease due to their inability to procure tenants for the site.

Funding source if applicable: N/A

Attachment: Notice of cel tower lease termination



Midwest NT 1 LLC

750 Park of Commerce Drive, Suite 200

Boca Raton, Florida 33487

Phone: (561) 406-4014

Email: peta.bailey@verticalbridge.com

March 14, 2024

Via Federal Express: 775546067595

Board of Education
of Thornton Fractional High School District 215
1601 Wentworth Avenue
Calumet City, Illinois 60409
(708) 585-2321

Re: Notice of Termination of Ground Lease dated December 20, 2005 (the "Agreement"), between Board of Education of Thornton Fractional High School District 215 and United States Cellular Operating Company of Chicago ("Original Tenant"), for the property located at: 755 Pulaski Road Calumet City, IL 60409 (the "Site").

VB Site ID: US-IL-5338

VB Site Name: N-Calumet City Central

Dear Landlord:

Midwest NT 1 LLC, a Delaware limited liability company (successor-in-interest to Original Tenant) ("Vertical Bridge") is the current tenant under the Agreement. Vertical Bridge has decided to decommission this Site. This letter shall serve as official notice of Vertical Bridge's termination of the Agreement pursuant to Section 16 (IV), to be effective as of **April 14, 2024** (the "Termination Date"). Pursuant to Section 20 of the Agreement Vertical Bridge shall remove all improvements at the Site to a depth of Three (3') feet below ground level.

A Vertical Bridge representative will be contacting you further regarding this notice of termination. If you have any questions in the meantime, please contact Peta Bailey at peta.bailey@verticalbridge.com or (561) 406-4014. When calling, please have the VB Site ID (above) available for reference.

Very Truly Yours,

Timothy Tuck

Vice President of Asset Management



MEMORANDUM

Date: April 10, 2024

To: Mr. John Robinzine, Interim Superintendent & Board of Education

From: Teresa A. Bishop, Executive Director of Finance & Operations/CSBO

Subject: Intergovernmental Agreement (IGA) with Calumet City Park District for use of athletic facilities at TF North during 2024-2025

Recommended Action

To discuss the proposed IGA with Calumet City Park District. The Board will be asked to approve the IGA at its April 23rd meeting.

Background

District 215 and Calumet City Park District previously had an agreement regarding use of certain athletic field facilities at TFN that ran from March 19, 1994 to March 18, 2019. District 215 has been working with our attorney and the Calumet City Park District & their attorneys since March of 2021 to negotiate a new agreement.

As part of this process, we learned that the fields in question have multiple owners, including TFD 215, Calumet City Park District, and various other land trusts that may or may not be in existence anymore. In March of 2023, the parties agreed to arrange for a full title search on the properties, with the cost being shared equally by both parties. This search should bring more clarity to the land ownership issues than the brief tract search done by our attorney.

It was also agreed that in the meantime, an IGA was needed as both parties are currently using the athletic fields in question. This latest update was brought to the Board during the April 12, 2023 Committee of the Whole meeting. Since that time, the parties have been working on a mutually agreeable IGA which will run from the date it is signed through September 30, 2025. That agreement is attached and has already been approved by the Calumet City Park District.

We will continue to work with our attorney and the Calumet City Park District on the land ownership issues, as this will need to be resolved in conjunction with our planned work on the TFN athletic fields.

Funding source if applicable: N/A

Attachment: IGA with Calumet City Park District

INTERGOVERNMENTAL AGREEMENT

BETWEEN CALUMET MEMORIAL PARK DISTRICT AND THORNTON FRACTIONAL TOWNSHIP HIGH SCHOOL DISTRICT 215 FOR THE USE OF ATHLETIC FACILITIES DURING 2024-2025

This Agreement is made and entered into this _____ day of _____, 2024, by and between the Board of Education of Thornton Fractional Township High School District Number 215, Cook County, Illinois ("School District"), and the Calumet Memorial Park District ("Park District").

RECITALS:

WHEREAS, the School District and the Park District are both public agencies as defined in the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*); and

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 and Illinois Intergovernmental Cooperation Act authorize units of local government and school districts to contract or otherwise associate among themselves to obtain or share services, to exercise, combine, or transfer any power or function, in any manner not prohibited by law; and

WHEREAS, the Park District desires to continue using for its recreational programs certain property ("Property") located on, or adjacent to, the campus of the School District's Thornton Fractional North High School in Calumet City, Illinois, bounded generally by 154th Place on the North, Superior Avenue on the East, 155th Place on the South, and Commercial Avenue on the West, as each would be extended and with certain exclusions, as more fully set forth in Exhibit A to this Agreement; and

WHEREAS, the School District desires to continuing using the Property for its athletic and physical educational programs;

WHEREAS, the Park District and the School District have already made certain improvements ("Facilities"), to the Property, as more fully set forth in Exhibit B to this Agreement; and

WHEREAS, the parties have previously entered into agreement(s) governing their respective uses of the Property, which agreement(s) have expired and will be superseded by this Agreement; and

NOW, THEREFORE, in consideration of mutual promises the foregoing recitals, the mutual promises, covenants, and conditions hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each party, it is agreed to by and between the School District and the Park District as follows:

Section 1. Incorporation of Recitals. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. Use of the Facilities. To the extent that the School District owns or possesses the Facilities, the School District hereby grants a license to the Park District for non-exclusive use of the Facilities, as described in Exhibit B, attached hereto, and made a part hereof, for the purpose of operating park district recreational programs at such times as that park district use does not interfere with School District use. The School District may continue to use the Facilities and the Property for any school district purposes, including but not limited to interscholastic competitions, physical education instruction, and practices and preparations. To the extent that the Park District owns or possesses any portion of the Facilities, the Park District hereby grants a license to the School District for non-exclusive use of the Facilities, as described in Exhibit B, for the purpose of operating school district athletic and physical educational programs. Each party will provide the other party with notice of scheduled uses of the Facilities. Notice of scheduled use should be given to the other party at least 30 days in advance or as soon as practicable if the party was not aware of the need to schedule the activity that far in advance. The School District may use the Facilities for unscheduled activities when the Facilities are not being used for a scheduled Park District use. The parties shall reasonably consult to inform each other of scheduled activities and to avoid incompatible or interfering uses.

The School District shall maintain and retain full control of and access to the existing Concession Stand/Washroom Building. The School District may grant the Park District limited access to that building as reasonably necessary during the operation of scheduled Park District activities.

The ingress and egress path from the parking lot to the concession stand shall be blocked from vehicular traffic except that usage by Park District and Scholl District personnel shall be allowed provided that said usage relates to the operation of the Facilities. The School District shall provide removable barriers to prevent any unauthorized and/or unsafe usage of said ingress and egress path.

Other spaces on the Property may be used for Park District purposes as permitted in advance by the School District Director of Building and Grounds.

Section 3. Term. This Agreement shall be effective as soon as this Agreement has been executed by both parties and continuing through September 30, 2025. The term may be extended by mutual agreement of the parties. The Park District may withdraw from the Agreement at any time by providing at least 90 days' notice of withdrawal to the School District.

Section 4. Consideration. During the term of this Agreement and in consideration for the license to use the Facilities under the terms of this Agreement, the Park District shall pay the School District the sum of \$1 per year. Neither party is responsible for reimbursement to the other for the cost of any improvements to the Property which were incurred prior to the execution of this Agreement.

Section 5. No Sublease or Assignment. The Agreement and the interest of each party in the Agreement shall not be sold, hypothecated, sublet, mortgaged, assigned, or otherwise transferred. The foregoing also does not limit the ability of the School District to permit other

groups, entities, or persons from using the Property or the Facilities, provided that such use does not materially interfere with the Park District's intended use under this Agreement.

Section 6. Utilities, Maintenance, and Access. The Park District shall be responsible for the cost of electricity power required for the Facilities, including the ball field lights and the concession stand. The School District shall be responsible for provision of all other standard utility services for the Property and its Facilities, including water, sewer, and refuse removal.

Except as provided herein, the School District, at its cost and expense, shall maintain the Property and the Facilities in a neat, clean, and serviceable condition at all times to the reasonable satisfaction of both parties and shall be responsible for all necessary grass cutting, snow removal, and upkeep. The Park District shall be responsible for reasonable custodial services for the Concession Stand/Washroom Building and other Facilities after any actual use by the Park District.

Section 7. Alterations, Repairs, and Storage. Neither party shall make any further permanent alterations or additions to the Facilities without the prior written consent of the other party. Neither party shall be required to make any alteration, change, improvement, replacement, restoration, or repair to the Property except as otherwise required by law or this Agreement.

Each party may bring onto, use at, or store within the Facilities such items of personal property and equipment as are reasonably necessary for the operation of the uses contemplated by the Agreement to the extent it does not interfere with scheduled usage of the other party.

Section 8. Insurance. Each party shall maintain in full force and effect during the term of this Agreement, or any extension thereof, Commercial General Liability Insurance in such coverages and amounts as are reasonably acceptable to the other party and its insurer. All policies must be on an occurrence basis, not on a claims-made basis. Each party shall also maintain Workers' Compensation Insurance with coverage as required by law. Upon request, each party shall provide to the other party a Certificate of Insurance, or a copy of all insurance policies and endorsements thereto, evidencing proof of all insurance required hereunder. Each party shall insure personal property associated with its use of the Facilities at its sole cost and expense. Each party shall name the other as an additional insured.

Section 9. Indemnification. Each party shall indemnify and hold harmless the other party, members of its governing board, its officers, employees, and agents for any costs, claims, actions or causes of actions, including reasonable attorneys' fees, which may arise from the first party's use of the Facilities or from the first party's obligations under this Agreement.

Section 10. Default and Remedies. Before any failure of any party to this Agreement to perform its obligations under this Agreement shall be deemed to be a breach of this Agreement, the party claiming such failure shall notify, in writing, the party alleged to have failed to perform, stating the alleged failure and demanding performance. No breach of this Agreement may be found to have occurred if performance has commenced to the reasonable satisfaction of the complaining party within thirty (30) days of receipt of such notice. In the event of an uncured breach of this Agreement, the non-breaching party shall have the right to pursue any and all legally available remedies, whether at law or in equity, including termination for cause.

Section 11. Miscellaneous. All understandings and agreements, oral or written, heretofore made between the parties hereto are merged in this Agreement, which alone fully and completely expresses the agreement between the School District and the Park District.

The invalidity of any provision of this Agreement shall not impair or affect in any manner the validity, enforceability, or effect of the rest of this Agreement.

Notices of scheduled use may be transmitted by email to the address provided by the party. All other required notices and requests required pursuant to this Agreement shall be sent as follows:

SCHOOL DISTRICT: Director of Facilities
Thornton Fractional Township
High School District 215
18601 Torrence Avenue
Lansing, IL 60438

PARK DISTRICT: Executive Director
Calumet Memorial Park District
626 Wentworth Avenue
Calumet City, IL 60409

or at such other address as a party may indicate in writing to the other either by personal delivery, courier, or by registered mail, return receipt requested, with proof of delivery thereof. Mailed notices shall be deemed effective on the third business day after mailing; all other notices shall be effective when delivered.

This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same agreement.

This Agreement may not be changed, modified, or terminated orally, but only by a written instrument of change, modification or termination executed by the party against whom enforcement of any change, modification or termination is sought.

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, and the venue for any litigation involving this Agreement shall lie only in the Circuit Court of Cook County, Illinois.

The agreements, terms, covenants, and conditions herein shall be binding upon, and shall inure to the benefit of, the School District and the Park District and their respective successors and assigns.

Unless specifically provided otherwise herein, any undertaking either required or permitted hereunder by either the School District or the Park District shall include the obligation to pay for such undertaking.

With respect to any provision of this Agreement, time shall be of the essence.

IN WITNESS WHEREOF, the parties have duly executed this Agreement pursuant to all requisite authorizations as of the date first above written.

**BOARD OF EDUCATION,
THORNTON FRACTIONAL TOWNSHIP
HIGH SCHOOL DISTRICT 215**

**CALUMET MEMORIAL
PARK DISTRICT**

By: _____
President, Board of Education

By: Muttie P...
President, Board of Commissioners

Attest: _____
Secretary, Board of Education

Attest: [Signature]
Secretary, Board of Commissioners

DATE: _____, 2024

DATE: 3-20, 2024

EXHIBIT A

**DESCRIPTION OF THE PROPERTY WHICH IS SUBJECT OF THE AGREEMENT –
“PROPERTY”**

Blocks 2, 3, 6, and 7 in Central Park Addition, a Subdivision of the Northwest Quarter of the Northeast Quarter, except the west 150 feet thereof, of Section 18, Township 36 North, Range 13, East of the Third Principal Meridian, in Cook County, Illinois, together with all vacated streets, public ways, and alleys within and contiguous to said blocks and area, together with a strip of land 60 feet wide formerly claimed and occupied by the Hammond Belt Railroad Company, extending diagonally and southeasterly across said Northwest Quarter of the Northeast Quarter

but excluding therefrom the existing football field and football stadium and any portion of the Thornton Fractional North High School building.

EXHIBIT B

**DESCRIPTION OF THE EXISTING IMPROVEMENTS TO THE PROPERTY -
"FACILITIES"**

2 baseball fields, including field lights, screens, and scoreboard
2 softball fields, including field lights, screens, and scoreboard
6 tennis courts, including nets and fencing
Concession stand with washrooms
Parking lot

Further, "Facilities" includes reasonable ingress and egress over the Property to and from the Facilities by employees and program participants of the parties.



MEMORANDUM

Date: April 10, 2024

To: Mr. John Robinzine, Interim Superintendent & Board of Education

From: Teresa A. Bishop, Executive Director of Finance & Operations/CSBO

Subject: Residency Verification with Rancilio & Associates

Recommended Action

To discuss the merits of using Rancilio & Associates for residency verification services.

Background

District 215 has engaged National Investigations to assist with residency verification in the past. The 5-year contract with National Investigations ends at the culmination of the 23-24 school year. We would like to work with Rancilio & Associates for the upcoming school year.

Funding source if applicable: Education fund

Attachment: Rancilio & Associates proposal for services



"A Name You Can Trust"

1900 E. Golf Road, Suite 950
Schaumburg, IL 60173
P: (847) 380-8966
www.rancoassociates.com

February 27, 2024

Thornton Fractional High School District 215
Teresa A Bishop, CPA, Executive Director of Finance/CSBO
18601 Torrence Avenue, Lansing, IL 60438

RE: Residency investigation Proposal

Teresa,

Thank you for your time on the zoom call on Monday February 26th. It was a pleasure speaking to you and Dr. Whitten regarding the residency inspections.

Based on our conversation you are looking to potentially move from your current vendor to a new one sometime this Summer. Timing was one of the factors in your research right now and I know we can assist you with that issue.

For your favorable review, shown below is a service fee structure:

Tenant/Property Check

- Tenant/property check at each address to verify occupancy.
- Upon completion of verification, service affidavit detailing results of contact and a tenant & property inspection report form.
- Investigators to make three attempts at address within 7-10 business days.
- All attempt efforts to be logged with investigator mobile application that includes the following:
 - GPS tagged service notes.
 - Photograph of property.
- System access to our database to review any past and present files which will include service details and documents.
- 95.00 per address (Net 30)

Serving the legal community for more than 40 years



"A Name You Can Trust"

1900 E. Golf Road, Suite 950
Schaumburg, IL 60173
P: (847) 380-8966
www.rancoassociates.com

All my investigators are licensed by the Illinois Department of Financial and Professional Regulation (IDFPR). My investigators complete on an annual basis eight certification hours of continued education through the Illinois Association of Professional Process Servers (ILAPPS).

Our agency is a fully insured and licensed detective agency through the IDFPR. Included in this proposal are copies of my private detective license and our detective agency license.

Once you have had some time to review, please feel free to let me know if there is anything else that I may be able to assist you with.

Thank you again for your time!

Rocco Morisco

Rancilio & Associates
Midwest Operations Manager
1900 East Golf Road, Suite 950
Schaumburg, IL 60173
847-380-8966
rmorisco@rancoassociates.com

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State of Illinois

Department of Financial and Professional Regulation Division of Professional Regulation

LICENSE NO.
117.001785
115.002522

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EXPIRES:
08/31/2026

LICENSED PRIVATE DETECTIVE AGENCY



RANCILIO ILLINOIS INC
ROCCO MORISCO
1900 EAST GOLF ROAD
SUITE 950
SCHAUMBURG, IL 60173



MARIO TRETO, JR.
SECRETARY

CECILIA ABUNDIS
DIRECTOR

The official status of this license can be verified at IDFPR.illinois.gov

17983593

Cut on Dotted Line

State of Illinois

Department of Financial and Professional Regulation Division of Professional Regulation

LICENSE NO.
115.002522

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below:

EXPIRES:
05/31/2026

LICENSED PRIVATE DETECTIVE



ROCCO MORISCO
1463 ASHWOOD DRIVE
ELGIN, IL 60123



MARIO TRETO, JR.
SECRETARY

CECILIA ABUNDIS
DIRECTOR

The official status of this license can be verified at IDFPR.illinois.gov

17639578

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For future reference, IDFPR is now providing each person/business a unique identification number, 'Access ID', which may be used in lieu of a social security number, date of birth or FEIN number when contacting the IDFPR. Your Access ID is: 3535655

LICENSE NO.
115.002522

Department of Financial and Professional Regulation
Division of Professional Regulation



LICENSED PRIVATE DETECTIVE

ROCCO MORISCO

EXPIRES:

05/31/2026

MARIO TRETO, JR.
SECRETARY

CECILIA ABUNDIS
DIRECTOR

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Cut on Dotted Line



MEMORANDUM

Date: April 10, 2024

To: Mr. John Robinzine, Interim Superintendent & Board of Education

From: Teresa A. Bishop, Executive Director of Finance & Operations/CSBO

Subject: Special Education Transportation Bid results

Recommended Action

To discuss the Special Education Transportation Bid results. The Board will be asked to approve a bid at the April 23rd board meeting.

Background

The bid opening was held on March 27, 2024. Four bidders presented bids for a three-year contract, and Kickert was the lowest bidder. The bid tab is attached.

Funding source if applicable: Transportation fund

Attachment: Special Education Transportation bid tab

**THORNTON FRACTIONAL HIGH SCHOOL DISTRICT 215
TRANSPORTATION -SPECIAL EDUCATION
BID TABULATION - MARCH 27, 2024 2:00 P.M.**

	Cook II/ Kickert	First Student	Safeway Transportation	Sunrise Southwest	Positive Connections
2024/2025 (Exhibit D)					
Routes/Monitors (per day)	\$3,536.00	\$4,171.20	\$4,828.80	\$4,096.00	no bid

2025/2026 (Exhibit E)					
Routes/Monitors (per day)	\$3,642.08	\$4,339.04	\$4,964.01	\$4,259.84	no bid

2026/2027 (Exhibit F)					
Routes/Monitors (per day)	\$3,751.20	\$4,512.64	\$5,103.00	\$4,430.23	no bid

Bid Bond	X	X	X	X	
Exhibit G (Addenda receipts)	X	X	X	X	
Exhibit H	X	X	X	X	
Exhibit I	X	X	X	X	
Exhibit J	X	X	X	X	
Exhibit K	X	X	X	X	
Exhibit L	X	X	X	X	
Exhibit M	X	X	X	X	
Exhibit N	X		X		
Exhibit O	X	X	X	X	

Present:
Soledad Cisneros
Teresa Bishop



MEMORANDUM

Date: April 10, 2024

To: Mr. John Robinzine, Superintendent/Board of Education

From: Becky Szuba, Assistant Superintendent of Teaching and Learning; LaQuesha Martin-Dean, Director of Teaching and Learning

Subject: Resources for new curriculum

Recommended Action

The Department of Teaching and Learning will be seeking approval at the April Board meeting to purchase resources for new curriculum implementation in the amount of \$74,846.01.

Background

As the curriculum writing cycle continues, new resources are evaluated and purchased to supplement the curriculum. The following gives a breakdown of purchases:

AP African American Studies \$10,449.40

- Student textbooks and activity books

AP Physics \$1049.00

- Interactive STEM curriculum on-line resources

English 12 \$765.00

- Teacher supplementary resource book

Precalculus \$23,179.28 (South) \$18,028.33 (North)

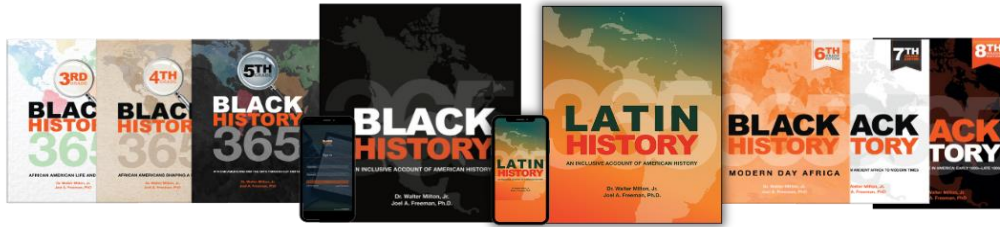
- Student textbooks, a six-year digital curriculum license, teacher editions, and professional development

Spanish III \$21,375

- Student textbooks, a six-year digital curriculum license, teacher editions, and professional development

Funding source if applicable: ESSER III

Attachment: Quotes



Date Issued: March 18, 2024

Quote for:

Thornton Fractional High School District #215
 Attn: Cynthia Holsapple
 P. 708-585-2321 E. cholsapple@tfd215.org
 18601 Torrence Ave., Lansing, IL 60438

Quote #: 31824

Customer ID: TFHSD
Product: Black History 365 Textbooks
 Grades 9-12

Comments or special instructions: Quote includes 60 Hardback Textbooks, 65 BH365 9-12 Activity Guides and 2 Teacher Resource Guides

Professional Development Included: Textbook Facilitator Training (1-Day), 2 Complimentary Digital Music Albums

Description	Qty	Unit Price	Total Price
Black History 365: An Inclusive Account of American History Textbook (9-12)	60	\$ 159.99	\$ 9,599.40
BH365 9-12 Activity Books (Set of 25)	2	\$ 225.00	\$ 450.00
15 Complimentary BH365 9-12 Activity Books			
Shipping			\$ 400.00
TOTAL COST			\$ 10,449.40

Quote Valid for 90 Days

Sales Rep: Henry Sandoval

Quote Prepared by: Henry Sandoval

Send Purchase Order to Lisa Petros
 lpetros@blackhistory365education.com

Payments should be made to BH365, LLC, 4017 Bay Springs Ct, Arlington, TX 76016

THANK YOU FOR YOUR BUSINESS!

Black History 365 4017 Bay Springs Ct., Arlington, TX 76016 | www.BH365.org | 888-365-2453



W. W. NORTON & COMPANY, INC.

Independent Publishers Since 1923
500 Fifth Avenue | New York, NY 10110-0017

wwnorton.com

Quote Number	00000408	Quote Name	IL_ThorntonFractionalDistrict215_EVERYONE4_;
Created Date	3/25/2024	Expiration Date	12/31/2024
Prepared By	Ellee Shover	Contact Name	Becky Szuba
Email	eshover@wwnorton.com	Email	bszuba@tfd215.org
Bill To Name	Thornton Fractional District 215	Ship To Name	Thornton Fractional District 215, Attn: Cynthia Holsapple
Bill To	18601 Torrence Avenue Lansing, IL 60438 USA	Ship To	18601 Torrence Ave Lansing, IL 60438 USA

Product Type	Line Item Description	ISBN	Sales Price	Quantity	Total Cost
Print	Everyone's an Author, Fourth Edition (paperback)	978-1-324-04510-6	\$51.00	15.00	\$765.00

Print Item Subtotal	\$765.00	Shipping Rate	4.000%
Extended Access	\$0.00	Shipping & Handling	\$30.60
Subtotal			
Digital Only Subtotal	\$0.00		
Individual Access	\$0.00		
Subtotal			

Order Grand Total: \$795.60

Instructor Resources

Please note that only classroom sets purchased through W. W. Norton & Company will qualify for complimentary teaching materials and access. Print no-charge items **must** be included on purchase order to ensure delivery. Adopters are eligible to access online instructor resources for the titles purchased. Please contact your Norton representative for access once your order is placed.

Instructor Resource	Access	Cost
Desk Copy	Desk Copy	No Charge
Norton Teaching Tools	Online	No Charge
Quizzes	Online	No Charge
Resources for your LMS	Online	No Charge

For Internal User Only

Digital License Days (NBC)	360 Days	Total Number of Uses	0
----------------------------	----------	----------------------	---

For Ordering Information and Frequently Asked Questions, please visit: WWNorton.com/rd/hsordering

*Shipping and Handling charges are only calculated for print items

If your school has requested that orders be shipped by FedEx, UPS or any other specified carrier, shipping charges will reflect special fees. Please let us know in advance if this is the case so that we may provide a different shipping quote to you. Otherwise, shipping costs are 4%.



W. W. NORTON & COMPANY, INC.

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500 Fifth Avenue | New York, NY 10110-0017
[wwwnorton.com](http://www.norton.com)

**When you place your order, please supply a copy of your tax exempt certificate. If this is not available, your local and state sales taxes will be added to your final purchase order.

Teachers - Please send this quote to your purchasing department and ask them to send the PO to jack@positivephysics.org.

Need district quote greater than 20 teachers? Please reach out for a custom quote.

Semester Pricing Now Available (includes the rest of 2023 free)!

20% Off 1+ Year Subscriptions

30% Off Multi-Teacher Subscriptions

50% Off 3+ Year Subscriptions

Positive Physics & Chemistry QUOTE (K12)

Print

Positive Physics LLC
10456 Beachcrest Dr.
Bainbridge Is., WA 98110

(contact person: Jack Replinger, jack@positivephysics.org.)

School / District (K12):	<input type="text" value="TFTHS District 215"/>
Requestor Name:	<input type="text" value="CYNTHIA HOLSAPPLE"/>
Requestor Email:	<input type="text" value="cholsapple@tfd215.org"/>
Phone Number:	<input type="text" value="708-585-2321"/>

Teacher Subscriptions:	2	▼
Class Periods per Teacher:	Unlimited	▼
Start Date:	Immediate	▼
End Date:	July 2025	▼
Years (approx):	1.5	
Price:	\$1499	
Discount (30%):	\$450	
Final Total:	\$1049	

Quote #24-231.5-196

Subscriptions effective immediately upon receiving PO.

Terms: Net 30 (after Invoice)

All subscriptions include access to all courses (Physics, Chemistry, Physical Science ... etc).

Please send PO to jack@positivephysics.org or [pay by credit card using this link](#).

Hi - Please let me know if you have any questions about the product or pricing!



Cynthia Holsapple
 Executive Assistant
 Thornton Fractnl Twp HSD 215
 18601 Torrence Ave
 Lansing, IL 60438-2830
 United States

Quote Number: 264397-1
Quote Creation Date: 04-02-2024
Quote Expiration Date: 09-30-2024

Ship Address:
 Thornton Fractional North High
 School

Quote Release: 1

755 Pulaski Rd
 Calumet City, IL 60409

PRECALCULUS

Price Quote Summary

Solution	Base Amount	Free Amount	Total
Sullivan: Precalculus: Enhanced with	\$ 16,692.90	\$ 296.94	\$ 16,692.90
Solution Subtotal	\$ 16,692.90	\$ 296.94	\$ 16,692.90
	Shipping & Handling		\$ 1,335.43
		Total	\$ 18,028.33

Price Quote Detail

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
Sullivan: Precalculus: Enhanced with Graphing Utilities						
Sullivan, Precalculus: Enhanced with Graphing Utilities, 8th Edition ©2021						
9780136763611	Precalculus: Enhanced SE+6yr MMLS	238.47	0	70	\$0.00	\$16,692.90
9780135813850	PRECALCULUS ENHANCED WITH GRAPHING UTILITIES	148.47	2	0	\$296.94	\$0.00
	Sullivan, Precalculus: Enhanced with Graphing Utilities, 8th Edition ©2021 Subtotal				\$ 296.94	\$ 16,692.90
	Sullivan: Precalculus: Enhanced with Graphing Utilities Subtotal				\$ 296.94	\$ 16,692.90

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
	Solution Subtotal				\$ 296.94	\$ 16,692.90
						Shipping and Handling \$ 1,335.43
					Total	\$ 18,028.33

Savvas Learning Company LLC Terms and Conditions

To place your order please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form **or** by mail. Please submit your PO and price quote via one of the following methods:

Online: <https://support.savvas.com/support/s/customerserviceus>

Mail: PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS. For questions regarding your order please call Customer Service: 1-800-848-9500.

Price quote: This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard payment terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format.

Shipping & handling charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will appear on the customer proposal and invoice as a S&H charge.

Taxes: All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

Platforms: Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

Damaged & Defective Products: If a print product, or the print component of a blended (print & digital) product, is received in damaged or defective condition, Savvas will issue a credit or replacement at no charge to the customer if the customer promptly (no later than 120 days) returns the damaged or defective product. Customers must report missing product immediately upon receipt.

Return Policy: Returns (other than damaged or defective products) are subject to the following conditions: (a) materials must be returned to Savvas at the customer's expense in new, unused condition, suitable for resale by Savvas (note that any barcoding, sticker, stamping or similar marking on any print materials renders them unsuitable for resale); (b) materials must be returned within six (6) months from the date of purchase; (c) the customer must obtain a Return Materials Authorization ("RMA") from Savvas prior to returning the materials, and must ship the materials back to Savvas within thirty days of receiving the RMA; (d) all materials sold in a set or package must be returned complete as originally sold; and (e) any materials provided by Savvas to the customer on a no-charge basis in consideration of the customer's purchase must be returned in proportion to the purchased materials that are being returned for a credit. A restocking fee of 3% may be applied to credits over \$1,000. Savvas' return policy does not apply to science lab kits or trade publication novels, which are sold on a non-returnable basis.

Consumable Worktexts: Subsequent year consumable worktexts will ship each year on the anniversary of the original order date for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to shipment date. (the anniversary of the original order date unless changed). Changes can be made on the Subscription Worktext Site:

<https://worktext-subscriptions.savvas.com>

Annual subscriptions for iLit and Successmaker Only: Savvas' iLit and Successmaker products (and no others) automatically renew on the anniversary date of the original purchase and will be invoiced accordingly unless otherwise specified.

Technical support services are included with purchase of Savvas digital products.

online help: <https://support.savvas.com/support/s/k12-curriculum-support-form>

phone: 1-800-848-9500

Professional Services: Professional Services: All paid services must be delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. Any cancellation made with less than 72 hours' notice will result in a cancellation fee equal to the full price of the event. MySavvasTraining is included with purchase of products (<https://mysavvastraining.com>).



Cynthia Holsapple
 Executive Assistant
 Thornton Fractnl Twp HSD 215
 18601 Torrence Ave
 Lansing, IL 60438-2830
 United States

Quote Number: 264397-2
Quote Creation Date: 04-02-2024
Quote Expiration Date: 09-30-2024

Shipping Address:
 Thornton Fractional South High
 School

Quote Release: 2

18500 Burnham Ave, Lansing, IL
 60438

PRECALCULUS

Price Quote Summary

Solution	Base Amount	Free Amount	Total
Sullivan: Precalculus: Enhanced with	\$ 21,462.30	\$ 445.41	\$ 21,462.30
Solution Subtotal	\$ 21,462.30	\$ 445.41	\$ 21,462.30
	Shipping & Handling		\$ 1,716.98
		Total	\$ 23,179.28

Price Quote Detail

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
Sullivan: Precalculus: Enhanced with Graphing Utilities						
Sullivan, Precalculus: Enhanced with Graphing Utilities, 8th Edition ©2021						
9780136763611	Precalculus: Enhanced SE+6yr MMLS	238.47	0	90	\$0.00	\$21,462.30
9780135813850	PRECALCULUS ENHANCED WITH GRAPHING UTILITIES	148.47	3	0	\$445.41	\$0.00
	Sullivan, Precalculus: Enhanced with Graphing Utilities, 8th Edition ©2021 Subtotal				\$ 445.41	\$ 21,462.30
	Sullivan: Precalculus: Enhanced with Graphing Utilities Subtotal				\$ 445.41	\$ 21,462.30

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
	Solution Subtotal				\$ 445.41	\$ 21,462.30
						Shipping and Handling \$ 1,716.98
					Total	\$ 23,179.28

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Online: <https://support.savvas.com/support/s/customerserviceus>

Mail: PO Box 6820, Chandler, AZ 85246

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<https://worktext-subscriptions.savvas.com>

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online help: <https://support.savvas.com/support/s/k12-curriculum-support-form>

phone: 1-800-848-9500

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COST PROPOSAL

Quote Prepared On March 6, 2024
 Quote Valid Through October 15, 2024
 Quote No. 2403148039
 Version No. 2

Prepared For
Thornton Fractional Township High School District 215 1601 Wentworth Ave Calumet City, IL 60409

Prepared By
Tracy Peterson tpeterson@vistahigherlearning.com Vista Higher Learning 500 Boylston St, Suite 620 Boston, MA 02116-3736

Descubre 2022					
Qty	Item Number	Description	Unit Price	Total Value	Total Cost
3	978-1-54334-119-5	Descubre 2022 Level 2 National TRB	\$409.95	\$1,229.85	\$0.00
100	978-1-54333-994-9	Descubre 2022 Level 2 Student Edition + PRIME(6 year license)	\$206.95	\$20,695.00	\$20,695.00

Professional Development					
Qty	Item Number	Description	Unit Price	Total Value	Total Cost
1	WBNR002	Professional Development WL Product Training: Remote/Webinar (3 hours)	\$750.00	\$750.00	\$0.00

Total Value	\$22,674.85
Total Gratis	\$1,979.85
Total Cost	\$20,695.00
Est. Shipping (3%)	\$680.25
Est. Grand Total Cost	\$21,375.25

Ordering Instructions

- Purchase Orders will be processed upon receipt and will be invoiced for the full "Total Cost" amount as shown above as well as the actual final Shipping charges required for your shipment, where applicable. Please note that the "Est. Shipping" amount shown above is an estimate only and may be different than the final charges applied.
- When submitting your Purchase Order, please be sure to attach:
 - A copy of this Quote
 - If applicable, a copy of your signed and dated tax exemption certificate
- To place your order, please contact Customer Support:

Vista Higher Learning
 500 Boylston Street, Suite 620
 Boston, MA 02116
Email: orders@vistahigherlearning.com
Phone: (800) 269-6311, option 3
Fax: (617) 426-5215

Terms of Purchase



COST PROPOSAL

Quote Prepared On March 6, 2024
Quote Valid Through October 15, 2024
Quote No. 2403148039
Version No. 2

By accepting a Quote, initiating a Purchase Order to us, entering into a separate agreement with us, and/or ordering online content, you are agreeing to these Terms of Purchase. The Vista Higher Learning Terms of Purchase shall govern all sales of materials and online content and shall supersede any and all terms and conditions attached to your Purchase Orders and/or any other document that you present to Vista Higher Learning, which shall be considered as a confirmation only and the terms and conditions shall in no way amend, prevail over, supplement or supersede any term or condition hereof.

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- **Return Policy:** Returns of Vista Higher Learning materials and online content are subject to the Vista Higher Learning Return Policy: <https://vistahigherlearning.com/return-policy>.
- **Tax:** Prices included within this Quote are exclusive of all applicable taxes, which are the responsibility of the Customer. Customer must provide documentation of tax-exempt status, if applicable.
- **Subscription Term:** For digital product license purchases, the duration of access being purchased based on the product license selection outlined in the Quote above will be considered the Subscription Term.
- **Term Dates:** Subscription Terms are aligned to an academic year calendar and will start as of the next upcoming academic year following the receipt of a Purchase Order, unless otherwise requested by Customer. All product licenses will have the same start and end dates aligned with the Subscription Term.
- **Unused Licenses:** All product licenses must be used within the purchased Subscription Term. Unused licenses during the purchased Subscription Term are not refundable or eligible for credit.
- **Licensing Add-ons:** If purchasing additional license quantities and/or licensing level upgrades to be added onto an existing base of product licenses, the additional quantities and/or upgrades will be applied beginning with the currently active Subscription Term, unless otherwise requested by Customer. All product licenses must maintain the same start and end dates aligned with the Subscription Term, with any additional quantities and/or upgrades matching the current expiration date of the existing Subscription Term in place.

Thank you for your business!



MEMORANDUM

Date: April 10, 2024

To: Mr. John Robinzine, Interim Superintendent/Board of Education

From: Becky Szuba, Assistant Superintendent of Teaching and Learning

Subject: APEX/Edmentum contract

Recommended Action

The Department of Teaching and Learning will be seeking Board approval in April for a two-year renewal of our APEX/Edmentum contract in the amount of \$139,016.00.

Background

Edmentum (formerly known as APEX) is an on-line course/curriculum delivery platform. It is currently used in our District for credit recovery, summer school, late start, senior virtual success academy, virtual success academy with supports for students with IEPs, and late start programs. It can also be used to extend learning in areas where our District currently doesn't offer a course traditionally.

Funding source if applicable: Title

Attachment Contract



Date: 03/25/2024
 Order Number: Q-620244
 Revision: 1
 Order Form Expiration Date: 08/06/2024

ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Customer and Billing Address

Customer No.: 121097
 Customer Name: Thornton Fractnl Twp Hsd 215
 Billing Address: 18601 Torrence Ave
 Lansing, IL 60438-2830

Products and Services

Products	Qty	License Start Date	License End Date	License Term (Months)
Apex Learning Courses: Unlimited enrollments for all students district wide	1	08/07/2024	08/06/2026	24
Customer Success Services	1	08/07/2024	08/06/2025	12
Customer Success Services	1	08/07/2025	08/06/2026	12

Subtotal: \$139,016.00

Total US Funds: \$139,016.00

This Order shall have an effective date ("Effective Date") which is the earlier of (a) the date we accept your signed Order Form or (b) the earliest of the License Start Dates applicable to the products listed above

To the extent the products listed above include "EdOptions Academy" and "ALVS" enrollment products, they are governed by the terms and conditions listed in Appendix A. For all other products, unless otherwise specified in the products table of this Order Form above, the Start Date for your software subscription license(s) will be the date on which we have accepted your order and have issued log-in credentials. In the case of a purchase for multiple successive subscription licenses, the Start Date for each successive subscription will be the day immediately following the License Term expiration of the preceding license subscription.

*** Services purchased are valid for an annual term. Any service offering that is not used during the applicable term will expire and cannot be carried over or used in subsequent periods.

Taxes

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final invoice. If the contracting entity is exempt from sales tax, please send the applicable tax exemption certificate to orders@edmentum.com or attach the certificate to this order form in the Signature section.

Invoicing and Payment Terms

PO Due Date	Payment Due Date	Amount

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | www.edmentum.com





Date: 03/25/2024
 Order Number: Q-620244
 Revision: 1
 Order Form Expiration Date: 08/06/2024

ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

8/6/2024	8/21/2024	USD 69,508.00
8/6/2025	8/21/2025	USD 69,508.00
Total		USD 139,016.00

Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to Edmentum Inc. and affiliates. This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at <http://www.edmentum.com/standardterms> and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect.

Purchase Order

You acknowledge that this Agreement is non-cancellable and you will submit a Purchase Order with this Order Form covering the initial portion of the amount and you will submit future Purchase Orders based on the Invoicing and Payment Terms table and timely make corresponding payment(s) for the remaining amount(s) owed.

Customer Contact for Future Purchase Orders:

Name: _____

Email Address: _____

Acceptance

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing.

I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified.

Invoice Contact Information – Please Provide Your Finance Dept Contact Information

First Name:

Last Name:

Email Address:

Customer Signature

 Name (Printed or Typed)

 Title





Date: 03/25/2024
Order Number: Q-620244
Revision: 1
Order Form Expiration Date: 08/06/2024

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ORDER FORM

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 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Customer and Billing Address

Customer No.: 121097
 Customer Name: Thornton Fractnl Twp Hsd 215
 Billing Address: 18601 Torrence Ave
 Lansing, IL 60438-2830

Products and Services

Products	Qty	License Start Date	License End Date	License Term (Months)
Apex Learning Courses: Unlimited enrollments for all students district wide	1	08/07/2024	08/06/2026	24
Customer Success Services	1	08/07/2024	08/06/2025	12
Customer Success Services	1	08/07/2025	08/06/2026	12

Subtotal: \$139,016.00

Total US Funds: \$139,016.00

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Name: _____

Email Address: _____

Acceptance

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing.

I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified.

Invoice Contact Information – Please Provide Your Finance Dept Contact Information

First Name:

Last Name:

Email Address:

Customer Signature

 Name (Printed or Typed)

 Title





Date: 03/25/2024
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ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Date

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | www.edmentum.com





MEMORANDUM

Date: March 26, 2024

To: Mr. John Robinzine, Superintendent

From: Dr. Rena Whitten, Assistant Superintendent of Student Services & Equity

Dr. RJW

Subject: Student Handbook

Recommended Action

Approval of the 2024/2025 Student Handbook.

Background

Changes were discussed at the February and March COW meeting.

Funding source if applicable: N/A

Attachment: Student Handbook



Thornton Fractional

HIGH SCHOOL DISTRICT 215

BURNHAM • CALUMET CITY • LANSING • LYNWOOD

Student Handbook

~~2023-2024~~ 2024-
2025



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STUDENT HANDBOOK ACCEPTANCE FORM

This is to acknowledge that a copy of the Student Handbook has been made available to my family, via the school website (www.tfd215.org). I understand that I can access general school information, policies, and the Student Behavior Code at any time and that, as a student, it is my responsibility to access and read this information. It is also necessary for my parents/guardians to familiarize themselves with the school regulations to eliminate misunderstandings and to join in the effort to maintain a quality educational program. I understand that at any time I may request a hard copy of the Student Handbook.

I understand that I will be held accountable for the behavior and consequences outlined in the District 215 Student Behavior Code and the Instructional Technology Acceptable Use Policy.

Student: _____ **Date:** _____ **Student Name:** _____
(Signature) (Print Name)

Student ID: _____

As the parent/guardian of _____, I will share the contents of this book with my child.

Parent/Guardian Signature: _____ **Date:** _____ **Parent/Guardian Name:** _____
(Signature) (Print Name)



MEDIA CONSENT AND RELEASE AGREEMENT FORM

INTRODUCTION

Students who attend school in Thornton Fractional Township High School District 215 are occasionally asked to be a part of school and/or school district publicity, publications and/or public relations activities. In order to guarantee student privacy and to ensure your permission for your student to participate, the school district asks that you sign this form.

The agreement below indicates approval for the student's name, picture, work, voice or verbal statement to appear in school publicity or school district publications and, videos or on the school district's website. For example, pictures of students and articles about school activities may appear in local newspapers or district publications. These pictures and articles may or may not personally identify the student, and the pictures and/or videos may be used by the school district in subsequent years.

Pictures of Students Taken By Non-School Agencies

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

Pictures of Unnamed Students

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Pictures of Named Students

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or who deserve special recognition.

In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign the consent below. Please complete and sign this form to allow the school to publish and otherwise use photographs and video recordings, with your child identified, while he or she is enrolled in this school.

AGREEMENT

I grant consent to the School District to identify a picture of my child, by full name and/or the school he or she attends, in any school sponsored material, publication, video recording, or website. This consent is valid for the entire time my child is enrolled in the District. I may revoke this consent at any time by notifying the Building Principal.

Student _____

Parent/Guardian Name *(please print)*

Parent/Guardian Signature

Date



Dear Thornton Fractional High School District 215 Students and Families,

I am excited and honored as we start the 2024-25 school year and my first year as your superintendent. My focus as well as our staff is students first to ensure success for all. However, we cannot do this on our own. I encourage all of you to be in control of your academic journey. You decide the path that you want to take but be assured the administration, teachers, and staff of TFD 215 are here to assist you in any way to be successful and achieve all your high school goals. This handbook serves as a guide to ensure that you know your rights, responsibilities, and the expectations of the school district. It is important that you become familiar with the entire handbook and especially the student code of conduct.

Making sure we provide a safe learning environment for all students/staff is our paramount focus. Please remember as you begin the school year that District 215 encourages use of the anonymous “See Something Say Something” Form on the website to report student safety and well-being concerns. I strongly encourage students and families to use caution with social media use, keeping in mind that threats, bullying and illegal activity on social media can result not only in disciplinary action, but legal ramifications. Many student conflicts are often traced back to social media comments.

Parents and guardians, the school district recognizes that parental and family involvement is essential to the success of every student in our school district. When your expectations of your student’s behavior parallel those of the school, we know that our students achieve more and have a positive educational experience. Thus, we remain committed to creating a welcoming environment for all families. If you have a concern, it is always important to address that concern at the building level first. Please do not hesitate to reach out to your child’s teachers and administrators and explore our district website (tfd215.org) to learn more about the great things occurring in Thornton Fractional High School District 215 and how you can engage in our school activities.

I am dedicated to continuing our partnership in achieving our mission of “providing diverse learning opportunities that inspire all students to become life-long learners who contribute to their community.” Our school district thrives because of this collective effort, focus and commitment of our Thornton Fractional High School students, staff, board of education members, parents, and community partners. I look forward to the work we will accomplish this school year, and I am humbled and grateful to serve as superintendent of such an extraordinary district.

Sincerely,

A handwritten signature in black ink that reads 'John M. Robinzine'.

Mr. John M. Robinzine
Superintendent



Thornton Fractional
HIGH SCHOOL DISTRICT 215
BURNHAM • CALUMET CITY • LANSING • LYNNWOOD

STUDENT HANDBOOK, 87th 88th EDITION
2023-2024 2024-2025 SCHOOL YEAR

BOARD OF EDUCATION

EMAIL

Richard Dust	Patricia Stepp	President	rdust	pstepp@tfd215.org
Patricia Stepp	Marcie Wilson	Vice President	pstepp	mwilson@tfd215.org
Andrea Ballard		Secretary	aballard	@tfd215.org
Diana Jackson		Member	djackson	@tfd215.org
Marcie Wilson		Member	mwilson	@tfd215.org
Dominique Newman		Member	dnewman	@tfd215.org
Jacqueline Terrazas		Member	jterrazas	@tfd215.org
Charles Townsend		Member	ctownsend	@tfd215.org

The Board of Education of School District 215 holds regular monthly meetings the fourth Tuesday of the month. The dates, times, and locations are posted in *The Times of Northwest Indiana* and *Southtown Star*, on the web page and Quick Notes, and in each school. Correspondence to Board Members may be directed to the District 215 Administration Center, 18601 Torrence Ave., Lansing IL. 60438, or to the District 215 website: <http://www.tfd215.org>

DISTRICT APP: Download The District App (Thornton Fractional District 215) to receive daily push notifications and access to school information.

DISTRICT ADMINISTRATION

18601 Torrence Avenue
Lansing, IL. 60438

Superintendent	Dr. Sophia Jones Redmond	John Robinzine	585-2309
Assistant Superintendent of Teaching and Learning	Becky Szuba		585-2388
Assistant Superintendent of Student Services & Equity	Dr. Rena Whitten		585-2312
Assistant Superintendent of Career Development	John Robinzine		585-1116
Director of Career and Technical Education	Ricardo Johnson	Carol Brooks	585-1110
Director of Teaching and Learning	LaQuesha Martin-Dean		585-2394
Chief Technology Officer	Paul Wakefield		585-2377
Executive Director of Finance/CSBO	Teresa Bishop		585-2334
Executive Director of Human Resources	April Jerger		585-2310

CENTER FOR ACADEMICS AND TECHNOLOGY (CAT)

1605 Wentworth Avenue
Calumet City, IL. 60409

CENTER FOR ALTERNATIVE LEARNING (CAL)

1601 Wentworth Avenue
Calumet City, IL. 60409

Principal	Raymond Williams	585-2378
Assistant Principal	Lauren Gladu	585-2393
Assistant Principal	Dawn Walker	585-9402

IMPORTANT PHONE NUMBERS

Attendance	585-9401
Counselor	585-2346
Dean	585-2314
Main Office (CAT)	585-2378
Main Office (CAL)	585-9401
School Health Assistant	585-2355

THORNTON FRACTIONAL NORTH HIGH SCHOOL

755 Pulaski Road
Calumet City, IL 60409

Principal.....	Brian Rucinski.....	585-1001
Assistant Principal.....	Vermeisha Gair Mychael Webb	585-1002
Assistant Principal.....	Christin Passarelli.....	585-1003
Assistant Principal.....	Lisa Bouler Daniels.....	585-1004
Athletic Director	DeVale Stubbs.....	585-1027
Activities Director.....	Michael Kawa	585-1028

IMPORTANT PHONE NUMBERS

Attendance.....	585-1007
Counselors.....	585-1008
Dean.....	585-1013
Main Office	585-1000
Nurse	585-1011
Career Development.....	585-1132
Career Resources.....	585-1187

THORNTON FRACTIONAL SOUTH HIGH SCHOOL

18500 Burnham Avenue
Lansing, IL 60438

Principal.....	Jacob Gourley.....	585-2006
Assistant Principal.....	Paula Nardi.....	585-2008
Assistant Principal.....	John O'Rourke	585-2025
Assistant Principal.....	Cassandra Brackenridge.....	585-2039
Athletic Director	Marc Brewe	585-2063
Activities Director.....	Nicole Streit.....	585-2062

IMPORTANT PHONE NUMBERS

Attendance.....	585-2040
Counselors.....	585-2015
Deans' Office	585-2038
Main Office.....	585-2000
Nurse.....	585-2050

ACADEMIC POLICIES AND DEFINITIONS

The District 215 mission is to provide diverse learning opportunities that inspire all students to become life-long learners who contribute to their community. With this in mind, all students should select the most challenging program for their ability. Students will develop a Four-Year Academic Plan. The Four-Year Academic Plan should be developed through discussions among the student, parent/guardian, faculty and counselor. The student's Four-Year Academic Plan will serve several goals:

1. Students and their parent/guardians will engage in a process designed to identify and clarify post-high school aspirations.
2. Post-high school aspirations will be matched with a recommended Four-Year Academic Plan.
3. Ongoing exploration of post-high school interests and goals will occur throughout the student's high school career and, if needed, the Four-Year Academic Plan will be modified accordingly.

TITLE I PROGRAMS

District 215 pursues 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. 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. The Superintendent or designee shall develop a District-Level Parent and Family Engagement Compact according to Title I requirements.

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.

ASSIGNMENT OF CREDIT

1. Frame of Reference:
 - A) All grading and credit shall be based upon a semester organization.
 - B) Students normally shall be enrolled in a year course for the entire year. To fulfill a graduation requirement, students must receive credit for each semester required.
2. Procedure for Regular Enrollment:
 - A) Students who successfully complete a semester course shall be awarded one half (.50) credit.
 - B) Students who must drop a year course at the end of the first semester, due to unforeseen circumstances, will be awarded one half (.50) credit if they have satisfactorily completed the semester's work.
 - C) Students who successfully complete both semesters of a full year course will be awarded one half (.50) credit at the end of each semester.
 - D) Students who pass the first semester, but fail the second semester of a year course will be awarded one half (.50) credit at the end of the first semester and no credit for the second semester, unless the student enrolls in and successfully completes a credit recovery option.
 - E) As a general rule If students fail the first semester of a year-long course, they will continue in the course second semester and have the opportunity to earn one half (.50) credit upon successful completion of coursework second semester.
3. Other Means to Earn Credit:
 - A) Credit Recovery
 - B) Summer School
 - C) Virtual Success Academy
 - D) Virtual Academic Recovery
 - E) Student who demonstrates proficiency according to District 215's academic criteria: High school credit earned at the junior high/middle school will be recorded on the District 215 transcript as pass with no letter grade.
 - F) High School Credit for Non-District Experiences
The student seeding credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which if any non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

CURRICULUM & INSTRUCTION

Thornton Fractional Township High School requires students to successfully complete 23 credits:

English.....	4 credits
Social Studies.....	3 credits
Science.....	2 credits
Math.....	3 credits
P.E.....	3.5 credits
Health.....	0.5 credits
Electives.....	7 credits
Total Required	23 credits

Of the 23 minimum credits required for graduation, 19 credits must be in courses other than Physical Education and Driver Education. Students must enroll in P.E. each semester during the regular school year unless they are enrolled in Driver Education, Health, or received a valid P.E. waiver. PE waivers are awarded for specific courses in accordance with District 215 Board Policy # 6:310.

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified by State law.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by State law.
6. Completion of the free financial aid application FAFSA.

DISTRICT ANNUAL REPORT CARD

District 215 disseminates an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students, including: (a) student achievement on academic assessments (designated by category), (b) graduation rates, district performance, teacher qualifications, and (c) other required information required by 20 U.S.C. §6311(h)(2)(C) of ESSA.

ACADEMIC ELIGIBILITY - ATHLETIC/ACTIVITIES

Academic Criteria for Participation: Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. Students must take and pass a minimum of five courses during the time they participate in an athletic/extracurricular activity. Failure to pass five classes at the end of semester will make students ineligible for the whole next semester. Failure to comply with this rule during a semester will cause students to become ineligible for the whole next semester. Failure to comply with this rule during a semester will cause students to become ineligible to participate in any athletic/extracurricular activity program until they demonstrate that they are passing the five courses.

In addition, students must maintain a GPA of 2.0 at the end of the 1st, 2nd, 3rd and 4th nine week grading periods and at the conclusion of the 1st and 2nd semester in order to participate on an athletic team or extra-curricular club/organization. **Failure to achieve a 2.0 GPA at the end of the 1st and 3rd quarter will result in the student being ineligible until he/she has raised the cumulative GPA for the current semester has raised to a 2.0 GPA or higher. The student will be ineligible for a minimum of 1 week and must attend homework center. Failure to achieve a 2.0 GPA at the end of a semester will result in the student being ineligible for a minimum of 3 weeks. If after the three-week period, the student is achieving a cumulative GPA for the current semester of 2.0 or higher, the student will regain their eligibility.**

ACCELERATED PLACEMENT PROGRAM

The Accelerated Placement Program (APP) places qualified students in an educational setting that includes curriculum usually reserved for students who are older or in higher grades than the student. Parents/Guardians and students who are interested in this program should contact the students' Guidance Counselor.

Beginning with the ~~2023-2024~~ **2024-2025** school year and beyond, any student who meets or exceeds state standards in ELA, Math, or Science will be automatically enrolled in the next most rigorous level of coursework or will be given the option to enroll in coursework that better aligns with the students' post-secondary goals.

ADVANCED PLACEMENT PROGRAM

The Advanced Placement (AP) Program provides students with the opportunity to pursue college-level studies while still in high school and to receive advanced placement and/or credit when entering college. These courses provide students with an opportunity to take an AP exam. Exam fees are assessed per year. Advanced Placement (AP) Courses are offered by the Business, English Mathematics, Music, Science, Social Studies, and World Language Departments.

ALTERNATIVE LEARNING OPPORTUNITIES

District 215 has developed a program for students at risk of academic failure or dropping out of school. The program includes education and support services addressing individual learning styles, career development, and social needs. Some of the services and programs include, but are not limited to the following:

1. Parent-teacher conferences
2. Counseling services by social workers and/or guidance counselors
3. Counseling services by psychologists
4. Psychological testing
5. Alternative school placement

CHANGES IN COURSE SELECTION

~~Because of the complexities of balancing class sizes, staffing, room allocations, etc., the school reserves the right to adjust any student schedule to better meet overall needs. The master schedule of classes is determined by completed registration requests from students and is considered by the administration to be final. Communication about student course selections are sent out via the Pupil Personnel Services department. Students entering grade 10 should select a three-year sequence in a particular area of career and technical education. All programs and course selections should be discussed by the student, parent/guardians and home school counselors. Therefore, changes in course requests or class assignments will not be accepted for any reasons other than: (a) computer error; (b) rescheduling due to failures; (c) rescheduling to accommodate courses completed in summer school, and (d) Administrator approval.~~ Because of the complexities of balancing class sizes, staffing, room allocations, etc., the school reserves the right to adjust any student schedule to better meet overall needs. The master schedule of classes is determined by completed registration requests from students and is considered by the administration to be final. Communication about student course selections are sent out via the Pupil Personnel Services department. All programs and course selections should be discussed by the student, parent/guardians and home school counselors. Therefore, changes in course requests after the student selection window has closed will not be permitted unless it is for one of the following reasons: (a) rescheduling due to failures (b) rescheduling to accommodate courses completed in summer school (c) rescheduling due to selection for a specialized program (d) rescheduling due to a course that will not be offered or (e) administrator approval. Once the new school year begins, a student may drop a course and transfer to another course up to the 1st ten school days of the semester with parent/guardian permission, teacher consultation and approval by the Principal or designee pending availability in other courses. Administration may transfer a student after 10 days in extenuating circumstances. Level changes are typically done at semester, but can be made prior to the conclusion of the 1st quarter of the semester. All level changes are reviewed and require parent/guardian, teacher, and counselor input. In addition, seating capacity for level changes need to be considered. Building administrators must approve all level changes.

CREDIT CLASSIFICATION OF STUDENTS

Freshman: Student's classification upon entrance to 9th grade.
Sophomore: Completion of 5 academic credits. Students who have not earned 10 credits by the end of their Sophomore year will be enrolled in the Junior Academic Scholastic Institute (JASI) offered at the Center for Academics and Technology for the full academic year.
Junior: Completion of 12 academic credits. **Students who have not earned 16 credits by the end of their Junior year will be enrolled in the Virtual Success Academy (VSA) offered at the Center for Academics and Technology for the full academic year.**
Senior: Completion of 18 academic credits

FINAL EXAMS

Only under extenuating circumstances can final exams be taken at times other than the scheduled exam date. Requests to take a final exam at times other than the scheduled time must be made in writing to the principal and must be approved.

GRADE POINT AVERAGE (GPA)

All courses will be counted toward a student's grade point average except those courses that are "Pass/Fail."

GRADE SCALE **WEIGHTED** GRADE SCALE

Grade	AP	Honors	Regular
A	4.8	4.4	4.0
B	3.6	3.3	3.0
C	2.4	2.2	2.0
D	1.2	1.1	1.0
F	0.0	0.0	0.0

GRADING SYSTEM

Grading System

1. Grade Reports - Student grade reports are issued at the end of each nine-week period. The semester grade is the only grade recorded on student's permanent record. Semester grades are to be based on averaging 40% for each grading period and 20% for the final examination.

Grading Scale:

100 - 90% = A

89 - 80% = B

79 - 70 % = C

69 - 60% = D

59 - 0% = F

2. Grades

4 = A

3 = B

2 = C

1 = D

0 = F

Other grades that may be given include:

Medical

Withdrawn

Pass

Incomplete

3. Weighted Credit

A weighting multiplier is used in calculating rank-in-class (see E):

Advanced Placement Courses 1.2

Honors Courses 1.1

Regular Courses 1.0

Honor Roll with High Distinction

- A 4.00 grade point average or higher
- No failing course grades
- Enrolled in five or more academic credit courses

Honor Roll with Distinction

- A 3.50 - 3.99 grade point average
- No failing course grades
- Enrolled in five or more academic credit courses

Honor Roll

- 3.00 - 3.49 grade point average
- No failing course grades
- Enrolled in five or more academic credit courses.

~~Students who do not meet these criteria and have extenuating circumstances may appeal to the principal for consideration to be placed on one of the above honor rolls. Level changes are typically done at semester.~~

INCOMPLETE GRADES

Any incomplete grade must be made up during the succeeding two weeks after returning to school. **Any extension to this deadline due to extenuating circumstances must be approved by the building Principal and/or designee.** If the work is not completed during the specified time, a failing grade is given for the missing work. The semester grade is determined by the teacher and reported to the Guidance Office to be recorded.

LEARNING RESOURCE CENTER

The LRC is open during school hours and dependent on building and staff availability, may be open before/after school. Library policies and procedures may be obtained from the librarian upon request. Students will be charged a replacement fee based on the value of the book for materials not returned by the end of the school year. All library fees will be added to the student's account.

PLACEMENT OF STUDENTS

Student placement in courses and/or programs should be based upon criteria developed cooperatively with review by academic departments and administrators with review by the guidance department. The appropriate procedures should include the provision that, when a parent/guardian insists requests that a student take a particular course against the recommendations of a teacher and/or the counselor, such request shall be made in writing.. This request will be placed in the student's file. Every student will have a four-year educational plan which includes all courses required to prepare them for their selected post high school programs.

QUALIFYING FOR A THORNTON FRACTIONAL DIPLOMA

The following shall apply relative to students qualifying for a Thornton Fractional diploma:

1. All graduation requirements must be met
2. Minimum attendance defined as one semester prior to graduation.
3. Credits will be accepted for seniors who must transfer to another school provided arrangements are made through the counselor at Thornton Fractional and the new school.
4. To participate in commencement exercises, students must meet all requirements for a diploma.

RANK IN CLASS

~~Rank in class is determined by using the Honor Roll scale. The total number of quality points is the sum of quality points for academic subjects only. (Marching Band/Lunch, and Driver Education are excluded.) The total of points is divided by the number of credits attempted, (only academic subjects). The result is called the Grade Point Average (GPA). The highest GPA is ranked # 1, the second highest # 2, etc.~~

Students are ranked based on their weighted GPAs. Students are awarded grade points for each semester grade earned according to the weighted grading scale. Weighted GPA is the sum of all grade points divided by the total number of semester classes completed. Pass/Fail courses are not awarded grade points and are excluded from the calculation of class rank.

The highest GPA is ranked # 1, the second highest # 2, etc.

- The salutatorian of a graduating class will be the senior with the second highest cumulative grade point average(s) for eight semesters.
- The valedictorian of a graduating class will be the senior with the highest cumulative grade point average(s) for eight semesters.

REPEATING COURSES

1. Students who are at-risk of failing a course or who have failed a course are strongly encouraged to participate in one of the credit recovery programs offered during the school year or during a summer school session. (See "Assignment of Credit" Part 3B)
2. Failed Courses: If a student repeats and passes a previously failed course, the failing grade (F or WF) will be replaced by "R" (repeat) on the student's transcript and the failing grade will be dropped from the G.P.A. The course title and new grade will be recorded in the semester that the course is repeated and passed; and the student will receive appropriate credit and grade points in the G.P.A.
3. Passed Course for a Higher Grade: If a student repeats a course for which a passing grade and credit have been previously earned, the highest grade earned in that course is recorded in the semester earned. The lower grade(s) is replaced by "R" (repeat) on the student's transcript and the lower grade will be dropped from the G.P.A. The student will receive appropriate credit and grade points.

SEX OFFENDER REGISTRATION ACT

Public Act 94-0994, which was passed by the State of Illinois General Assembly, amends the **Sex Offender Registration Act** and requires school districts to notify parents/guardians that information about sex offenders is available to the public as provided for in the Act. The web site for the **Illinois Sex Offender Registry** is: <http://www.isp.state.il.us/sort/>. Click on "I Agree" at the bottom of the page to access the search page. To view a map of registered sex offenders, please go to: <http://www.familywatchdog.us/>

STUDENT INSURANCE

The school cannot be held responsible for accidents to students during the school year. In order to relieve the student and parent/guardians of financial burden, student insurance is available to all students through the bookstore. Every student is urged to take advantage of this program, especially athletes. In the event of an accident, claim forms may be secured at the bookstore. The insurance agency will then make the adjustment with the student and parent/guardians.

Again, students are urged to purchase this insurance as a protection against accidents that can result in medical, dental, and hospital bills. If an athlete declines purchase of the insurance, a waiver must be signed. Insurance fees are not refundable under any circumstances.

STUDENT LOAD

A full-time student is required to be enrolled in (6) courses per grade level each semester, plus lunch, unless a variation is requested in writing by his/her parent/guardians, subject to the approval of the principal in writing. A full-credit course is one which meets one class period per day, five days each week, for the semester and for which the student receives **one-half** credit.

SCHOOL FEES

The Board of Education has the right to establish and collect fees from students. Furthermore, the Board of Education has established that fees are payable by a student as a prerequisite of the student's participation in any curricular or extracurricular program operated by the District (i.e. sporting events, plays, prom, graduation, field trips)

While the Board of Education will waive and/ or reduce charges for instructional materials and other fees for children whose families are unable to afford them, including children eligible for the federal free lunch and breakfast program, and for any other extenuating circumstances for which the board will waive and/ or reduce fees as communicated in adopted policy, all fees not waived become the obligation of the student.

The District may refund relevant fees to a student in accordance with procedures associated with this policy

Fee Payments

Fees are assessed and payable upon registration to a grade.

Fee Refunds/Assessments

If a student withdraws from school, a student or parent/guardian may be entitled to apply for a refund of fees paid or a reduction of fees assessed. If a student withdraws from school before the start of school, or is a no-show, no fees will be assessed and the student may request a full refund of fees pre-paid. Once school begins and the student attends class, assessments or refunds will be prorated by semester.

SCHOOL WELLNESS

School wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. A district-wide school wellness plan will be created and assessed at various intervals. The community will be invited to make suggestions for improvement and enhancement of the school wellness plan.

INSTRUCTIONAL MATERIALS FEE

The following practices will be followed for instructional materials:

1. An instructional materials fee will be charged to each student. This fee will cover instructional resources including, but not limited to textbooks, e-books, novels, and other instructional materials.
2. Each student will continue to be responsible for paying all other fees.
3. The instructional materials fee will be waived for a student(s) who qualifies for the free/reduced lunch program.
4. The curriculum/general education fee and driver's education fee, excluding the Secretary of State permit fee, will be waived for a student who qualifies for the free lunch program.
5. A student must pay the replacement cost of the instructional material/book if ~~he/she loses the item~~ **it is lost**, severely damaged ~~it~~, or **if the student** defaces **the item** or removes the bar code label.
6. Each student must return all textbooks/instructional materials, to the appropriate school personnel prior to the end of the semester the course ends for the student. When the student returns in the fall, all charges must be cleared.
7. If student has not returned books/instructional materials, the student will be charged the replacement cost and be referred to the Collection System.
8. A student who obtains schedule changes during a term must return any books/instructional materials checked out to the dropped course before obtaining books for the added course.

TRANSCRIPTS

A fee will be charged for each transcript. Requests for official transcripts should be made using the online portal located on our website.

TRANSFERRING IN DURING THE YEAR

1. Students transferring in during the year are to be put in the same subjects, to the extent possible, that they were carrying at their former school. **Classes will be assigned, Even** if a student enrolls a week before the end of the semester, ~~he/she will be assigned to classes.~~
2. The semester grade of any transfer student should be determined by averaging the transferred grade in a subject with that earned at Thornton Fractional, using a weight for each equal to the fraction of the semester it represents.

TRANSPORTATION

Bus service is provided for the transportation of students living more than 1 ½ miles from school. Time schedules vary to meet current demands. Students should note the current schedules as announced by the school office. The yearly bus schedule is distributed on the first day of school. Bus schedules and passes are handled by the Dean's Office. Students must display a current I.D. card to board a bus.

Student parking areas are provided at all campuses. Students who drive to school must apply for vehicle registration in the Dean's Office.

WITHDRAWALS

Only parents or legal guardians may withdraw a student from a Thornton Fractional High School. The following procedure must be followed:

1. The withdrawal form is obtained from the Guidance Office. This form must be signed by a parent/guardian.
2. The withdrawal form must be signed by the attendance office, nurse, Learning Resource Center, bookstore, and dean indicating that all obligations have been cleared.

ACTIVITIES AND CLUBS

District 215 offers a wide range of extra-curricular activities. Listed below are clubs that are available. Please note that some clubs may be offered only at North (N), South (S), or the Center for Academics and Technology (C), Center for Alternative Learning (CAL).

ACTIVITIES OFFICE

The Activities Office is the center for all functions that pertain to students in different school organizations. Activity fundraising may not be promoted by any organization without the approval of the Activities Director and Building Administration.

Occasionally, student photos, and/or video image may be used for internal, and/or external publication purposes. Please complete and return the Media Release and Consent Agreement form provided at the front of the Student Handbook.

The student programs are divided into four areas:

Campus	Category I – Performance
N S	Scholastic Bowl # ●
N S	Chess # ●
N S	Drama
N S	Group Interpretation # ●
N S	Mathletes ●
N S	Speech # ●
N S	Band # ●
N S	Choir # ●
S	Contest Play # ●
S	Mock Trial Team #
N S	E-Sports Team # ●
Campus	Category II - Co-Curricular
N S	Newspaper # ●
N S	Yearbook # ●
C	CAD Club @ N
C	CWT @ S
C	Auto Mechanics @ N
C	Auto Collision @ N
Campus	Category III - Special Interest
N	Freshman Class
S	Freshman / Sophomore Class
N	Sophomore Class
N S	Junior Class
N S	Senior Class
S	Art Club ●
N	Brother 2 Brother
S	Drama Club
N S	Creative Arts / Literary Magazine ●
N S	Environmental / Science ●
N	STARS Girls Club
N S	TV Production
N	Power Lifting
N	Monogram
N S	Student Council ●
N S	NHS ●
S	Pep Club
N S	SADD
S	World Language / Cultural Exploration
N S	Best Buddies
N S	History Club
S	GSA Gay Straight Alliance
N	P.R.I.D.E.
N S	Peer Mediators
S	Senior Ambassadors
N S	Dreamers Club
S	Science/Forensics

N	Visual Arts ●
S	Girls Club
N	Student Action Team
N S	Future Teachers Club
N S	Student Equity Leadership Club
N	Connections
N S	E-Sports Club
S	Latin Dance Crew
Campus	Category IV – Non Paid -2 Year Probation
S	Anime Club-year 2

● SSC Conference Required # IHSA Competition @ N of S Bookkeeper REVISED 9.19.22

ATHLETICS

District 215 offers a wide variety of sports for both male and female athletes. Listed below are the sports that are available at each school. (Co-op - this sport is represented by a cooperative team that is comprised of players and coaches from Thornton Fractional North and Thornton Fractional South high schools.

Athletic Offerings (as recognized by the IHSA)

Boys'	Boys'	Girls'	Girls'
Baseball	Soccer (Co-op)	Badminton	Softball
Basketball	Swimming (Co-op)	Basketball	Swimming (Co-op)
Bowling	Tennis (Co-op)	Bowling	Softball
Cross-Country	Track	Cheerleading	Tennis
Football	Volleyball (Co-op)	Cross Country	Track
Golf	Wrestling	Dance	Volleyball
		Soccer (Co-op)	

ATHLETIC ELIGIBILITY REQUIREMENTS

AGE:

A student shall be eligible through age nineteen (19) unless the student shall become twenty (20) during a sport season, in which event eligibility shall terminate on the first day of such season.

ALL STAR PARTICIPATION:

No student at a member school shall participate on an all-star team in basketball, football, soccer or volleyball during the student's high school career until completing their interscholastic athletic eligibility in that particular sport. A student may participate in no more than three (3) all-star contests in a sport.

AMATEUR STATUS:

1. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.
2. For participation in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
3. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.
4. Schools may provide an individual or teams that win an IHSA state championship, a ring/memento not to exceed \$200 in fair market value. Businesses, booster clubs or other organizations desiring to make contributions toward the purchase of a championship ring/memento must make those contributions to the school.

ATHLETIC ELIGIBILITY RULES:

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic sports participation. The Illinois High School Association's rules have been adopted by the high schools, which are members of IHSA as part of the Associations constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal of your school is responsible to see that only eligible students represent the school in interscholastic athletics. Any question concerning your athletic eligibility should be referred to your principal, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal has questions or wishes assistance in answering your questions, contact should be made to the IHSA Office.

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic athletic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic athletics. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety.

You will lose eligibility for interscholastic athletics if you violate IHSA by-laws. Therefore, it is extremely important that you review this material with your parent/guardians, your coaches, your athletic director and your principal to thoroughly understand the IHSA eligibility by-laws and how they relate to you.

ATTENDANCE:

1. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
2. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is a "lapse in school connection" or not.

COACHING SCHOOLS:

1. A coaching school, camp or clinic is defined as "any program sponsored by an organization or individual which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends."
2. During any time of the calendar year, any number of students from a member school may attend a coaching school, camp, or clinic provided no person who is a coach at the students' member school is involved in any respect with the coaching school, camp, or clinic. If a coach at a member school is involved in any respect with a coaching school, camp, or clinic, the number of students from a member school who can attend the coaching school, camp, or clinic shall be limited to 2 students from the coach's school.
3. You 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) You may not attend a coaching school, camp or clinic for any sport after Saturday of week No. 4 in the IHSA Standardized Calendar.

MISBEHAVIOR DURING CONTEST:

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, as a participant or spectator or both.
2. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.
3. 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.

PARTICIPATION LIMITATIONS:

1. After becoming a student in ninth (9th) grade, the student shall not be eligible for more than four (4) consecutive school years of competition in any sport.
2. Your 7th and 8th semesters of high school attendance must be consecutive.
3. After you enroll in ninth (9th) grade, you will not be eligible for more than four (4) years of competition in any sport. You are not guaranteed four (4) years of competition, but that is the maximum amount of competition you may have.

PARTICIPATION UNDER AN ASSUMED NAME:

If you compete under a name other than your own, your principal will immediately suspend you from further competition and you and any other person(s) who contributed to the violation of this by-law will be subject to penalties.

INDEPENDENT TEAM COMPETITION:

1. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport.
2. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
3. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team when the team(s) of which you are a member terminates for the school year.
4. You will become ineligible if you participate on, practice with, or compete on any junior college, college or university team during your high school career.

RECRUITING OF ATHLETES:

1. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
2. You will lose your eligibility if you enroll in or transfer 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. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete, which are not uniformly made available to all students who attend your school.
4. You may not receive an "athletic scholarship" or any other special benefit from your school, because you participate 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/guardians.
 - H) Offer or acceptance of payment of moving expenses of parents/guardians or the assistance with the moving of parents/guardians.
 - I) Offer or acceptance of employment of parent(s) or guardian(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 participation in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity, which is not also provided or made available to all prospective students at that school.

RESIDENCE:

Your eligibility is dependent on the location of the residence where you live full time with your parent/guardians, parent/guardian who has been assigned custody by the court, or court appointed legal guardian. Residency arrangements not previously approved, may be subject to special provisions. Check with your principal to be sure you are eligible before you participate.

Public School Students:

1. Students attending public member schools shall be eligible at the public high school in which they enroll, provided: 3.031.1 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, or they currently and for at least the last two years prior to the student's enrolling in high school, have lived with another family member or relative who has provided full support and adult supervision for the student, as though they were the guardian, within the boundaries of the attendance area of the high school they attend
2. They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, and have attended a minimum of the seventh and eighth grades as tuition-paying nonresident students in the district in which the high school they attend is located.
3. They reside full time with one birth or adoptive parent or other relative without assignment of custody or legal guardianship by the court, provided:
 - A) their residence is in the district in which the member school they attend is located; and
 - B) they attended that member school the previous school term.
 - C) if a freshman, they attended both seventh and eighth grade in the district. parent teaches.
4. In all other cases, students shall not participate until a ruling on their eligibility is made by the Executive Director.

SCHOLASTIC STANDING:

1. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) "full credit" courses.
2. You 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.

SCHOOL TEAM SPORTS SEASONS:

1. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to participate, or participate in contests, after the authorized ending date. This means that:
 - A) You may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the IHSA Board of Directors.
 - B) No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel

TRANSFER:

1. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. **You cannot be eligible when you transfer until this form is fully executed and on file in the school office.**
2. **After the official start date of and IHSA sport season** for the current school year, if a student changes attendance from that high school to another high school, the student shall be ineligible for the remainder of the school year in any sport in which ~~he/she~~ **the student** participated or was participating in a practice interscholastic contest in the current school year at the school from which the transfer occurs; or
Once classes begin in a school for the current school year, if a student changes attendance from that high school to another high school, the student shall be ineligible for a period of thirty days, commencing on the first day of attendance at the new high school, in any sport in which ~~he/she~~ **the student** was not participating or had not participated during the current school year at the school from which the student transferred.
3. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - A) Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public-school district;
 - B) Your transfer is between high schools within a public-school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - C) In the event the student transfers attendance from any high school to any other high school, and the transfer is not in conjunction with a change in residence by both the student and his or her parents, custodial parent, surviving parent, or guardian to a residence outside the boundaries of the public school district attendance area the family originally resided in, the Executive Director may grant eligibility based on documentation that the transfer met one of the following conditions:
 - The student is enrolling for the first time in the student's home public member high school with boundaries
 - Change in family's financial position
 - Extenuating circumstances documented by the sending school's principal or official representative
 - Limited eligibility may be granted when the student transfers schools prior to the beginning of the student's sophomore year
4. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
5. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
6. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
7. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic athletic contest.

USE OF PLAYERS:

You may not appear at a contest in the uniform of your school while you are ineligible. This means that you may not dress or sit on the bench if you are not eligible to play. Also, you may not compete as an "exhibition" contestant if you are not eligible.

T.F. High School District 215: Athletic /Activity Co-Curricular Pledge **2023-24-2024-25**

THIS POLICY SHALL BE APPLICABLE DURING THE ENTIRE SCHOOL YEAR,
INCLUDING THOSE TIMES THE STUDENT IS NOT PARTICIPATING.

- 1. General Habits and Conduct:** I understand that by taking part in the athletic /co-curricular activity program I must meet the ideals for good sportsmanship, good conduct, and citizenship when in school events and in the community. I understand that it is a privilege to participate in athletics/co-curricular activities and that I should be committed to being a model student athlete/participant. I understand that athletics/co-curricular activities are designed to develop me physically, mentally, and socially. I understand that physical development is easy to understand and easy to see, but mental and social development are just as important and the hardest to develop.
- 2. Academic Eligibility:** To be eligible for semester 2, I must pass five classes the previous semester. If not, I will be ineligible for the entire next semester. Also, I must maintain passing grades in five classes on a weekly basis. In addition, I must maintain a GPA of 2.0 at the end of the 1st, 2nd, 3rd and 4th nine week grading periods and at the conclusion of the 1st and 2nd semester in order to participate on an athletic team or extra-curricular club/organization. Failure to comply with this will cause me to become ineligible to participate in athletics/activities (i.e., athletic events-games, state band competition, club meetings, etc.). Failure to achieve a 2.0 GPA at the end of the 1st and 3rd quarter will result in me being ineligible until I have raised my cumulative GPA for the current semester to a 2.0 GPA or higher. I will be ineligible for a minimum of 1 week and must attend homework center. Failure to achieve a 2.0 GPA at the end of a semester will result in me being ineligible for a minimum of 3 weeks. If after the three-week period, I am achieving a cumulative GPA for the current semester of 2.0 or higher, I will regain my eligibility. During the week(s) I am ineligible, I must attend a mandatory study hall established to help with academics. I will be required to attend the homework session that has been established for Monday, Tuesday and Thursday from 3:30-4:30 p.m. Any missed study sessions must be made up before I can once again become eligible.
- 3. Physical Examination:** I understand that I must have a physical examination by a licensed physician before I can start practice or tryouts. I further understand that by participating in an athletic/co-curricular activity, I allow my physician(s) to release any information about my health condition and/or treatment to the school.
- 4. School Attendance:** I understand that I must be in attendance for at least half of the school day (two and one-half clock hours of instruction) in order to participate in practice or in a contest or activity. School-sponsored field trips and activities do not count as absences.
- 5. School Infraction:** Any school infraction which results in suspension from school will require that I be suspended from all athletics/co-curricular activities at least until I am properly reinstated in a timely fashion in school.
- 6. Alcohol & Tobacco Products:** I understand that if I use, possess, or sell any alcohol or tobacco product, I will be suspended from athletics/co-curricular activities for ten consecutive days. A repetition of such an incident will result in my suspension from all athletics/co-curricular activities for the remainder of the school year.
- 7. Possession, Sale or Use of Drugs:** I understand that if I am in possession of controlled substances, illegal drugs or drug paraphernalia or involved in the sale, purchase, or use of drugs (other than a valid prescription written for me and exclusively used by me), I will be suspended from any athletic/co-curricular activities for the remainder of the school year.
- 8. Stealing:** I understand that if I am involved in stealing of any nature, I will be suspended from athletics/co-curricular activities for the first incident for a minimum of ten consecutive days and will make restitution for anything stolen. A repetition of a similar incident will result in my suspension from all athletics/co-curricular activities for the remainder of the school year as well as being required to make restitution for anything stolen.
- 9. Destruction or Damage of Property:** I understand that any destruction or damage of property associated with a school activity or an athletic/co-curricular activity will result in my suspension for a minimum of ten consecutive days as well as payment of damages. A second such incident, or first if aggravated, will result in my suspension from all athletics/co-curricular activities for the remainder of the school year as well as requiring me to pay for damages and restitution.
- 10. Team/Activity Rules:** I understand that if I violate specific approved and distributed athletic/co-curricular activity rules other than those stated in this pledge, it will be handled by the coach/sponsor in charge of the athletic/co-curricular activity.
- 11. Appeal of Suspension:** I understand that I have a right to appeal all suspensions. I must first appeal suspensions to the Athletic / Activity Director. Further appeal may be made to the Principal who may have the matter considered by a co-curricular review board designated by the Principal.
- 12. Awards:** I understand that awards for athletics/co-curricular activities may be withheld, refused or cancelled, if I do not follow all the rules and regulations for a particular athletic/co-curricular activity, including these rules.

NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



DIVISIONS I AND II INITIAL-ELIGIBILITY REQUIREMENTS

ACADEMIC REQUIREMENTS

To play sports at a Division I or II school, you must graduate from high school, complete 16 NCAA-approved core courses, earn a minimum GPA and earn an ACT or SAT score that matches your core-course GPA

CORE COURSES

VISIT ELIGIBILITYCENTER.ORG/CORSELIST FOR A FULL LIST OF YOUR HIGH SCHOOL'S APPROVED CORE COURSES. COMPLETE 16 CORE COURSES IN THE FOLLOWING AREAS

NCAA Division I requires completion of 10 NCAA core courses (including seven in English, math or natural/physical science, before your seventh semester.:

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of Social Science.
- 4 years of additional courses (from any area above, World Language or comparative)

NCAA Division II currently requires:

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 3 year of additional English, mathematics or natural/physical science.
- 2 years of Social Science
- 4 years of additional courses (from any area above, World Language or comparative)

Test Scores

Take the ACT or SAT as many times as you want before you enroll full time in college, but remember to list the NCAA Eligibility Center (code 9999) as a score recipient whenever you register to take a test. If you take a test more than once, send us all your scores and we will use the best scores from each test section to create your sum score. We accept official scores only from the ACT or SAT, and won't use scores shown on your high school transcript.

SLIDING SCALE

Divisions I and II use sliding scales to match test scores and GPAs to determine eligibility. The sliding scale balances your test score with your GPA. If you have a low-test score, you need a higher GPA to be eligible. Find more information about sliding scales at ncaa.org/student-athletes/future/test-scores.

GRADE-POINT AVERAGE

THE NCAA ELIGIBILITY CENTER CALCULATES YOUR GRADE-POINT AVERAGE (GPA BASED ON THE GRADES YOU EARN IN NCAA-APPROVED CORE COURSES.

- DI REQUIRES A MINIMUM 2.3 GPA
- DII REQUIRES A MINIMUM 2.2 GPA

Concussion Policy:

- **Definition of Concussion**

A concussion is an injury to the brain that results in a temporary loss in brain function. A concussion can be caused by either a direct blow to the head, neck, face or somewhere else on the body that causes force to be transmitted to the head. It is also characterized by the rapid onset of cognitive impairment. In some cases, symptoms and signs may evolve hours after initial injury. A concussion may result in neuropathological changes, but abnormality is often not seen on standard imaging studies. The effect of a concussion can vary from student to student with a graded set of symptoms that may or may not involve a loss of consciousness. Recovery time can vary greatly from case to case, but typically lasts from 1-4 weeks if the process of treatment and recovery is managed well.

After sustaining a concussion, a student may experience different kinds of symptoms. The symptoms can be classified into four main types: cognitive, physical, emotional and sleep. Every student is unique and their symptoms of concussion will also be unique, including some or even all of the symptoms as defined in the chart below. It is the job of the Concussion Management Team (comprised of TFD 215 staff, local medical professionals and the family) to work with the student to identify and manage the symptoms so that the concussion will resolve quickly and comfortably.

- **Symptoms Associated with Concussion**

Cognitive	Physical	Emotional	Sleep
Feeling Mentally Foggy	Headache	Irritability	Drowsiness
Difficulty Concentrating	Nausea/Vomiting	Sadness	Sleeping Less Than Usual
Difficulty Remembering	Balance Problems	More Emotional	Sleeping More Than Usual
Repeats Questions	Numbness/Tingling	Nervousness	Trouble Falling Asleep
Feeling Mentally Slowed Down	Sensitivity to Light/Noise		
Forgetful of Recent Information	Dizziness		
Confused About Recent Events	Dazed or Stunned		
Answers Questions Slowly			

- **Key Concepts and Terms**

Key Concepts	
Return to School	A general concept that means that the student is <i>free from all symptoms</i> during academic and sports activities <i>and</i> normal routines are reestablished
Return to Learn	Goal of full academic activities with no symptoms
Return to Play	Goal of full academic and physical/sports activities with no symptoms
Cognitive Activity	Any activity that involves mental stimulation; includes social interactions, reading, video games, television, writing, music
Cognitive Rest	Limited cognitive activities to prevent symptoms from surfacing
Tolerance of Activities	Tolerating certain activities post-concussion means participating without <i>exacerbating</i> symptoms

- **Returning to School**

Returning to School is a concept that goes beyond the student just attending school, or going back to school after a day of rest. A full return to school means that the student is symptom free for at least 12-24 hours from any symptoms caused by academic, cognitive, emotional or physical activity. There are two main components for a full Return to School: Return to Learn and Return to Play.

- **Return to Learn (RTL) and Return to Play (RTP)**

Return to Learn (RTL) is the gradual process of recovery and reentry to academic studies following concussion, while Return to Play (RTP) is the process of returning to athletic activities post-concussion. Although the concept of RTP may be more widely known, **Illinois Public Act 099-0245** states that a protocol for RTP and RTL needs to be established within all schools. Furthermore, a student cannot return to the classroom until the RTL protocol has been met and cannot return to interscholastic athletics unless both protocols have been met (regardless if the concussion took place within the school setting or during interscholastic athletic activities). These protocols are meant to protect students and if strictly followed, have been successful for preventing future injury and excessive time spent out of school and sports.

- **Academic Accommodations for Post-Concussion**

For students returning to school post-concussion, academic accommodations may help in reducing the cognitive load and facilitating the Return to Learn. Adjustments made to the school schedule, work assignments, and how information is presented will help optimized recovery time and minimize post-concussion symptoms. Below are various school accommodations that may benefit students during recovery.

- **Attendance**

- No school for ____ school day(s)
- Part time attendance for ____ school day(s) as tolerated
- Full school days as tolerated
- Tutoring homebound/in school as tolerated
- No school until symptom free or significant decrease in symptoms

- **Breaks**

- Allow student to go to the nurses' office if symptoms increase
- Allow student to go home if symptoms do not subside

- **Visual Stimulus**

- Allow student to wear sunglasses in school
- Pre-printed notes for class material or note taker
- No smart boards, projectors, computers, TV screens, or other bright screen
- Enlarge font when possible

- **Auditory Stimulus**

- Allow student to leave class 5 minutes early to avoid noisy hallway
- Lunch in a quiet place
- Audible learning (discussion, reading out loud, text to speech programs)

- **Workload/Multi-tasking**

- Reduce overall amount of make-up work, class work, and homework when possible
- No homework
- Limit homework to ____ minutes a night
- Prorate workload when possible

- **Testing**

- No testing
- Extra time to complete tests
- No more than one test a day
- Oral testing
- Open book testing

- **Physical Exertion**

- No physical exertion/athletics/gym
- Begin Return to Play guidelines prior to returning to gym or athletics

- **Guidelines for Return to Learn**

Below is a table outlining stages of recovery that help a student with a concussion balance rest and tolerance of activities. The athletic and medical teams work together through all stages of Return to Learn. The Guidelines for Return to Learn can also be found on the District 215 website.

Stage	Activity	Next Steps
1. No school/limited cognitive activity	Cognitive rest and good sleep	Able to tolerate activities without symptoms for 12-24 hours? Yes- Continue to stage 2 No- Continue rest and monitoring
2. Gradual reintroduction of daily activities; "not too much, not too little"	Slowly lift previous restrictions on activities and add them back for short periods of time (5-15 minutes at a time)	Able to tolerate activities without symptoms for 12-24 hours? Yes- Continue to stage 3 No- Return to stage 1
3. Cognitive tasks at home	Assignments, Reading, screen time, on devices in longer increments (20-30-minute increments) of homework at home	Able to tolerate activities without symptoms for 12-24 hours? Yes- Continue to stage 4 No- Return to stage 2
4. Modified (if applicable) school return	Flexible school schedule with accommodation after 1-2 cumulative hour (20-30-minute increments) of homework at home	Able to tolerate activities without symptoms for 12-24 hours? Yes- Continue to stage 5 No- Return to stage 3
5. Full reintegration into school	Increase to full day of school (without physical education) and include accommodations	Able to tolerate activities without symptoms for 12-24 hours? Yes- Continue to stage 6 No- Return to stage 4
6. Resume pre-injury school schedule and activities	*Resume full academic/cognitive workload adjustments (or return to normal, pre-injury scheduling)	Able to tolerate activities without symptoms for 12-24 hours? Yes- Continue with stage 6 and begin <i>Return to Play</i> guidelines if returning to athletic/physical education activities No- Return to stage 5

- **Student Athletes and Return to Play**

Once students can tolerate all pre-injury academic activities and schedules, they may then consider returning to athletic activities. The RTP protocol outlines special considerations for students and student-athletes returning to physical activities and sports activities and further explains the concept of Return to Play. The athletic and medical teams are primarily responsible for monitoring the RTP protocol and also return to PE or other organized physical activities. *A copy of the Guidelines for Return to Play can be found on the District 215 website.*

Stage	Activity	Next Steps
1. Complete Guidelines for Return to Learn	Resume full academic/cognitive workload without adjustments (or return to normal, pre-injury, scheduling)	Able to tolerate activities without symptoms for 12-24 hours? Yes- Continue to stage 2 No- Return to stage 5 of Return to Learn
2. Light aerobic exercise	Walking, swimming, stationary cycling (Heart rate: <70% for 15 mins)	Able to tolerate activities without symptoms for 12-24 hours? Yes- Continue to stage 3 No- Return to stage 1 with physical rest and monitoring
3. Sport specific exercise	Skating drills, running drills, cycling (Heart rate: <80% - 45 mins) *NO head impact activities	Able to tolerate activities without symptoms for 12-24? Yes- Continue to stage 4 No- Return to stage 2 and monitoring
4. Non-Contact training drills	Progress to complex training drills, resistance training, increased exercise, coordination, and attention (Heart rate: <90% - 60 mins)	Able to tolerate activities without symptoms for 12-24 hours? Yes- Continue to stage 5 No- Return to stage 3 and monitoring
5. Full Contact Practice with Caution	With medical clearance, return to normal training activities	Able to tolerate activities without symptoms for 12-24 hours? Yes- Continue to stage 6 No- Return to stage 4
6. Resume pre-injury athletic activities	Normal game play with monitoring and increased awareness of further injury	Able to tolerate activities without symptoms for 12-24 hours? Yes- Continue to stage 6 and normal scheduling/activities No- Return to stage 5

- Clearance to Play and Required Forms**
 The Illinois High School Association (IHSA) Post-Concussion Form needs to be completed by a physician, parent/guardian, and the student as part of clearance to return to Play. Final clearance and Return to Play will be the decision of the team Physician of the respective school and/or the Athletic Trainer of that school. Furthermore, TFD 215 Athletic Trainers and administration reserve the right to exclude any student-athlete from participation in sport *in any capacity* and recommend specific academic accommodations until the student-athlete has completed all requirement of the TFD 215 Concussion Protocol.
- Further Considerations for Students and Student-Athletes:** The Concussion Management Team (CMT) will assist students in receiving support through the appropriate resources at their respective schools. Recommendations regarding altering and/or limiting schoolwork, allowing breaks throughout the day, and excused absences will be made by the CMT and District 215 on a case-by-case basis. Student-athletes that have been diagnosed with a concussion are to be removed from any and all physical activity and activities that exacerbate symptoms, including but not limited to: show choir, band, and P.E. class. Students will be allowed to visit the school nurse to rest when symptoms are active during the school day. Ongoing monitoring and reassessment of activities will be made based on present symptoms and individual progress.

RESIDENCY REQUIREMENTS

Definition of Residency

Illinois laws indicate that a school district must establish free schools to accommodate all students who reside within the district. Boards of Education have a statutory duty to charge tuition to non-resident students. The district allows a dependent of United States military personnel who is housed in temporary housing located outside of the district to enroll if the dependent will be living within the district within 6 months after the time of initial enrollment and the military personnel seeking to enroll the dependent under this exception provides proof that the dependent will be living within the boundaries of the district within 6 months.

The general rule for residency is that a student is considered a resident of the school district in which his/her parent/guardians live unless the parent/guardians have legally relinquished complete custody and control of the student to someone else. Residency is established through physical presence and intent to make that location a permanent residence. A person cannot have a permanent residence in two places at the same time.

A student does not have the right to attend school tuition-free solely for the purpose of attending a specific school.

Verification of Residency

Parents or legal guardians must prove residency in District 215 each year during student registration. Guidelines have been established to verify that students who attend schools within District 215 boundaries are residents of the district. District 215 utilizes a variety of tools to determine the residency of its families which may include asking families to provide proof of residency by submitting documents during the registration process.

Proof of Residency

Before a child can be officially enrolled, proof of residency must be established. Verification of residency includes review of documents from each of the following two categories:

A driver's license or State ID must be provided by all individuals attempting to register a student. Additionally, families will be asked to present the following:

CATEGORY I (one item)

- ~ A homeowner's warranty deed, trustee's deed or real estate tax bill, mortgage*
- ~ A signed renter's lease that is valid for the entire school year and includes the landlord's name and phone number, or a valid sublease listing your name as occupant and includes the landlord's name and phone number**

CATEGORY II (two items)

- ~ Home/apartment insurance bill or policy
- ~ Current Gas bill
- ~ Current Electric Bill
- ~ Village water bill
- ~ Vehicle registration card
- ~ Public Aid Card (if applicable)

* If registrant is living with another household, the homeowner must provide a driver's license or State ID, one item from Category I, two items from Category II and the signed District 215 Affidavit Form for Persons Seeking to Enroll a Student While Living with a District resident.

In situations where the district receives information that indicates a student may have been enrolled in one of its schools fraudulently, the district will employ various measures to determine the validity of such a claim. During the course of a residency investigation, the parent or legal guardian may be required to prove residency again. The parent or legal guardian will be issued a formal letter requiring proof to be submitted to the Residency Officer, 10 days from receipt of the letter. If residency requirements are not submitted within the designated timeframe, or if it is determined that residency with District 215 boundaries cannot be established student will be withdrawn from school immediately. Additionally, the parent or legal guardian of a student determined to be a non-resident of the district may be required to reimburse the district for tuition during the time the student was enrolled.

Change of Address

Parents and guardians are asked to immediately report any change of address or other directory information to the Registrar at the child's school. Changes to residency will require families to update residency verification documents. Updating phone numbers, email address, and any other contact information will ensure timely communication between home and school.

District 215 Residency Hotline

708-585-7000

District 215 maintains a Residency Hotline which may be contacted 24 hours a day. Parent/guardians and community members are encouraged to contact this hotline if they suspect someone is attending district schools as a non-resident. All hotline tips should include detailed information that will be investigated confidentially. Parent/guardians' and community members' active cooperation in this manner will help to assure that the T F District 215 Residency Policy is being fully implemented.

Proof of Custody or Legal Guardianship

At the time of enrollment, the adult enrolling the child must show proof of legal custody document and provide a registered birth certificate of the child and proof of completion of eighth grade curriculum.

If the adult registering the child is not the parent/guardian, proof of the transfer of custody must be provided. Such proof must be in the form of a Court Order transferring custody and control, including the reasons for the order. The adult who has legal custody or has legal guardianship of student must also have a legal residence within the district and provide proof of residency upon enrolling the student.

MCKINNEY VENTO ELIGIBLE STUDENTS

No student will be denied enrollment in violation of the *Education for Homeless Children Act* or the *McKinney-Vento Homeless Education Assistance Act*. Enrollment of homeless students will not be denied or delayed due to a lack of any documentation normally required for enrollment. Parent/guardians of homeless students are only required to provide an address or other contact information in the event of an emergency, and such information is not for residency purposes. Parent/guardians should contact the Homeless Liaison at the home school.

McKinney Vento - District 215 complies with the Elementary and Secondary Education Act (ESEA), McKinney-Vento Homeless Assistance Act (McKinney-Vento), and Protection of Pupil Rights Act (PPRA) which mandates that schools receiving federal funds provide parents/guardians with information and notices in an understandable and uniform format and, to the extent practicable, in a language that the parents/guardians can understand. The Student Service Coordinator serves as the main contact for communication for each campus.

McKinney-Vento Eligible students shall not be denied or have their enrollment process delayed for failure to produce any of the necessary documents.

HOME SCHOOLING (DETERMINATION OF CREDIT)

1. Home schooled students will be admitted to District 215 schools following the enrollment and residence Policy #7:50.
2. Students who have followed an approved curriculum and who have a transcript will be awarded credit. Students who do not have a transcript will have each completed course evaluated.
 - A. The Assistant Principal for Pupil Personnel Services will administer the final exam for the course to the student and/or
 - B. The Assistant Principal for Pupil Personnel Services will evaluate the student's portfolio to verify successful completion of an approved curriculum.
3. Upon admission, the Assistant Principal for Pupil Personnel Services will give students an academic placement test to facilitate appropriate class selections.
4. Students who have been home schooled at the primary grade level and request to be admitted to District 215 as incoming freshmen must provide a certificate of 8th grade completion prior to enrollment.

PUPIL PERSONNEL SERVICES (PPS)

Counselors at Thornton Fractional High Schools serve as a link between the individual student and the total school environment. Any problem important to the student is considered important by the School Counselor. These problems may be personal in nature or they may be school related, such as course selection, course failure, and post-high school plans. Each school maintains a PPS Office available to students and parents/or guardians for support services. Each student is assigned a counselor who is available throughout the school day. Students can make appointments before, during passing periods or after school by QR code and email.

EXTENDED ABSENCE HOMEWORK REQUEST

If a student has been absent for two or more days, the parent/or guardian may call the Guidance Department to make arrangements for homework. Teachers must be given 24 hours' notice to prepare homework assignments. If a student is absent two or more weeks, the parent/guardian may call the Social Worker to make arrangements for homebound tutoring.

FEDERAL GUIDELINES

Students/Parents/Guardians are encouraged to report claims or incidences of bullying, teen dating violence, harassment, sexual harassment or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Building Assistant Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make a good faith complaint 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, Building Assistant Principal or Dean of Students for appropriate action.

The Nondiscrimination Coordinator and Complaint Managers for District 215:

John Robinzine, Assistant Superintendent of Career Development-755 Pulaski Rd., Calumet City, 708-585-1116

Dr. Rena Whitten, Assistant Superintendent of Student Services & Equity -18601 Torrence Ave, Lansing, 708-585-2312

NOTIFICATION OF RIGHTS

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

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has

enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian.

5. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

Name / Address / Gender / Grade level / Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) 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 Academic awards, degrees, and honors. Information in relation to school-sponsored activities, organizations, and athletics Major field of study and Period of Attendance in school.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.

No photograph highlighting individual faces is allowed 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; and no image on a school security video recording shall be designated as directory information.

6. **The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request access to secondary students' names, addresses, and telephone numbers, unless the student's parent (guardian) or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

7. **The right contained in this statement:** No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

8. **The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

PHOTOGRAPH OR VIDEO RECORDING OF A STUDENT

Pictures of Unnamed Students

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Pictures of Named Students

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or who deserve special recognition.

In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must provide consent during the registration process.

PRIVACY RIGHTS

Surveys: Surveys administered to students will be related to the District's educational objectives or assist students with college and career choices. Parents/Guardians may request to view the tools used for these purposes.

PEER (STUDENT AND ADULT) MEDIATION PROJECT

The basic purpose of mediation involves an attempt to solve problems between students with a minimum amount of intervention by school personnel. Mediation is a process which provides additional structure to process information used by students and teachers on a regular basis. Mediation supports the purpose of discipline by seeking to resolve problems rather than to decide on punishment.

Faculty and staff members as well as students are given wide discretion regarding the use of mediation as a proactive solution to student problems. The recommendation for mediation may be made for students at any level of the school organization. These recommendations may be made informally by students themselves, by classroom teachers, counselors, deans, or administrators.

PSYCHO-EDUCATIONAL GROUPS

Students can be referred to participate in psycho-educational groups designed to help students better understand issues and develop strategies to manage issues of concern to them that may, if not addressed, interfere significantly with the students' educational progress or school adjustment. Counseling options for students who are affected by sexual abuse, along with options for victims of sexual abuse to obtain assistance and intervention will be identified by school personnel. Students in a group who present significant concern and for whom therapeutic services must be considered will be referred for individual consultation.

SCHOLARSHIP AND FINANCIAL AID

District 215 does not award any scholarships. The school acts as an agent for organizations offering scholarships by publishing information as to the availability of such awards and assisting students in completing the appropriate application forms. Scholarship information is available on the Guidance website. Some scholarships are based on the total educational record, but most are based on financial need.

SCHOOL-AGE PARENTS/GUARDIANS

Students who are married and/or pregnant are allowed to remain in school and participate in the regular educational program and extra-curricular activities. Independent study or correspondence courses are also fee/tuition-based options available at cost to the student.

SCHOOL NURSE

Health Record Requirements

Important Notice to Parents/Guardians:

Beginning with the 2022-2023 registration window, all required health examinations and immunizations must be submitted for the student's registration to be considered.

*All students are required by Illinois School Code section 27-28, to submit to the school a completed physical and immunization records **before entering the ninth grade** and at the **time of enrollment** into an Illinois high school. The physical and immunization history may be submitted to the School Nurse anytime between January 1st and May 20th. **Incoming freshman and new students will not be allowed to complete registration, attend school or participate in book pick-up unless their completed physical and immunization records are turned in during the registration process.** If needed, you can obtain a copy of your student's immunization records from the junior high school nurse before eighth grade graduation. **Returning grade 12 students will not be allowed to complete registration if proof of immunization against meningococcal disease is not provided.***

To be in compliance for admission to high school the student must have:

A complete physical examination:

- a. Physical results must be recorded on the **current Illinois State Certificate of Child Health Examination** form.
- b. The physical must be dated within one year of starting high school (first day of school). For students transferring from out of state, within one year of transferring to an Illinois High School.
- c. The **Health History** portion **must be completed and signed by the parent or guardian.**
- d. The **diabetes risk assessment** must be documented by examining physician, APN or PA.
- e. The Physical Education and Sports eligibility section, found at the bottom of the physical form, must be completed by the physician, APN or PA.
- f. The physical form must be signed and dated by a **licensed physician (MD or DO).**
- g. Completed dental examination. (9th grade students, effective 2020-21 school year)

A complete and updated immunization history:

The immunization section of the physical must be *signed and dated by a Licensed and Health Care Provider.*

Immunization records must include:

One (1) Meningococcal (MCV4) Vaccine one dose on or after the 11th birthday for 9th, 10th, and 11th graders. Senior students need proof of one vaccine after their 16th birthday.

Two (2) Varicella (Chicken Pox) Vaccines given on or after the first birthday. There must be a minimum of 28 days between dose one and two. Physician diagnosed or verified history of having had the disease is acceptable.

One (1) Tdap (tetanus, diphtheria and pertussis). Three (3) DTP/DTap or TD with last dose given after 4th birthday and qualifying as a booster. Minimum interval: between series doses is 4 weeks, between series and booster 6 months.

Three (3) Hepatitis B Vaccines. There must be a 28day interval between the first and second vaccine and a 56day interval between the second and the third vaccine.

Three (3) or more Polio Vaccines. The last dose must be given on or after the fourth birthday. Minimum interval: between series doses is 4 weeks, between series and booster 6 months.

Two (2) Measles, Mumps and Rubella (MMR)Vaccines. The first vaccine must be given after the 1st birthday with at least 28 days between the 1st and 2nd dose.

Proof of a Dental examination is required for all freshman students by May 15th of their Freshman Year.

Cook County Department of Public Health – 708-232-4500

Asthma

In accordance with Public Act 099-0843, Thornton Fractional Township High School District 215 is requesting the parent/guardian of a student with an asthma diagnosis to submit an Asthma Action Plan completed by the student’s healthcare provider to the Nurse’s Office of their child’s school. The Asthma plan provides the school with detailed instructions on how to treat and/or control your child’s Asthma symptoms and should be written and developed by your child’s medical provider. The plan must be submitted annually and will be kept in your child’s student health file.

Public Act 099-0843 also requires school districts to adopt an “Asthma Emergency Response Protocol” which are procedures designed to guide school staff in assisting students who are experiencing asthma related symptoms. Both the *Asthma Action Plan* and the *Asthma Episode Emergency Response Protocol* can be found on the Thornton Fractional Township High School District 215 website. Please contact the school nurse at your child’s school for assistance with this matter.

School Nurse/School Health Assistant Contact Information:

Thornton Fractional North - Gretchen Hogan	Email: ghogan@tfd215.org	(708) 585-1011
Thornton Fractional South - Bonny Stokes	Email: bstokes@tfd215.org	(708) 585-2050
The Center for Academics and Technology– Kristi Smith	Email: ksmith@tfd215.org	(708) 585-2355
The Center for Alternative Learning - Kristi Smith	Email: ksmith@tfd215.org	(708) 585-2355

Clinic Procedures

1. All ill or injured students must have permission from a parent or guardian and nurse to be sent home. A list of students excused by the nurse is given to the Attendance Office at the end of the day. Parents or guardians are responsible for picking up students or giving them permission to drive home.
2. Any student who has a fever or is suspected of having a contagious condition, will be sent home from school. If a fever is present the student should remain out of school for 24 hours after the fever dissipated without medication.
3. All students with an undiagnosed rash must be sent home for a diagnosis by the family doctor. A written statement by the doctor will be required for readmission.
4. **Any student who** if a student cannot take part in the regular physical education program, he/she should report at the beginning of each year or at the beginning of their convalescence, to the school nurse with a written order from their Primary Health Care Provider. This medical order must indicate the length of convalescence. (for the school year, the semester, for 3 weeks). A new order from the doctor is required each semester.
5. **ALL STUDENTS ABSENT FIVE CONSECUTIVE DAYS OR MORE ARE REQUIRED TO HAVE A WRITTEN NOTE FROM THEIR HEALTH CARE PROVIDER STATING THAT THEY ARE NOW ABLE TO RETURN TO SCHOOL.**

Non-Prescription Medication

Administration of all non-prescription medication will be made at the written request of a parent or guardian. The written non-prescription medication order form must be on file in the nurse's office before any non-prescription medication can be administered to a student. The school nurse or designated building administrator retains authority to exercise medical judgment in the best interest of the student in each individual case. The non-prescription medication is to be brought to the school nurse in the original container, including the manufacturer's original label with the ingredients listed. The student's name must be affixed to the container. Non-Prescription forms are available on the school web site under "Nurse's Office" in the Parent pull down.

Prescription Medication

Prescription medication shall be administered only by the school nurse or a designated building administrator. However, the school nurse or designated building administrator retains authority to exercise medical judgment in the best interest of the student in each individual case. All medication must be given to the nurse before a student attends classes.

1. A written medication orders from the prescribing health care provider is required for all prescription medications. The orders should detail the name of the drug, dosage, and the time interval in which the medication is to be taken. These orders are to be renewed every school year and when any changes are made.
2. Medications should be brought in the original prescription container, labeled appropriately by the pharmacist or licensed prescriber.
3. In addition to the licensed prescriber's order, parents/guardians should provide a written request that medication be given during school hours. The request must include the name of the student, the parent/guardian's name and phone number in case of emergency. It is the parent/guardian's responsibility to ensure that the licensed prescriber's order, written request and medication are brought to the school.
4. If medication is a multi-dose inhaler or Epi-Pen the medication may be carried and self-administered by student. In case of an emergency additional medication should be kept in the Nurses' office.
5. The school district retains the right to reject requests for the administration of medicine.
6. Prescription order forms are available on the school web site under "Nurse's Office" in the Parent pull down.

SPECIAL SERVICES

Special education programs, in compliance with state and federal laws, are available for students with special needs. Thornton Fractional High Schools offer a range of special education services to meet the varied needs of district students. The degree of services varies from contact by a specialist on a consultation basis to a full instructional program. Students most often attend regular classes and receive individualized assistance from special education personnel through resource or study skills services. Students whose skills do not permit them to successfully attend regular classes may receive instruction in alternate classes for all or a portion of their course work.

To be eligible for special education services, a student must have: 1) a disability as determined by state and federal law, 2) the student's disability must adversely affect his/her educational performance, and 3) the resulting educational needs must require special education services. A parent/guardian, teacher, or a professional in the community who is concerned about a student's performance may refer that student to his/her guidance counselor for possible assessment by a screening committee. The screening committee determines whether or not an evaluation for special education eligibility is appropriate. The following services are also available:

English Language Learners. District 215 will provide language and other special support services for students from linguistically and culturally diverse backgrounds who have been identified English Language Learners (ELL). These services are funded by the state and federal government and help students become English proficient, lifelong learners. The state requires the school district to conduct a Home Language Survey with every new student. This information is used to count the students whose families speak a language other than English at home. It also helps to identify the students who need their English language proficiency tested. Students who are identified as ELL are eligible for English as a Second Language classes, tutoring and other forms of instructional support. Students who are identified as LEP are eligible for English Learner (EL) services such as the English as a Second Language class, tutoring and/or other forms of instructional support. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

Homebound Teaching. A student confined to a hospital or to the home for more than two weeks who presents medical certification that this confinement is mandatory will be eligible for homebound tutoring upon completion of a home/hospital educational plan. The parent or guardian should call the school's social worker for additional information and to determine if their particular circumstances qualify the student for homebound instruction.

Instructional Program. When the student's level of functioning is such that increased support and intervention is necessary to derive educational benefit, an instructional class may be suggested. These classes are offered in select subject areas and provide increased modification for students whose delays significantly affect their ability to succeed in the comparable regular class.

Resource Program. Students who have been identified as having a learning disability, traumatic brain injury, other health impairment, emotional disorder, or behavioral concerns may benefit from assistance in the resource room, if the level of intervention which they require is minimal. The amount of resource room assistance will be determined at the student's Individualized Education Planning conference.

School Psychologist. School psychological services may include assessment, individual or group counseling, consultation, and program development to meet individual needs. The psychologist works with students and consults with educators at the Thornton Fractional High Schools to address student learning and behavioral issues within the educational environment.

Section 504. A student who has an impairment which substantially limits his/her functioning in the educational setting, but who is not eligible

under state and federal law for special education services, may be considered for a Section 504 Educational Plan if such accommodations are needed in order for that student to derive benefit from his/her education. Referral for services under this plan would follow the same procedure as that detailed above.

Social Work. Social work services are available during the basic school term for regular and special education students in need. The social worker coordinates services with those of the counselors and other specialists on staff at the Thornton Fractional High Schools.

Speech and Language Therapy. Speech therapy services are available for students who have a speech or language dysfunction. Referrals for speech and language evaluations may be made through the counselor or directly to the therapist. A speech and language evaluation must be completed prior to the delivery of service.

Transition Services. The state requires that annual consideration be given regarding post-secondary opportunities for all students with special education eligibility. The student's personal vision for his/her future is discussed. Thornton Fractional High Schools follow this state procedure. School programming is to address the student's vision and educational needs in light of his/her vocational aspirations.

Other Programs. Support is available to the Thornton Fractional High Schools students with physical, vision, or hearing impairment, as well as other medical and cognitive disabilities. Programs for severely disabled students are available on a case-by-case basis, as determined by individual student need.

TESTING

The counseling department supervises the administration of academic and career tests to all students. The results are used to properly assess achievement and career interest. The information is used by the counselors throughout the year as part of the comprehensive counseling curriculum. The following tests and surveys are administered throughout the school year:

Grade 8/9- Advanced Placement, PSAT

Grade 10 - Advanced Placement, PSAT

Grade 11 - Advanced Placement, NMSQT/ACT/SAT

Grade 12 - Advanced Placement, ASVAB

STATE ASSESSMENT

ISA (Illinois Science Assessment): In compliance with federal testing requirements, students will be required to take standardized state assessments in accordance with federal and state testing requirements. Illinois will administer a science assessment to students enrolled in a public - school district in grades 5, 8, and once in high school. ISA is a general science assessment based on the Illinois Learning Standards in Science, incorporating the Next Generation Science Standards (NGSS). Additionally, all students must take the SAT (Scholastic Aptitude Test), unless the student qualifies for the DLM-AA (Dynamic Learning Maps Alternative Assessment). This test is based on College and Career Readiness standards. Any student who is identified as Limited English Proficient must take the ACCESS (Assessing Comprehension and Communication in English State-to-State) test yearly until proficiency is reached.

STANDARDIZED TESTING

The primary purpose of these tests (given in the junior or senior year) is to provide test scores and related information to colleges. This data will be used for admissions counseling, scholarship selections and placement in class sections. Students planning to enter a college or university after graduation should plan to take 1 or more of the following tests:

SAT – (Scholastic Aptitude Test) -***Note: Currently, it is an Illinois State requirement that all students take this test before graduating.

and

ACT – (American College Testing Program) -

Additional testing includes:

ASVAB – The Armed Services Vocational Aptitude Battery is an abilities test given to juniors or seniors with consent of their parents or guardians. The test compares a student's abilities with various occupations and academic areas. The results of the ASVAB may be used to help students choose classes. By utilizing the results of this test students may be made more aware of career goals.

Advanced Placement Test – Students who want to apply for college credit for areas in which they feel they are proficient may take an advanced placement test after enrolling in an Advanced Placement class. Currently, District 215 offers advanced placement examinations in: **AP pre-calculus, AP Physics, AP African-American Studies**, Biology, Human Geography, Computer Science, Statistics, Music Theory, Spanish Literature, Spanish Language, Calculus, English Literature, U.S. History, European History, Physics, Chemistry, and English Language. Consult your counselor about details.

VOTER REGISTRATION

Students who are currently 18 years old or who will be 18 years old by the time of the Consolidated or General Election may be eligible to vote. Visit: www.elections.il.gov/ to learn more about registration qualifications and the voter registration process.

WORK PERMIT PROCEDURE

Students under 16 years of age, who are going to work in Illinois, must bring the following original documents to the Guidance Office at the South Campus and the Main Office at the North Campus before they can be issued a work permit in **Illinois ONLY**: (Copies will be made, and the originals will be returned.)

1. A birth certificate (or a transcript) issued by the County or any other official birth record.
2. A statement of intention to employ signed by the sponsor or employer or by someone duly authorized by the employer. This statement must describe the specific nature of the occupation in which the employer intends to employ such minor, and the exact hours of the day and number of hours per day and days per week during which the employer intends to employ such minor, and the location and nature of the work establishment.
3. An original Social Security card.
4. A report of a physical examination or note from an MD on prescription paper that indicates the student is healthy and able to work. The report or note cannot be more than one-year-old.

If a student under 16 years of age is going to work in Indiana, the student will take the birth certificate and letter of employment to the Guidance Office of Hammond High School, 5926 Calumet Avenue, Hammond, Indiana to secure his Indiana work permit. Once these items are submitted, the work permit will be completed and ready for pick up in 24 hours.

STUDENT BEHAVIOR CODE

Thornton Fractional Township High School District 215
2023—2024-2024 - 2025

This handbook supersedes any previously published materials pertaining to the student behavior code.

STUDENT BEHAVIOR CODE

PHILOSOPHY

Thornton Fractional High School District 215 is committed to maintaining positive, safe, and supportive teaching and learning environments. The goal of the Student Behavior Code is to outline expectations for appropriate behavior and provide members of the school community with an understanding of the conditions necessary for staff and students to ensure an optimal learning environment where respect, relationships, and passion for learning thrives.

Appropriate student behavior is expected in order to ensure the education of others is not hindered. Each student has the responsibility to know and abide by the ~~regulations~~ **expectations** of the school. Behavior which tends to conflict with the educational environment or which is ~~antagonistic to~~ **interferes with** the welfare of other students and faculty will not be tolerated.

The provisions of this handbook reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change; upon recommendation of the District Discipline Committee and approval by the District 215 Board of Education.

The District reserves the right to implement progressive discipline measures (up to and including expulsion) with students who engage in negative behaviors and for instances of misconduct not specifically described in the Student Behavior Code.

Student Responsibilities:

Thornton Fractional District 215 students have the responsibility to:

- Attend school regularly and to be on time
- ~~Observe~~ **Respect** the rights of other people
- Report hazardous or dangerous situations to an adult
- Treat others with respect and civility regardless of their racial/ethnic origin, age, sex, sexual orientation, religion, or disability
- Maintain academic honesty
- Maintain self-control and proper conduct at all times
- ~~Refrain from~~ **Using** and/or possessing any controlled substances, illegal drugs, or drug paraphernalia on school property or school related events on school grounds **Is prohibited**
- ~~Refrain from~~ **Bringing** any type of weapon on school property, transportation or to any school related events **is prohibited.**
- Be truthful
- Express proper care of equipment, textbooks, and facilities

~~In dealing with violations of the rules and regulations~~ **expectations** of the school, staff will seek to resolve problems with the cooperation of the student and parent or guardian. The following pages are presented so that both parents/**guardians** and students will be aware of the rules, regulations and expectations of the schools. Parents/**guardians** and students are required to sign indicating receipt/review of the discipline code. Parents/**guardians** and students are responsible for becoming familiar with this code. The purpose of this code is to modify student's behavior by providing fair equitable and progressive interventions and disciplinary consequences for all students.

Student Expectations:

Thornton Fractional District 215 students can expect:

- A safe and orderly learning environment
- To be treated with dignity, civility and respect
- To be informed of the rules of conduct
- Freedom from discrimination and harassment
- Academic grades based on academic performance
- To express opinions and personal points of view
- Assistance from teachers, guidance counselors, **social workers**, deans, and administrators
- All students are expected to follow District 215 expectations during ~~remote~~ **e-learning (when applicable)**

In dealing with violations of the rules and ~~regulations~~ **expectations** of the school, staff will seek to resolve problems with the cooperation of the student and parent or guardian. The following pages are presented so that both parents/**guardians** and students will be aware of the rules, regulations and expectations of the schools. Parents/**guardians** and students are required to sign indicating receipt/review of the discipline code. Parents/**guardians** and students are responsible for becoming familiar with this code. The purpose of this code is to modify student's behavior by providing fair equitable and progressive interventions and disciplinary consequences for all students.

ATTENDANCE AND TRUANCY

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any of grades, 9 through 12, in the public school regardless of age. 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 his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program. The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, Release During School Hours (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee.

Should a student, seventeen years of age or over, be chronically absent, the student and parents/guardians will be asked to decide about the student's choices of regular attendance, withdrawal from school, or administrative withdrawal. **Students absent from school for more than TEN (10) consecutive school days may be administratively withdrawn.**

A chronic or habitual truant shall be defined as a child subject to compulsory school attendance and who has been absent without valid cause from attendance for 5% OR MORE OF THE PREVIOUS 180 REGULAR ATTENDANCE DAYS.

DEFINITIONS

Absence:

Any day or period of non-attendance. **It is the parent's/guardian's responsibility to notify the school of absences on the day of the absence.** School personnel will determine the status (excused/unexcused) of the absence. Reasons for excused absences are defined by the Illinois School Code as illness, mental health days (5 allowed per school year), religious observances, death in the family, family emergency, or other situations beyond the control of the student, and must be approved by school personnel. The student is entitled to full make-up privileges for excused absences. The student must meet make-up deadlines established by the teacher. Approved school related activities are not considered absences.

Extended Illness:

Any student who is absent for five consecutive days must present a medical statement from a licensed physician. If the student will be absent for more than five days, the statement should indicate how long the illness is expected to last. Parents **or guardians** are to communicate with the SCHOOL SOCIAL WORKER in cases of extended illness to determine if Homebound Services are warranted.

Excessive Absences and Medical Documents:

Excessive absences are defined as more than **5% or more of the previous 180 regular attendance days (9 days per school year)**. The school administration may require excessively absent students to provide medical documentation indicating the nature of the illness and specific dates to be excused. Failure to provide medical documentation will cause the student to be considered truant. See "Truancy Consequences." Student will be placed on the appropriate step.

Truancy:

Truancy is any day or period of non-attendance which is determined by school personnel as unexcused.

Extenuating Circumstances:

Upon approval of the assistant principal for pupil personnel services, instruction may be provided through homebound tutoring in cases of extended illness. Homebound tutoring will constitute continuous instruction.

Daily Absences

If a student is absent from school, his/her parent/guardian must call the school each day the student is absent. Calls are required no later than 2:30p.m. on the day of the absence. If the school does not receive the call as required, the absence is considered unexcused. A 24-hour phone service is available at the following numbers:

CAT 585-9401

CAL 585-9401

NORTH 585-1007

SOUTH 585-2040

Any student who decides to stay home AFTER the parent (or guardian) has left for work has the responsibility of contacting a parent/guardian to inform him that he/she is home so that the parent/guardian can **notify the school of the absence** call before 2:30 P.M. on the day of the absence.

TARDY POLICY

Punctuality is a student responsibility. Failure to enter the classroom prior to the final ringing of the tardy bell will be recorded as a tardy or as stipulated in writing by the teacher and signed by all students as classroom procedures.

The building administration may prohibit student admission to class when a student is tardy. Such a measure may be necessary either on a selected or continuing basis to ensure that tardiness does not disrupt the educational process.

Students detained by a teacher must obtain a pass from that teacher before attempting to be admitted to their next class. Students may not leave a class to which they are tardy in an attempt to solicit a pass.

All tardies will be reported to the Deans'/Attendance office on the day of the tardy. Students accumulating multiple tardies, per class, per semester, will be counseled and/or receive intervention (s).

TRUANCY POLICY

Students are expected to remain in the building during their regularly scheduled school day. Under no circumstances are students to leave the building without the permission of administration, the dean, or school nurse. To do so will be treated as truancy. If a student becomes ill during the school day and receives permission from the nurse to go home, he or she will be given a pass from the nurse. This pass should be turned in to the Attendance Office before leaving school. Students will be released to the custody of their parents or guardians in the Attendance Office. If no parents or guardians are available, permission must be received from an assistant principal before the student is released.

Requests to leave school for other reasons must be verified by a telephone call from the parent/guardian, and official, written verification that the appointment occurred (e.g. doctor/dentist note, verification of court date or college visit). An excuse from school will be granted by the **Dean's Office** for only those matters that cannot be scheduled at any other time than during the school day.

Truancy is any day or period of non-attendance which is determined by school personnel as unexcused.

Single Period Truancy

The first single class absence starts the student in the truancy process.

Full Day Truancy

Full day truancy is defined as an absence without excuse from three or more periods. Students accumulating 9 days per year or more full day truanies in the previous 180 school days will be considered chronic and habitual truants. In addition, police issuance of a municipal citation for truancy may be issued to the parent/guardian.

STUDENT DISCIPLINARY PROCEDURES

The following disciplinary procedures and interventions will be used in Thornton Fractional High Schools. Faculty and staff may use reasonable means, as needed, to maintain safety, self-defense or defense of property and ~~may~~ **may** remove students from the classroom for disruptive behavior. More disciplinary interventions may be administered for infractions directed against school personal, agents of the school, or agent's property and/or for infractions occurring in places other than in the classroom. Corporal punishment is prohibited in District 215.

DUE PROCESS

The school has the responsibility to see that due process is practiced at all times and to insist that the individual rights of all students are preserved. A student must be provided with the following due process in connection with any suspension from school:

1. Oral or written notice of the ~~charges~~ **allogations** and explanation of ~~evidence~~ supporting **evidence**. ~~the charges~~.
2. If the charges are denied, a student must be given an opportunity to explain their version of the events to the school official.
3. Suspensions (except from riding a bus for safety reasons) may not exceed 10 days, if warranted.
4. All prudent and reasonable attempts will be made to have a student's parents or guardian immediately receive a notice of out of school suspension. Depending upon the length of the out-of-school suspension the notice will include: specific reasons as to why removing the student from the learning environment is in the best interest of the school; a rationale as to the specific duration of the suspension; what if any appropriate and available support services will be provided to the student during the length of his or her suspension, and whether other behavioral and disciplinary interventions were attempted or whether it was determined that there were no other appropriate and available interventions and a notice of right to review/hearing.
5. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. The request must be made in writing and emailed to the office of the Superintendent at appeals@tfd215.org.
6. Any decision rendered must be based upon the evidence.
7. With respect to any out of school suspension invoked, the student has a right to be informed of the beginning and ending dates. The rules regulating the suspension of a student receiving special education services or accommodations under Section 504 are different; therefore, the disposition will depend upon the facts presented in each case.

In all cases of administrative recommendation for expulsion and non-district alternative placements, a hearing shall be conducted by the Board of Education or their designee, which provides an opportunity for the student and his/her parents/guardians** to exercise their right of due process. The Board of Education shall base its decision only on evidence presented at the hearing.**

The following due process procedures will be followed:

1. Parent or guardian will be requested to be present at the hearing.
2. The parent or guardian will be provided a copy of the hearing documents.
3. The student and parent/**guardian** will be given an opportunity to give their version of the facts. They are allowed to offer the testimony of other witnesses and other evidence.

4. The student will be allowed to know of evidence offered against him/her.
5. A record shall be kept of the hearing.
6. The Board of Education will, within a reasonable time after the hearing, notify the parent or guardian of its decision. The notice will be in writing and state whether or not the student is guilty of the conduct charged and what action will be taken by the Board.

In the event of an out of school suspension, the student shall have the opportunity to make up work for equivalent academic credit and a plan for re-engagement back into the school environment.

STUDENT INFRACTIONS

District 215 expects every student to exhibit positive behaviors that lead to successful experiences in and out of the classroom. Students are expected to comply with expectations of the school, to obey promptly all directions of the school staff, to ~~observe~~ **respect** good order, and to conduct themselves at school or at school-related activities, in such a manner that their conduct will neither harm nor bring discredit to the schools of the district. The following list of infractions is not intended to be all inclusive, but rather exemplifies the types of misconduct that are prohibited and will result in some form of disciplinary action. These disciplinary actions are intended to protect the welfare of the school community, as well as assist the individual student in developing self-discipline.

Access of Social Network Pages. Illinois state law (PA 09-0129), the Right to Privacy in the School Setting Act, allows school administration or building designees to request that a student cooperate in an investigation that includes social media misconduct and only if there is specific information about activity on the student's account that violated a school disciplinary infraction or policy. The student may be required to share content that is reported to help the school make a factual determination that will assist in the investigation and in determining appropriate student disciplinary interventions.

The act defines "social networking websites" as internet-based websites that allow users to: 1) create public or semi-public profiles within the site; 2) create a list of other users within the system that they share connections with; and 3) view and search the profiles of others within the system whether or not they have connections with one another. Examples of social networking sites include, but are not limited to, Facebook, Twitter, Instagram, Pinterest, Snapchat, Tik-Tok, Parlor, Discord, Reddit and others.

Email is explicitly not included in the law's definition of a "social networking website". This law enables schools to access a student's profile on a social networking website if there is just and reasonable cause that there is evidence on that the account of a violation(s) of the school's rules and disciplinary codes. Posts that involve threats of violence against others, bullying and harassment, alcohol and/or substance abuse, the use of weapons, and other content that creates a substantial disruption to the educational environment and represents violations of student codes of conduct will result in disciplinary intervention.

Assault – Assault is any threat, which causes a reasonable apprehension by the victim, of receiving bodily/physical harm.

Battery – Battery is any unlawful activity causing physical injury to another and/or knowingly touching another with intent to injure.

Bullying – Bullying is a series of cruel or hostile behaviors involving one or more persons. Bullying on the basis of actual or perceived race, color, nationality, 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; or,
- (3) through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the educational process or orderly operation of a school.
- (4) after school hours, outside of school property to students of District 215.

Furthermore, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student including verbal or written extortion, that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) placing the student in reasonable fear of harm to the student's person or property;
 - (2) causing a substantially detrimental effect on the student's physical or mental health;
 - (3) substantially interfering with the student's academic performance; or,
 - (4) substantially interfering with the student's ability to participate in or benefit from the services, activities or privileges provided by the District.
- Bullying, intimidation and/or harassment may take various forms, including, without limitation, the following: threats, stalking, physical violence,

the electronic posting of mean-spirited messages about a student often done anonymously and defined as cyber bullying and/or the sending of sexually explicit messages or images by cell phone defined as sexting, sexual harassment, teen dating violence, sexual violence, theft, public humiliation, destruction of property or retaliation for asserting or alleging an act of bullying. **105 IL CS 5/27-23.7, SB POLICY 7180**

Students are strongly encouraged to report alleged acts of bullying, intimidation, harassment and other acts of actual or threatened violence. **A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Compliant Manager, or any staff member with whom the student is comfortable speaking.** All reported acts of bullying will be investigated to determine if the act is within the scope of the district or school and, if not, a process for referral outside the school and to the appropriate jurisdiction will be recommended. Students may anonymously report tips related to bullying/harassment/school violence using the **See Something, Say Something** process on each school's website under the student tab. Students should click on the Bullying Prevention and Awareness tab for more details.

Cheating – Student cheating, plagiarism and electronic device sharing are prohibited and will be handled by the classroom teacher. Plagiarism is defined as "the wrongful appropriation, close imitation, or purloining and publication, of another author's language, thoughts, ideas, or expressions, and the representation of them as one's own "original work". **It is also considered plagiarism if a student misrepresents the source of the works of others, including the works of generative AI resources, as their own.**

Controlled Substances Possession of, Sale of, or Use of and/or Involvement with Controlled Substances - A controlled substance is defined as an illegal drug that can have a detrimental effect on a person's health and welfare. Possession of drug paraphernalia, or involvement in the sale, purchase, or use of drugs, including medical cannabis, edibles, marijuana and hashish, and/or alcoholic beverages, look-alike-controlled substances, paraphernalia, vapor pens or intoxicating substances on school or school-sponsored activities is prohibited. While the use of medical cannabis has been legalized in the state of Illinois, students must follow the procedures outlined in the Student Handbook or Board Policy 7:270. Drug use resulting in incapacitation that requires transportation to the hospital by emergency medical personnel, or refusal to accept such transportation when it is recommended by emergency medical personnel, can trigger further disciplinary consequences. Local authorities will be informed unless deemed unnecessary by the Deans' Office. During the parent conference, the parent/guardian will be informed that the District has a drug procedure policy. Ill. Rev. Stat. 105 ILCS/5.

Criminal Trespass – Criminal trespass is being on school property without proper permission from school personnel. Persons considered as trespassers are students on suspensions, expelled students, and any persons who appear on school grounds without legitimate reason. All visitors are required to check-in at the designated visitor entrance. Any student found opening a door for any persons, then such student action will result in immediate interventions/consequences.

Damage to Property/Vandalism/Graffiti – Any act of attempting or succeeding in damaging or misusing school property.

Disruptive Classroom Behavior – Any behavior during class time that disrupts the learning environment and/or goes against the classroom expectations set out by the teacher ~~at the beginning of~~ **throughout** the school year.

Disruptive Items – Possession or use of any items that could be considered disruptive to the educational process are not allowed.

Dress Code – The school expects all students to dress in a manner that is appropriate for a school day and which will not substantially disrupt the educational process and climate or be a safety or health concern. Clothing must be worn in such a way that genitals, buttocks, and breasts are fully covered with opaque fabric. At a minimum all students must wear the following: A Shirt (with fabric in the front, back, and on the sides under the arms), **AND and** Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND and** Shoes.

Students May Wear, as long as these items do not violate the definition above:

- Religious headwear.
- Hoodie sweatshirts (hoods cannot be worn on heads).
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans."
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps.
- Athletic attire
- Face Masks (~~Required~~ **Optional**)

*****According to the Illinois Department of Public Health, face shields have not been deemed effective for source control and are only to be used when other methods of protection are not available or appropriate.**

Students Cannot Wear or carry to class:

- Violent language or images.
- Hats, hoods as headwear, bonnets, durags, berets, visors, helmets, and caps.
- Shirts that show midriffs or tube tops.
 - Images or language depicting drugs or alcohol (or any illegal item or activity).
 - Images or language depicting hate speech, profanity, pornography.
 - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance, medical reasons, or state health mandate).

- Outerwear – coats, lined jackets, lined hoodies, vests, gloves, scarves, sunglasses, backpacks, over-sized purses, book bags and sports bags.

This is not an all-inclusive list. Administrative discretion will apply in all cases.

Dress Code Enforcement – To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. Students will only be removed from spaces, hallways, or classrooms as a result of dress code violations as outlined in the Dress Code sections above. Students in violation of those sections will be provided three (3) options to be dressed more to code during appropriately for the school day:

- 1) Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- 2) Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- 3) If necessary, students' parents/guardians may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Electronic Devices – Electronic devices will be defined as, but not limited to, cellular phones and portable internet devices. All electronic devices should remain on the silent mode to minimize potential disruptions to the educational environment. Cellphones ~~are not allowed~~ **should not be visible** in the classrooms except:

- 1) Used during passing periods and lunch
- 2) Included as part of pre-approved classroom and/or school-sponsored activities.

Refusal to surrender an electronic device to the deans' office may result in a school intervention/consequence. District 215 is not responsible for lost or stolen electronic devices.

Electronic Device Recording – The act of recording/videoing fighting, inappropriate incidents, or academic work/assessments involving students is not permitted.

Face Coverings: (Effective June 23, 2020) Per the Illinois State Board of Education (ISBE) and Illinois Department of Public Health IDPH), face coverings may be worn at all times in school buildings, even when social distance is maintained. All individuals in a school building must wear face coverings, i.e., face masks except while eating and during band. Face masks must be worn unless an individual has a medical contraindication, trouble breathing, or in the event an individual is unconscious, incapacitated, or unable to remove the face covering without assistance. It is required that any individual unable to wear face coverings due to medical reasons provide medical documentation to the school district.

The requirements for all individuals in a school building to wear face coverings is subject to change based on further guidance from the Illinois State Board of Education, School District 215, and other public health agencies.

False Fire Alarm/Setting a Fire or Tampering with Fire Extinguishers – Such student action will result in immediate school interventions/consequences and conferences with parent/guardian. The local police department will be informed.

Fighting – Fighting is considered gross misconduct and will result in the immediate school interventions; loss of privileges including but not limited to, students being prohibited from attending school dances, games, prom, and/or graduation; police arrest and/or issuance of a municipal citation for disorderly conduct or simple battery; a parent conference. Recurring incidents of fighting will be considered in the application of disciplinary interventions. Students are strongly encouraged to report any and all instances of verbal or physical harassment on school property to the **Dean's Office** immediately. Students may anonymously report tips related to bullying/harassment/school violence using the process on the school's website under the student tab. (See something, Say something).

Food and Drink – Students are not allowed to bring food or drink into the classroom, hallways, and or auditorium. Failure to comply will be considered insubordination. Deliveries of any kind will not be accepted or given to students. This includes but is not limited to food, school or personal items and use of delivery services such as Grub Hub, Door Dash, Uber Eats.

- Selling of candy or other **items for personal gain-profit** is prohibited on school grounds. These items will be confiscated. Confiscated items will only be returned to a parent or guardian.

Forgery and/or Unauthorized Possession of School Property or School Forms – Such student action will result in immediate school interventions/consequences. Police will be notified unless deemed unnecessary by the deans.

Gambling – Any form of gambling is strictly prohibited at Thornton Fractional Township High Schools. Playing cards, dice, or other types of gambling devices are prohibited on school property.

Gang Activity – District 215 prohibits any form or participation in gang activity. No student on school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to
 - A) soliciting others for membership in any gang.
 - B) requesting any person to pay protection or otherwise intimidating or threatening any person.
 - C) inciting other students to act with physical violence upon any other person.

Gross Misconduct – Gross misconduct shall include any conduct, behavior or activity that causes, or may reasonably lead school authorities to

believe substantial injury or disruption, or material interference with school activities or the rights of other students or school personnel may occur. Police will be notified unless deemed unnecessary by the Deans' Office. School Board Policy 7:190.

Hallway Usage – Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass may result in school interventions/consequences.

Harassment – No person, including a District employee or agent, or student, shall harass, intimidate or bully a student on the basis of actual or perceived race; color; nationality; 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; 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. The District will not tolerate harassing, intimidating conduct, teen dating violence or bullying, whether verbal, physical or visual, that affects the tangible benefits of education, unreasonably interferes with a student's educational performance or creates an intimidating, hostile or offensive educational environment.

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

Hazing- Any act committed against someone, whether conducted on or off District 215 property, who is joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of the person. Hazing included active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. The term "hazing" includes but is not limited to any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health and safety of the student.

No person, including a District employee, agent, volunteer or student shall plan, direct, encourage, aid or engage in hazing.

Students are strongly encouraged to report alleged acts of hazing. A student tip-line has been made available for free download through the Thornton Fractional District 215 app at the Apple App Store and Google Play.

Immoral/Obscene Behavior - Any behavior offensive to common propriety or decency, including, but not limited to, indecent exposure, sagging pants, unwanted offensive/inappropriate touching, possession, distribution or display of obscene or "hate" material or similar behavior.

Insubordination – Refusal to obey established and well-defined rules and school regulations and failure to comply with a reasonable request by a staff member are considered acts of insubordination. Repeated violation of any rule constitutes insubordination.

Mob Action – The assembly of two or more persons for the purpose of creating a disturbance, participating in an act of violence, and/or damaging property.

Obscene or Abusive Language – Obscene, profane, or vulgar language either written, oral, electronic, or expressed by symbols

1. Between Students
2. Against School Personnel and/or Agents of the Schools.

Obstructing a School Investigation – Any student who knowingly gives false information or intentionally fails to give information in an investigation conducted by staff personnel.

Publication/Distribution of Materials – Students, staff members, and general public, may not use school facilities in any manner for the promotion of any group or vested interest. Also, materials of any kind not directly related to class work may not be distributed on the school premises without the approval of the school administration. Disseminating, posting, or in any other way communicating information unrelated to school activities is prohibited. Possession of literature which promotes any activity that is unlawful, immoral, or inappropriate is prohibited.

Reckless Endangerment – A student who intentionally or unintentionally jeopardizes the safety or well-being of others.

Smoking; Use of Smokeless Tobacco; Possession of Smoking Materials – Smoking in the building, on the grounds or while being transported is prohibited at all times. This includes the use of electronic cigarettes, hookah pens, or vapor cigarettes. Smoking paraphernalia, including but not limited to lighters, matches, cartridges including CBD or THC oils, rolling papers, etc. Tobacco in any form is not to be brought on school property and will be confiscated. The "school grounds" is interpreted as all property owned by District 215, including parking lots and athletic fields.

Student I.D. Card – All students will be provided with a student identification card (I.D. card) upon enrolling in school. The student must wear this school I.D. card while attending school every day. Students that attend school without an I.D. will need to purchase a temporary I.D. Students failing to present an I.D. card when boarding a bus may be denied transportation. Lost, damaged, or defaced I.D. cards must be replaced immediately at a cost of five dollars (\$5.00) to the student. All students must present their I.D. card upon request by any school personnel.

Theft - Theft, attempted theft or being in possession of items belonging to another student enrolled and/or staff member employed in District 215 schools. The student may face prosecution by civil authorities. All thefts should be reported to the Deans' Office as soon as possible.

Unauthorized Area – Students who are in a location without permission or who leave class without permission are considered to be in an unauthorized area. Those areas include, but are not limited to, loitering in washrooms, corridors, parking lots, etc. during a student's regular schedule.

Weapons (Possession and/or use of Stun Guns, Knives, Pepper Spray, Box Cutters, Mace, Tasers, Weapons/Objects as weapons/Look Alike Weapons and/or Explosive(s)/Fireworks – Such student action will result in out-of-school suspension with parent/guardian conference and possible recommendation for expulsion. As mandated by the Gun-Free Schools Act of 1994, possessing, using, or attempting to use dangerous weapons will result in a mandatory recommendation of expulsion for a period of at least one calendar year and possible contact of authorities.

INTERVENTION DEFINITIONS

The following list of interventions are intended to assist, correct and/or alter behaviors so students can demonstrate safe and respectful behavior. These interventions often involve support staff and aim to engage the Student Service Department in helping students modify their inappropriate or disruptive behavior. **These interventions will be implemented based on student needs and staff discretion.**

Activity Ban: Students shall not attend and/or participate in school and/or district sponsored activities including but not limited to sporting events, clubs, and activities.

Alternative Placement: Short- or long-term changes in the location where the student is educated. This can include schools located inside or outside of District 215 boundaries. Programs will allow the student to obtain credits towards graduation.

Alternative to Out-of-School Suspension (AOS): An alternative to out-of-school suspension (AOS), is served at an assigned school building within District 215 (TFN, TFS, TFC), in a designated room, supervised by a staff member for a specified time period. Students will have the opportunity to make up work for equivalent academic credit. During an AOS, the student will remain away from their home campus ~~beginning at the end of the school day the suspension was issued, until the beginning of the school day the student is expected to return~~ **for the duration assigned.** Failure to do so will be treated as criminal trespass to state-supported property (Credit Recovery attendance is an exception). Students who have been assigned to AOS are not allowed to attend or participate in any extra-curricular activities, including athletics and athletic events. When a student is assigned to AOS, his/her parents/**guardians** will be notified as quickly as possible. A mandatory parent/**guardian** conference is required at the discretion of the Administrator. Depending on the severity of the infraction, the police may be notified.

Attendance Intervention Plan: A positive reinforcement intervention created by members of the Dean's and/or PPS Offices and used to improve student behavior. The Attendance Intervention Plan is designed to identify barriers to daily, on-time attendance a student may have, and outline multiple strategies/support needed to improve poor attendance. The plan is reviewed with input from student and families and includes check-points built into the plan to monitor improvement.

Behavior Contract: A positive-reinforcement intervention used to change student behavior. The behavior contract is an agreement between a staff member and a student that spells out in detail the behavioral expectations for the student, the conditions in which the behavior will occur, and the rewards and/or **additional support or** consequences the student receives. The student agrees to the terms of the contract.

Behavior Intervention Plan (BIP): A plan designed by PPS to address student behavior based on the results from a functional behavioral assessment (FBA). This BIP targets specific behaviors and specific strategies to change the behavior along with the desired outcomes.

Behavior Intervention Plan (BIP): A plan designed by PPS to address student behavior based on the results from a functional behavioral assessment (FBA). This BIP targets specific behaviors and specific strategies to change the behavior along with the desired outcomes.

Behavior Modules: Short lessons or units related to various topics designed to promote student understanding of inappropriate behavior in order to decrease its occurrence.

Community Service: Programs that permit the students to perform a required amount of supervised activities outside of the normal school day. Assigned activities may take place on or off the school campus.

Conferences (Parent/Guardian, Student, Staff): A meeting between multiple parties to address student behavior or academic concerns. A conference can take many forms.

Conflict Resolution - A positive-reinforcement intervention used to change student behavior and brings students together to figure out a solution to a problem or issue. The solution is mutually agreed upon as a means to avoid both parties from engaging in negative behavior towards one another.

Detentions: Students may be required to come before the regular school hour, during lunch, or remain beyond the school day. Detentions are designed to allow the students the opportunity to make up school work missed due to tardiness, absence, and address behavior that is considered disruptive to the educational process. **There are two types of detentions: 1. Teacher detentions are up to 25 minutes and 2. Dean detentions are served before school, during a portion of the student's lunch, or after school.** Students are required to make arrangements to attend. Students are also responsible to provide their own transportation to or from a detention.

Teacher Detention (up to 25 minutes): ~~When assigning student detentions, teachers give the student a detention slip that allows for student and parent/**guardian** notification. Teachers will be responsible for scheduling and supervising their own detentions. Failure to serve a teacher detention will result in further disciplinary action.~~

Dean Detention: ~~Dean detentions are served before school, during a portion of the student's lunch, or after school. An assigned student is given written notice as to the date, time, place, and expectations. Failure to serve or removal from a dean's detention will result in further disciplinary action.~~

Expulsion: According to School Board Policy Number 7:190, there are offenses of such a nature that will result in immediate suspension and recommendation for probable expulsion. Students guilty of ~~flagrant~~ or chronic violation(s) of the rules or gross disobedience or misconduct may be recommended for expulsion. These offenses are defined as, but not limited to, any conduct, behavior, or activity which causes substantial injury or disruption, or material interference with school activities or the rights of other students or school personnel. The parents/**guardians** will be notified by letter of the time and place of the Board hearing, along with documents and notice of the right to be represented by counsel.

In-School Suspension: In-School Suspension (ISS) is served at the school building in a designated room, supervised by a staff member for a specified time period. The ISS program, as an alternative program to out-of-school suspensions, will allow students to receive earned credit during the school day. The days in the ISS program do not count as out-of-school suspension days.

Mediation Process: The Thornton Fractional Mediation program will attempt to resolve problems between students with a minimum amount of intervention by school personnel. Students who are made to feel uneasy by the actions of other students may request mediation through the deans, social worker, counselors or trained peers. The parents/**guardians** of all students participating in the mediation will be contacted and made

aware of the request for mediation and its outcome. The Student Mediation process involves the invitation of the affected parties to participate in mediation. Students may elect to have either adult or student mediators. Trained mediators question the disputants on the nature and causes of their disagreement. The mediators look for a solution to the problem which will resolve the concerns of all parties. The final resolution is written as a contract between the disputants. In the event that a violation of the student mediation contract occurs, the disputant(s) in violation will be referred to the Dean's Office for disciplinary interventions.

Mentoring: Students are assigned an adult or peer to assist in development of identified skills and positive behavior replacements.

Multi-Tiered Systems of Support: A framework used to provide targeted support to struggling students. It focuses on the "whole child." MTSS supports academic growth and achievement, but it also supports many other areas. This includes behavior, social and emotional needs, and absenteeism.

Out-Of-School Suspension (OSS): During a suspension, the student will remain away from the school grounds beginning at the end of the school day the suspension was issued ~~until the beginning of the school day the student is expected to return~~ and lasting for the duration of the suspension. Failure to do so will be treated as criminal trespass to state supported property (Credit Recovery attendance is an exception). Students who are suspended are not allowed to attend or participate in any extra-curricular activities including athletics and athletic events. When a student is suspended, his/her parents/guardians will be notified as quickly as possible. A parent conference may be required at the discretion of the Dean. During an out-of-school suspension, it is the students'/parents'/guardians' responsibility to request any missed work. Students will have the opportunity to make up work for equivalent academic credit. Depending on the severity of the infraction, police may be notified.

Peer Advisory – trained students that assist with minor conflicts among peers.

Pupil Personnel Services (PPS) Groups: Student is assigned to a member of the PPS team (Social Worker, School Counselor, School Psychologist, Speech Pathologist) for participation in targeted intervention sessions in identified areas (e.g., anger management), or to work through problems or issues that negatively affect the student's participation in the school environment.

Re-entry Conference: A mandatory meeting between the student and parent/guardian and school staff to discuss the successful return / re-engagement of a student to the school environment following out of school suspension, expulsion, or returning from an alternative school setting.

Referral to PPS/MTSS: The student's information is provided to members of the PPS team to determine the need for additional supports.

Restorative Practices: The basic principles of Restorative Practices are to help students recognize the harm that was caused by their behavior, and participate in activities to repair the harm that was done as well as prevent future occurrences.

Stay Away Plan: A written agreement issued by the Deans' Office and signed by a student or students that prohibit an individual from harassing, threatening, accosting, or contacting another individual through face-to-face contact, media platforms, or any other means.

Warning/Reprimand: The student is provided a verbal or written warning to improve behavior prior to the issuance of a consequence/intervention.

District 215 will follow a ladder of supports to hold students accountable for their behavior. Student misbehavior will be handled on a case by case basis. In all cases, implementation of appropriate interventions/consequences will take into account a number of factors including the nature and severity of the misbehavior. Infractions are grouped into five levels based on the severity of the misbehavior. In some cases, the use of teacher/staff responses and/or the use of social service interventions may be most suitable. In other cases, a student's misconduct may require or be most appropriately addressed by a targeted or significant disciplinary response along with social service interventions.

Suicide Prevention Hotline – Students who are thinking about suicide, are worried about a friend or loved one, or would like emotional support, should call the National Suicide Prevention Lifeline 988 (800-784-7433) or (800) 273-TALK (800-273-8255) or by texting the Crisis Text Line (Text HOME to 741741). This information can also be found on the Student I.D. Cards.

Anonymous Tip Line: See district website to See something, Say something.

INTERVENTIONS AND CONSEQUENCES

<p><u>Level One</u> Behavior Contract (Teacher) Behavior Replacement Plan Detention (Teacher) Mediation Restorative Practices Student Conference (staff, teacher, student and/or parents/guardians) Teacher/Student/Parent/Guardian Contact Warning/Reprimand</p>	<p><u>Level Two</u> Attendance Intervention Plan Behavioral Contract Behavior Replacement Plan Community Service Conflict Resolution Deans Detention ISS (Intervention Center) Mediation Mentoring PPS /MTSS Referral Restorative Practices Stay away Plan Student Conference (staff, teacher, student and/or parents/guardians)</p>
<p><u>Level Three</u> Activity Ban Alternative to Suspension Program (AOS) Attendance Intervention Plan Behavior Modules Behavior Replacement Plan Community Service Conflict Resolution ISS No pass list PPS /MTSS Referral Restorative Practices 1-3 days of suspension</p>	<p><u>Level Four</u> Activity Ban Alternative Placement Alternative to suspension program (AOS) PPS/ MTSS Referral Restorative Practices 4-day suspension</p>
<p><u>Level Five</u> Alternative to suspension program (AOS) Alternative Placement Expulsion Restorative Practices 5 or more days of suspension</p>	

GENERAL INFORMATION

BUS TRANSPORTATION INFORMATION

1. Students must show their student identification card (I.D. card) to board the bus. Students who do not present their current student I.D. when boarding buses will be denied transportation.
2. Students will board the bus in the morning and exit the bus in the afternoon at the stop closest to their home. Students may only ride their assigned bus. Permission will not be granted to ride the bus to other locations.
3. Students have a responsibility to be at the designated stop on time. If a student misses the bus, it is the responsibility of the parent/**guardian** to provide transportation to or from school.
4. For reasons of safety and health, the following items are not allowed on a school bus:
 - Glass objects; bottles, jars, etc.
 - Inflated balloons
 - Oversized objects and instruments; those that cannot fit safely in the seat with the student
 - Weapons, look alike weapons, and/or Explosive(s)/Fireworks
 - Skate boards or any item which cannot be transported easily or which creates a safety concern

Buses are equipped with a video and audio monitoring system for the purpose of monitoring and promoting safe student bus behavior. District 215 has the exclusive rights to use the footage as deemed necessary by authorized school employees.

STUDENT BEHAVIOR ON THE BUS

The school bus is considered an extension of the classroom. Therefore, the bus driver has the same authority as school personnel. All school board policies that apply to student conduct and other student related activities, apply to the school bus. Rules also apply to field trips and shuttles. Students are expected to behave in a safe manner at the bus stop and while riding the bus. All students will be expected to treat each bus rider and their possessions with respect. To ensure the safety of all riders, students will need to abide by the following expectations:

1. Follow the bus drivers' directions.
2. Ride on assigned bus.
3. Remain seated at all times.
4. Keep all of your body in the bus.
5. Use appropriate language.
6. Maintain a safe environment for other passengers and for the driver.
7. Keep your neighborhood and bus clean. Garbage cans are provided at the front of the bus.

Consequences for misconduct on the school bus are listed below. School Personnel have the authority to accelerate consequences up to and including suspension from bus service and or suspension from school based on the severity of the incident.

Step 1 – Five to Ten Day Bus Suspension/ Parent/guardian Conference

The Dean's Office will notify the parent/guardian of the 10-day bus suspension. A parent/guardian conference may be required to determine a behavior plan before the student can continue riding the bus. Parent/guardians and students must abide by the rules of a suspension. Should parents/guardians or students ignore the dates of bus suspension, transportation privileges will be suspended for the remainder of the school year and possible contact of the proper authorities.

Step 2 – Bus Suspension for the Year

Student will be suspended and removed from the bus for the remainder of the school year. Additional interventions consistent with the Student Handbook may occur.

CAFETERIA

District 215 is a closed-campus and as such, students may not leave the building for lunch. During assigned lunch periods, students are expected to report directly to the cafeteria. They may buy their lunch or bring it from home. In compliance with Department of Agriculture regulation for a Class "A" school lunch program, it is prohibited to bring in, order delivery of, or otherwise supply competing prepared foods. Therefore, brown bag lunches are the only food students are permitted to bring into the building. These lunches shall be eaten in the cafeteria during the student's assigned lunch period unless given a directive by school personnel.

Students are to maintain an efficient, clean and enjoyable cafeteria. Students are expected to clean up as directed by the cafeteria supervisor. Running, fighting, loud talking or shouting is not appropriate behavior. No food is to be taken out of the cafeteria unless given a directive by school personnel. Students who leave school during lunch periods are considered truant.

CARE OF SCHOOL PROPERTY

The appearance of the building reflects the pride students have in their school. Students should go out of their way to help maintain a clean and orderly school. Damage to or destruction of school property will not be tolerated and will result in disciplinary action and restitution of damages by parents/guardians. The students shall not tamper with the lighting, the windows, the shades, heating equipment, P.A. system, or lockers.

CLASSROOM

Classroom procedures are under the direct control and are the responsibility of the classroom instructor. The student shall have books, paper, pencil, pen, a fully charged Chromebook, etc. and all other necessary materials for each class period.

EMERGENCY DRILLS

Emergency drills are held during the school year. Students should be familiar with the traffic pattern posted in each of the classrooms, and the emergency alarm signal. The following instructions are to be carried out:

1. Students are to walk quickly and orderly to the designated areas/exit.
2. Students are to return to classes quickly and quietly when the recall bell sounds.
3. Students should follow the instructions of school personnel.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are privileges extended by the district to students who want to participate and agree to comply with the student behavior code, as well as the rules and regulations established for the respective activity. Compliance allows for on-going participation in the particular activity. The failure to comply with the rules and regulations shall result in appropriate sanctions that may include but will not be limited to students being prohibited from attending school dances, games, prom and/or graduation.

Because these activities are regarded as privileges and not property interests of the student, only those procedural and substantive considerations

as provided for within this handbook shall be afforded the student when a disciplinary sanction must be considered. As such, all rules and regulations of the school shall apply to ANY school sponsored activity-both on and off campus.

HALL PASS PROCEDURES/EXPECTATIONS

Hall Pass Procedures - Students are not to be in the halls during class hours. The only exceptions are those students who have been given a hall pass from one of the following appropriate sources:

- Deans'/Attendance Office
- Guidance Office
- Nurse's Office
- Administrator
- Teacher

Hallway Expectations - Appropriate expectations include, but are not limited to:

- Walk at all times.
- Use appropriate tone and language.
- Respect the authority of school personnel.
- Respect other students and their rights.
- Keep the halls (and campus) free of litter.

LEARNING RESOURCE CENTER REGULATIONS

Conduct in the LRC shall include common courtesy to the staff and fellow students. In the event that students abuse their LRC privileges, the librarian may deny admission to the LRC for a specified period of time. Students not utilizing the LRC for research or other classroom assignment will be returned to their regularly assigned classroom. Serious misbehavior will be referred to the dean who shall assess the appropriate intervention/consequence.

LOCKERS

All District 215 students have been provided with individual lockers and shall be subject to the following provisions. For the safety and welfare of students, ownership of the locker is maintained by the school district, and the student is granted a limited use of the locker solely in accordance with this policy.

- Each student is responsible for the contents of his/her assigned locker.
- The only items that may be placed in the lockers are articles of clothing, school books or supplies related to school use, lunches, and personal items which students are legally entitled to have in their possession. No book bags or gym bags may be taken to class rooms.
- According to State law, the school owns and controls student lockers. Thornton Fractional Township High School District 215 reserves the right to conduct periodic inspections of lockers, with possible assistance from police canine units.
- A student, once assigned a locker, is to use only his/her assigned locker. Student who share lockers or store contents in lockers not assigned to them are subject to appropriate interventions/consequences.
- Any student who has a problem with his/her locker should contact the Deans' Office immediately.
- Any student having information concerning locker tampering should report it to the Deans' Office. This action will insure the safety of lockers and contents.
- Lockers must be locked at all times with school issued hall locks. The school is not responsible for purchase of new locks and/or lost or stolen property. Any student given a replacement lock will be assessed a fine.

LOST AND FOUND

The Lost and Found Department is located in the Deans' Office/Attendance Office.

PESTICIDE APPLICATION NOTICE

Before pesticides are used on District premises, the superintendent or designee shall notify employees and parents/guardians of students at least four business days before application.

POLICE LIAISON OFFICER

In partnership with the Calumet City and Lansing police departments, police liaison officers are assigned to all District 215 campuses. These officers work in partnership with the Deans' Offices to maintain a safe and positive learning environment in all buildings.

SCHOOL HOURS/LOITERING

The school day is defined as the student's schedule. After regular school hours, students are encouraged to participate in all of those extracurricular activities for which they have an interest and are eligible. Students are not to be on school property after 3:40 P.M. without a valid reason and proper supervision. Loitering is not permitted. Those apprehended may be charged with criminal trespass to state-supported property.

SCHOOL CAMERAS

As a safety issue, school cameras are located throughout the building and on buses. The footage from the cameras can be used to investigate inappropriate behavior.

VISITORS

~~Parent/guardians interested in the school's program are welcome to visit the school. Students from other schools or friends of students will not be allowed to visit while classes are in session.~~ Upon entering the building, all visitors must provide a valid ID, secure and wear a visitor's pass. Violators will be considered as criminal trespassers and will be prosecuted accordingly.

Student Driving and Parking of Motor Vehicles Policy

Limited parking facilities require that students be urged to walk or ride the bus to school. The student parking area is designated at each school. Student driven vehicles are required to be parked on school property in student designated lot(s). STUDENTS ARE NOT PERMITTED TO PARK IN THE STAFF PARKING AREA.

Driving/parking at District 215 schools is a privilege. All vehicles driven to any District 215 campus by students and parked in the student parking lot must be registered in the Deans' Office. After a vehicle is registered and a permit is issued, the permit must be displayed properly in the lower right corner of the rear window. When driving/parking on school property, students agree to avail access to vehicles upon request of the administration or security. District 215 is not responsible for damage to vehicles or theft of the contents of the vehicle.

- **ELIGIBILITY** - Students classified as seniors will have first priority for available parking permits. Because of the limited parking facilities, parking permits will be issued to seniors with a cumulative 2.0 grade point and in good disciplinary standing. Students classified as juniors will be eligible to receive parking permits on the same criteria, if space allows.
- Eligible students will be able to place their names on a waiting list in the Deans' Office once all spaces are assigned.
- Revocation of parking permits - Because driving to school is a privilege, continued good academic and disciplinary standing are required. Permits may be revoked for disciplinary infractions.

VEHICLE REGISTRATION - All vehicles are driven to school by "permitted" students and parked in the school parking lot must be registered in the Deans' Office. Parking lot vehicle permits must be purchased at a cost of \$5. Students must present a valid driver's license, their current student ID, Illinois Registration and insurance for all vehicles in order to obtain a permit. Students must also present a signed Parent Agreement form prior to receiving a permit. Students must park in the area designated by their permits. Vehicles that are not properly registered and do not display a current permit are subject to being towed at the owner's expense. Any student found not in possession of a valid parking permit will be subject to an intervention or consequence up to the vehicle being towed at owner's expense.

- Consequences for driving without a valid parking permit:
 - 1st Offense:** Warning, parent/guardian notification that the next offense will result in the vehicle being towed at the owner's expense, and two-hour detention.
 - 2nd Offense:** Three-hour Detention and parent/guardian notification.
 - 3rd and Subsequent Offenses:** The vehicle will be towed at the owner's expense and possible issuance of out of school suspension days.
- District 215 is not responsible for loss or damage to any vehicle parked on school property and/or towed for violating the parking rules and regulations.
- **DRIVING/PARKING VIOLATIONS** - Students who drive to school are expected to exhibit safe driving habits at all times. Speeding or reckless driving on school property will not be tolerated. All posted signs and traffic patterns must be obeyed. Students driving inappropriately, recklessly, or unsafe; are subject to a detention and loss of driving privileges.
- **ARRIVAL AT SCHOOL** - All students who drive to school are expected to park properly in the designated student area and exit their vehicles immediately upon arrival. All car doors must be locked. Absolutely no cruising or loitering is permitted in the parking lot at any time. No student is permitted in the parking lot at any time during the school day (7:00 AM -3:25 PM) without permission from the assistant principal-building support. Students observed in the school parking lot during school hours without permission may be considered truant.
- **DEPARTURE FROM SCHOOL** - Upon dismissal from school, student drivers are to enter their vehicles and are not permitted to loiter in the parking lot. Students who have not exited the parking lot prior to the departure of the school buses must allow all buses to depart before proceeding out of the parking lot. No vehicle is permitted to cut into the line of school buses at any time.
- **CENTER FOR ACADEMICS AND TECHNOLOGY PARKING REQUIREMENTS** - Students attending the Center for Academics & Technology may request authorization to park at the Center by submitting a Driving Permission Form to the Center's principal. Disciplinary procedures for driving violations at the Center are detailed on the permission form.
- **ACCIDENTS** - Any student who has been involved in an accident or has sustained damage to his/her vehicle must report as soon as possible to the school security and/or administration.

****Any vehicles parked in a fire lane or improperly parked will be ticketed and towed by either the Calumet City or Lansing police department at the owner's expense.**

Instructional Technology Acceptable Use Policy

Signing an acceptance for students of the Student Handbook or for staff of the Administrative Handbook of Policies and Procedures will signify that all parties agree to follow and comply with the terms and conditions of the District 215 Acceptable Use Policy for Electronic Communications.

Access to technology available in District 215 is a privilege and not a right. Student access to all forms of technology will be monitored and restricted as determined by school personnel. Access to the Internet is part of the school's curriculum and not a public forum for general use. Parent/guardian/ guardian permission is required for students to access the Internet but not to use other computers or other forms of technology.

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

TERMS AND CONDITIONS

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the networks for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the networks for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. 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;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the networks for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying and defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the networks while access privileges are suspended or revoked.

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

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system

administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

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

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.

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

Use of Electronic Mail - The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's electronic mail system constitutes consent to these regulations.

Internet Safety

Internet Access is limited to only those acceptable uses as detailed under the Terms and Conditions section of this document. Internet safety is almost assured if users do not engage in unacceptable uses, as detailed under the Terms and Conditions sections of this document. Staff members shall supervise students to ensure proper use of the internet provided by the District. Each District computer with Internet access has a filtering device that blocks content deemed obscene, pornographic or otherwise harmful/inappropriate as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. Internet access shall be monitored by District 215 staff.

Social Media Safety

Any information posted online may be indexed by search engines and made permanently available on the internet for anyone to see. Therefore, we encourage all District 215 employees to ensure they uphold the highest standards of professionalism and their online behavior when using social media sites is **SMART**.

Safe: Preserve your privacy, and the privacy of everyone in your network, while using social networking sites. Make sure your privacy settings are enabled to that you control the content that others see.

Moderate: Monitor and review all comments, videos, and photos that are posted on your pages. Address any inappropriate messages and content immediately and contact the Superintendent with serious incidents involving inappropriate activity.

Appropriate: Established and maintain age-appropriate relationships with students, parent/guardians and staff, and others by demonstrating your professionalism in your word choices, subject matter, and overall tone.

Responsible: Publishing content that is copy written (without the author's permission), abusive, sexually explicit, profane, derogatory, or harassing in nature is not acceptable.

Transparent: Remember all electronic communication between staff and students or their parent/guardians may be considered public record and could potentially be accessed, viewed, and printed by others.

Student Data Privacy; Notice to Parents about Educational Technology Vendors

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

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

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

MISSION STATEMENT

“To provide diverse learning opportunities that inspire all students to become life-long learners who contribute to their community”

Bell Schedules

Regular Bell Schedule

0	7:25AM-8:20AM
1	8:25AM-9:20AM
2	9:25AM-10:25AM
3	10:30AM-11:25AM
4	11:30AM-12:25PM
5	12:30PM-1:25PM
6	1:30PM-2:25PM
7	2:30PM-3:25PM

Early Release Days (Wednesdays)

0	7:25AM-8:20AM
1	8:25AM-9:05AM
2	9:10AM-9:55AM
3	10:00AM-10:40AM
4	10:45AM-11:25AM
5	11:30AM-12:10PM
6	12:15PM-12:55PM
7	1:00PM-1:40PM

Two-Hour Delay Schedule

0	Cancelled
1	10:25AM-11:00AM
2	11:05AM-11:45AM
3	11:50AM-12:30AM
4	12:35AM-1:15AM
5	1:20AM-2:00PM
6	2:05PM-2:45PM
7	2:50PM-3:25PM



Thornton Fractional Township H.S. # 215
2023-2024 School Year Calendar

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	FPT	NIA	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	NIA	23	NIA	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	NIA	NIA	NIA	NIA	30
31						

KEY

	=	First/Last Day of School
	=	Legal Holiday
	=	Not in Attendance Day
	=	Full Day PT Conference

- 14, 15, 16 New Staff Orientation
- 15 2nd Year Teacher Orientation
- 17, 18 Teacher Institute Days
- 21 School Begins
- September**
- 4 Labor Day (No School)
- October**
- 5 Parent Teacher Conference (No School)
- 6 Not in Attendance Day (NIA)
- 9 Indigenous Peoples' Day (No School)
- 20 End of Grading Period
- November**
- 22 Not in Attendance Day (NIA)
- 23 Thanksgiving Day (No School)
- 24 Not in Attendance Day (NIA)
- December**
- 20, 21, 22 Semester Exams
- 22 End of 1st Semester/Grading
- 25 Christmas Day
- 26-29 Winter Break (NIA)
- January**
- 1 New Years Day
- 2-5 Winter Break (NIA)
- 8 Classes Resume
- 15 Martin Luther King Day (No School)
- February**
- 15 Parent Teacher Conference (No School)
- 16 Not in Attendance Day (NIA)
- 19 Presidents' Day (No School)
- March**
- 4 Casimir Pulaski Day (No School)
- 8 End of Grading Period
- 29 Good Friday (No School)
- April**
- 1-5 Spring Break (NIA)
- May**
- 14-15 Senior Exams
- 15 Seniors' Last Day
- 21 TFS Graduation
- 22 TFN Graduation
- 27 Memorial Day (No School)
- 29-31 Final Exams
- June**
- 3-7 Make-up days-if needed
- 7 End of 2nd Semester/Grading
- 19 Juneteenth (No School)

JANUARY

S	M	T	W	T	F	S
		NIA	NIA	NIA	NIA	6
7	8	9	10	11	12	13
14		16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	FPT	NIA	17
18		20	21	22	23	24
25	26	27	28	29		

MARCH

S	M	T	W	T	F	S
					1	2
3		5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		30
31						

APRIL

S	M	T	W	T	F	S
	NIA	NIA	NIA	NIA	NIA	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26		28	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18		20	21	22
23	24	25	26	27	28	29
30						

Document Status: Draft Update - New

2:270 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

New/Unpublished Section

NEW

Discrimination and harassment on the basis of race, color, or national origin [PRESSPlus1](#) negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

Examples of Prohibited Conduct [PRESSPlus2](#)

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process [PRESSPlus3](#)

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports under this policy will be processed under Board policy 2:260, *Uniform Grievance Procedure*.

Any District employee who receives a report or complaint of discrimination or harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

This policy does not impair or otherwise diminish the existing rights of unionized employees to request an exclusive bargaining representative to be present during any investigatory interviews, nor does this policy diminish any rights available under an applicable collective bargaining agreement, including, but not limited to, a grievance procedure.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. [PRESSPlus4](#) To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The Superintendent or designee shall establish a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program shall include procedures for responding to complaints which: [PRESSPlus5](#)

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Policy Posting and Distribution

This policy shall be posted on the District's website. [PRESSPlus6](#) The Superintendent shall annually inform staff members of this policy by posting it in a prominent and accessible location such as the District website, employee handbook, staff intranet site, [PRESSPlus7](#) and/or in other areas where policies and rules of conduct are made available to staff. The Superintendent shall annually inform students and their parents/guardians of this policy by posting it on the District's website [PRESSPlus8](#) and including an age-appropriate summary of the policy in the student handbook(s). [PRESSPlus9](#)

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or 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 remedial action and/or disciplinary action, including but not limited to, suspension and expulsion consistent with Board policy 7:190, *Student Behavior*.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.:

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.

105 ILCS 5/22-95 (final citation pending).

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

PRESSPlus Comments

PRESSPlus 1. This policy is created in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, the Racism-Free Schools Law (RFSL). The law requires school districts to have a written policy (or policies) in place by 8-1-24 that prohibit discrimination and harassment based on race, color, and national origin, as well as retaliation. Like other non-discrimination and harassment policies in the PRM, this new policy utilizes the existing complaint process in sample policy 2:260, *Uniform Grievance Procedure*.

The policy must contain the following: (1) descriptions of various forms of discrimination and harassment based on race, color, and national origin, including examples; (2) the district's internal process for filing a complaint regarding a violation of the policy; (3) an overview of the district's prevention and response program that includes procedures for responding to complaints of discrimination and harassment based on race, color, and national origin and retaliation; (4) potential remedies for a violation of the policy; (5) a prohibition on retaliation for making a complaint or participating in the complaint process; (6) the legal recourse available to the Ill. Dept. of Human Rights (IDHR) and federal agencies if a district fails to take corrective action; and (7) directions on how to contact IDHR.

For more information, see the PRESS Issue 114 Update Memo and the footnotes of sample policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, available at PRESS Online by logging in at www.iasb.com. **Issue 114, March 2024**

PRESSPlus 2. Required by 105 ILCS 5/22-95(b)(1)(A) (final citation pending), added by P.A. 103-472, eff. 8-1-24. The examples of discrimination and harassment under this subhead are based on definitions provided by the U.S. Dept. of Education's Office for Civil Rights, see

www2.ed.gov/about/offices/list/ocr/frontpage/faq/race-origin.html#racehar1 and www2.ed.gov/about/offices/list/ocr/docs/ocr-factsheet-shared-ancestry-202301.pdf, and the U.S. Equal Opportunity Employment Commission, see www.eeoc.gov/racecolor-discrimination. **Issue 114, March 2024**

PRESSPlus 3. Required by 105 ILCS 5/22-95(b)(1)(B) (final citation pending), added by P.A. 103-472, eff. 8-1-24. **Issue 114, March 2024**

PRESSPlus 4. Required by 105 ILCS 5/22-95(b)(1)(F). **Issue 114, March 2024**

PRESSPlus 5. Items 1-6 must be addressed in a district's procedures for responding to complaints of discrimination and harassment based on race, color, and national origin. See sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, available at PRESS Online by logging in at www.iasb.com. **Issue 114, March 2024**

PRESSPlus 6. 105 ILCS 5/22-95(b)(3) (final citation pending), added by P.A. 103-472, eff. 8-1-24, requires districts to post this policy in their website if one exists. If the district does not maintain a website, strike this sentence, and use the Save Status "Adopted with Additional District Edits." **Issue 114, March 2024**

PRESSPlus 7. 105 ILCS 5/22-95(b)(2) (final citation pending), added by P.A. 103-472, eff. 8-1-24, requires this policy to be "posted in a prominent and accessible location and distributed in such a manner as to ensure notice of the policy to all employees." A district website or staff intranet site qualifies as a prominent and accessible location. If a district does not maintain a website and/or staff intranet, delete ~~District website~~ and/or ~~staff intranet site~~ from this sentence, as applicable, and use the Save Status "Adopted with Additional District Edits." **Issue 114, March 2024**

PRESSPlus 8. If the district does not maintain a website, delete ~~posting it on the District's website~~ and from the sentence, and use the Save Status "Adopted with Additional District Edits." **Issue 114, March 2024**

PRESSPlus 9. 105 ILCS 5/22-95(b)(3) (final citation pending), added by P.A. 103-472, eff. 8-1-24, requires districts to publish the policy in student handbook(s). The law also requires a district to annually distribute a "summary of the policy in accessible, age-appropriate language" to students and parents/guardians. The summary may, but does not have to be, included in a student handbook to satisfy the annual distribution requirement. For ease of administration, this sample policy refers to inclusion in the student handbook(s). Districts may find it cumbersome to include both the policy and an age-appropriate summary of the same policy in a handbook. Consult the board attorney for guidance if the district would like to include a hyperlink to the policy, rather than the full text of the policy in the handbook. The Ill. Principals Association maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/msh. **Issue 114, March 2024**

Document Status: Draft Update

2:40 Board Member Qualifications

A Board of Education member must be, on the date of election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter.

Reasons making an individual ineligible for Board membership include holding an incompatible office, ~~and~~ certain types of State or federal employment, and conviction of an infamous crime. PRESSPlus1 A child sex offender, as defined in State law, is ineligible for Board of Education membership.

LEGAL REF.:

Ill. Constitution, Art. II, §1; Art. IV, §2(e); Art. VI, §13(b).

105 ILCS 5/10-3 and 5/10-10.

CROSS REF.: 2:30 (Board of Education School District Elections), 2:70 (Vacancies on the Board of Education - Filling Vacancies)

ADOPTED: February 23, 2021

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. Individuals who have been or are convicted of an infamous crime are ineligible for board membership. 105 ILCS 5/10-11. Examples of an infamous crime include, not are not limited to, any felony, bribery, and perjury. Consult with the board attorney regarding other possible infamous crimes. **Issue 114, March 2024**

Document Status: Draft Update

2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the [State](#) or federal [Constitution](#), State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101 et seq.](#)
2. Title IX of the Education Amendments of 1972, [20 U.S.C. §1681 et seq.](#), excluding Title IX sexual harassment complaints governed by [Board policy 2:265, Title IX ~~Sexual Harassment~~ \[PRESSplus1\]\(#\) Grievance Procedure](#)
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791 et seq.](#)
4. [Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. \(see Board policy 2:270, \[Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\]\(#\)\) \[PRESSplus2\]\(#\)](#)
5. [Equal Employment Opportunities Act \(Title VII of the Civil Rights Act of 1964\), 42 U.S.C. §2000e et seq. \(see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin\)](#)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under [Board policy 2:265, Title IX ~~Sexual Harassment~~ Grievance Procedure](#))
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff et seq.](#)
16. Employee Credit Privacy Act, [820 ILCS 70/](#)

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this

grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parents/guardians that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each of a different gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Mr. John Robinzine

1605 Wentworth Ave.,

Calumet City, IL 60409

jrobinzine@tdf215.org

(708) 585-2353

Complaint Managers:

Mr. John Robinzine

1605 Wentworth Ave.,

Calumet City, IL 60409

jrobinzine@tdf215.org

(708) 585-2353

Dr. Rena Whitten

18601 Torrence Ave.,

Lansing, IL 60438

rwhitten@tdf215.org

(708) 585-2312

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1232g](#), Family Education Rights Privacy Act.

[20 U.S.C. §1400](#), The Individuals with Disabilities Education Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments; [34 C.F.R. Part 106](#).

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973.

[29 U.S.C. §2612](#), Family and Medical Leave Act.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964.

42 U.S.C. §2000e *et seq.*, [Equal Employment Opportunities Act](#), Title VII of the Civil Rights Act of 1964.

[42 U.S.C. §2000ff](#) *et seq.*, Genetic Information Nondiscrimination Act.

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

[42 U.S.C. §12101](#) *et seq.*, Americans With Disabilities Act.

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69 5/10-20.75 (final citation pending), 5/10-22.5, 5/22-19, [5/22-95 \(final citation pending\)](#), 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

[5 ILCS 415/10](#)(a)(2), Government Severance Pay Act.

[5 ILCS 430/70-5](#)(a), State Officials and Employees Ethics Act.

[410 ILCS 513/](#), III. Genetic Information Privacy Act.

[740 ILCS 174/](#), Whistleblower Act.

[740 ILCS 175/](#), III. False Claims Act.

[775 ILCS 5/](#), III. Human Rights Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act; [56 Ill.Admin.Code Part 280](#).

[820 ILCS 112/](#), Equal Pay Act of 2003.

[820 ILCS 70/](#), Employee Credit Privacy Act [70/10\(b\)](#), and [70/25](#).

[23 Ill.Admin.Code §§1.240, 200.40, 226.50](#), and [226.570](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate the title change to 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

PRESSPlus 2. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a district to have an internal process for the filing of complaints regarding discrimination and harassment based on race, color, and national origin. Policy [2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*](#), utilizes this policy as an internal complaint process. See also sample administrative procedure [2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*](#), available at PRESS Online by logging in at www.iasb.com, which includes additional procedures to be followed when responding to complaints of discrimination and harassment on the basis of race, color, and national origin. **Issue 114, March 2024**

Document Status: Draft Update

2:265 Title IX Grievance Procedure

Title has been updated. Original Title: Title IX Sexual Harassment Grievance Procedure

Sexual harassment [PRESSPlus1](#) affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations ([34 C.F.R. Part 106](#)) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in [20 U.S.C. §1092\(f\)\(6\)\(A\)\(v\)](#), *dating violence* as defined in [34 U.S.C. §12291\(a\)\(11\)](#), *domestic violence* as defined in [34 U.S.C. §12291\(a\)\(12\)](#), or *stalking* as defined in [34 U.S.C. §12291\(a\)\(36\)](#).

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

Definitions from [34 C.F.R. §106.30](#)

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator:

Mr. John Robinzine

1605 Wentworth Ave.,

Calumet City, IL 60409

jrobinzine@tdf215.org

(708) 585-2353

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with [34 C.F.R. §106.45](#). The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with [34 C.F.R. §106.45](#) before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence - including both inculpatory and exculpatory evidence - and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on

issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.

6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional

Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

PRESSPlus Comments

PRESSPlus 1. The policy title only is changed to delete the term *sexual harassment* in anticipation of Title IX rulemaking. The U.S. Department of Education is expected to release final Title IX regulations within the next few months. It is expected that the scope of the updated regulations will be expanded to apply to all sex discrimination allegations, not merely to allegations of sexual harassment (as current regulations do). **Issue 114, March 2024**

Document Status: Draft Update

4:190 Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure District environment is an important Board goal. While it is not possible for the District to completely eliminate threats in its environment, a Targeted School Violence Prevention Program (Program) using the collective efforts of local school officials, staff, students, families, and the community helps the District reduce these risks to its environment.

The Superintendent or designee shall develop and implement the Program. The Program oversees the maintenance of a District environment that is conducive to learning and working by identifying, assessing, classifying, responding to, and managing threats and acts of targeted school violence. The Program shall be part of the District's Comprehensive Safety and Security Plan, required by Board policy 4:170, *Safety*, and shall:

1. Establish a District-level School Violence Prevention Team to: (a) develop a District-level Targeted School Violence Prevention Plan, and (b) oversee the District's Building-level Threat Assessment Team(s).
2. Establish Building-level Threat Assessment Team(s) to assess and intervene with individuals whose behavior may pose a threat to safety. This team may serve one or more schools.
3. Require all District staff, volunteers, and contractors to report any expressed threats or behaviors that may represent a threat to the community, school, or self. [PRESSPlus1](#)
4. Encourage parents/guardians and students to report any expressed threats or behaviors that may represent a threat to the community, school, or self. [PRESSPlus2](#)
5. Comply with State and federal law and align with Board policies.

The Local Governmental and Governmental Employees Tort Immunity Act protects the District from liability. The Program does not: (1) replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in violence prevention, assessments and counseling services, (2) extend beyond available resources within the District, (3) extend beyond the school day and/or school-sponsored events, or (4) guarantee or ensure the safety of students, District staff, or visitors.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-21.7](#), [5/10-27.1A](#), [5/10-27.1B](#), [5/24-24](#), and [5/27-23.7](#).

[105 ILCS 128/](#), School Safety Drill Act.

[745 ILCS 10/](#), Local Governmental and Governmental Employees Tort Immunity Act.

[29 Ill.Admin.Code Part 1500](#).

CROSS REF.: 2:240 (Board Policy Development), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:140 (Search and

Seizure), 7:150 (Agency and Police Interviews), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention), 7:340 (Student Records), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: February 23, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to *Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines*, Fifth Edition (July 2023), Virginia Center for School and Campus Safety, Virginia Dept. of Criminal Justice Services, at: www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/k-12_threat_assessment_management_mppg_mpd.pdf.

In alignment with this policy, sample administrative procedure 4:190-AP2, *Threat Assessment Team (TAT)*, requires the TAT to train staff and other members of the school community to recognize and report possible threats, and sample exhibit 4:190-AP2, E6, *Targeted School Violence Prevention and Threat Assessment Education*, requires all district staff, volunteers, and contractors to report any expressed threats or behaviors that may represent a threat to the community, school, or self. Sample administrative procedures and exhibits can be accessed at PRESS Online by logging in at www.iasb.com. **Issue 114, March 2024**

PRESSPlus 2. In alignment with this policy, sample administrative procedure 4:190-AP2, *Threat Assessment Team (TAT)*, requires the TAT to train parents/guardians and other members of the school community to recognize and report possible threats, and sample exhibit 4:190-AP2, E6, *Targeted School Violence Prevention and Threat Assessment Education*, encourages parents/guardians and students to report any expressed threats or behaviors that may represent a threat to the community, school, or self. **Issue 114, March 2024**

Document Status: Draft Update

5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, [410 ILCS 130/](#).

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager *for the under Board policy 2:260, Uniform Grievance Procedure, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.* [PRESSPlus1](#) These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager *for the under Board policy 2:260, Uniform Grievance Procedure.* The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Mr. John Robinzine

755 Pulaski Rd.

Calumet City, IL 60409

jrobinzine@tdf215.org

(708) 585- 1116

Complaint Managers:

Mr. John Robinzine	Dr. Rena Whitten
755 Pulaski Rd.,	18601 Torrence Ave.,
Calumet City, IL 60409	Lansing, IL 60438
jrobinzine@tdf215.org	rwhitten@tfd215.org
(708) 585- 1116	(708) 585-2312

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §218d](#), Fair Labor Standards Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §701](#) *et seq.*, Rehabilitation Act of 1973.

[38 U.S.C. §4301](#) *et seq.*, Uniformed Services Employment and Reemployment Rights Act (1994).

[42 U.S.C. §1981](#) *et seq.*, Civil Rights Act of 1991.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

42 U.S.C. §2000e *et seq.*, Title VII of the Civil Rights Act of 1964; [29 C.F.R. Part 1601](#).

42 U.S.C. §2000ff *et seq.*, Genetic Information Nondiscrimination Act of 2008.

~~42 U.S.C. §2000d *et seq.*, Title VI of the Civil Rights Act of 1964.~~

[42 U.S.C. §2000gg et seq., Pregnant Workers Fairness Act.](#)

[42 U.S.C. §2000e\(k\), Pregnancy Discrimination Act.](#)

[42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.](#)

[III. Constitution, Art. I, §§17, 18, and 19.](#)

[105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.](#)

[410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.](#)

[410 ILCS 513/25, Genetic Information Privacy Act.](#)

[740 ILCS 174/, III. Whistleblower Act.](#)

[775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104\(D\) and 5/6-101, III. Human Rights Act.](#)

[775 ILCS 35/, Religious Freedom Restoration Act.](#)

[820 ILCS 55/10, Right to Privacy in the Workplace Act.](#)

[820 ILCS 70/, Employee Credit Privacy Act.](#)

[820 ILCS 75/, Job Opportunities for Qualified Applicants Act.](#)

[820 ILCS 112/, III. Equal Pay Act of 2003.](#)

[820 ILCS 180/30, Victims' Economic Security and Safety Act.](#)

[820 ILCS 260/, Nursing Mothers in the Workplace Act.](#)

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX [Sexual Harassment](#) Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. **Issue 114, March 2024**

Document Status: Draft Update

5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; [PRESSPlus1](#) 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must

stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Mr. John Robinzine

1605 Wentworth Ave.,

Calumet City, IL 60409

jrobinzine@tdf215.org

(708) 585-2353

Complaint Managers:

Mr. John Robinzine

Dr. Rena Whitten

1605 Wentworth Ave.,

18601 Torrence Ave.,

Calumet City, IL 60409

Lansing, IL 60438

jrobinzine@tdf215.org

rwhitten@tdf215.org

(708) 585-2353

(708) 585-2312

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful,

and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Nondiscrimination Coordinator or designee shall consider whether action under Board policy 2:265, Title IX *Sexual Harassment Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged workplace harassment that does not require action under Board policies 2:265, Title IX *Sexual Harassment Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A\(b\)](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, Title IX *Sexual Harassment Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, Title IX *Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act ([775 ILCS 5/](#)).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U.S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.:

[42 U.S.C. §2000e](#) et seq., Title VII of the Civil Rights Act of 1964; [29 C.F.R. §1604.11](#).

[20 U.S.C. §1681](#) et seq., Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[5 ILCS 430/70-5\(a\)](#), State Officials and Employees Ethics Act.

[775 ILCS 5/2-101](#)(E) and (E-1), [5/2-102](#)(A), (A-10), (D-5), [5/2-102](#)(E-5), [5/2-109](#), [5/5-102](#), and [5/5-102.2](#), Ill. Human Rights Act.

[56 Ill. Admin.Code Parts 2500](#), [2510](#), [5210](#), and [5220](#).

[Vance v. Ball State Univ.](#), 570 U.S. 421 (2013).

[Crawford v. Metro. Gov't of Nashville & Davidson Cnty.](#), 555 U.S. 271 (2009).

[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).

[Oncale v. Sundowner Offshore Servs.](#), 523 U.S. 75 (1998).

[Burlington Indus. v. Ellerth](#), 524 U.S. 742 (1998).

[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).

[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).

[Franklin v. Gwinnett Co. Public Schools](#), 503 U.S. 60 (1992).

[Meritor Savings Bank v. Vinson](#), 477 U.S. 57 (1986).

[Porter v. Erie Foods Int, Inc.](#), 576 F.3d 629 (7th Cir. 2009).

[Williams v. Waste Mgmt.](#), 361 F.3d 1021 (7th Cir. 2004).

[Berry v. Delta Airlines](#), 260 F.3d 803 (7th Cir. 2001).

[Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n](#), 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. The policy is also updated to incorporate the title change to 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

Document Status: Draft Update

5:300 Schedules and Employment Year

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, Board of Education policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, workload, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent's approval is required to establish a flexible work schedule or job-sharing.

Breaks

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday.

Nursing Mothers

The District accommodates employees who are nursing mothers according to State and federal law.

LEGAL REF.:

~~Fair Labor Standards Act, 29 U.S.C. §§207 et seq and 218d, Fair Labor Standards Act.~~ [PRESSPlus1](#)

[105 ILCS 5/10-20.14a](#), [5/10-22.34](#), and [5/10-23.5](#).

[740 ILCS 137/](#), Right to Breastfeed Act.

[820 ILCS 105/](#), Minimum Wage Law.

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

CROSS REF.: [5:10 \(Equal Employment Opportunity and Minority Recruitment\)](#), [5:35 \(Compliance with the Fair Labor Standards Act\)](#)

~~ADOPTED: February 23, 2024~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 114, March 2024**

Document Status: Draft Update

7:10 Equal Educational Opportunities

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 policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. [PRESSPlus1](#)

Sex Equity

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

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

29 U.S.C. §791 et seq., Rehabilitation Act of 1973; [34 C.F.R. Part 104](#).

[42 U.S.C. §2000d](#), Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[42 U.S.C. §11431](#) et seq., McKinney-Vento Homeless Assistance Act.

[Good News Club v. Milford Central Sch.](#), 533 U.S. 98 (2001).

[Ill. Constitution, Art. I](#), §18.

[105 ILCS 5/3.25b](#), [5/3.25d\(b\)](#), [5/10-20.12](#), [5/10-20.60](#), [5/10-20.63](#), [5/10-22.5](#), and [5/27-1](#).

[775 ILCS 5/1-101](#) et seq., Illinois Human Rights Act.

[775 ILCS 35/5](#), Religious Freedom Restoration Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. **Issue 114, March 2024**

Document Status: Draft Update

7:10-E Exhibit - Equal Educational Opportunities Within the School Community

The School District welcomes diversity in its schools. Board Policy 7:10, Equal Educational Opportunities cites the many civil rights laws that guarantee equal education opportunities to all students. In addition, the policies below address the equal educational opportunities, health, safety, and general welfare of students within the District. These policies are not a complete list, and depending on the factual context, another policy not specifically listed may apply:

1. 2:260, Uniform Grievance Procedure, contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably.
2. 2:265, Title IX Grievance Procedure, contains the process that must be followed for complaints of Title IX harassment. PRESSPlus1
3. 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited, prohibits any person from discriminating against or harassing a student based on race, color, or national origin.
4. 6:65, Student Social and Emotional Development, requires that social and emotional learning be incorporated into the District's curriculum and other educational programs.
5. 7:10, Equal Educational Opportunities, requires that equal educational and extracurricular opportunities be available to all students without regard to, among other protected statuses, sex, sexual orientation, and gender identity.
6. 7:20, Harassment of Students Prohibited, prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy including, among other protected statuses, sex, sexual orientation, and gender identity.
7. 7:130, Student Rights and Responsibilities, recognizes that all students are entitled to rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.
8. 7:160, Student Appearance, prohibits students from dressing or grooming in such a way as to disrupt the educational process, interfere with a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. It recognizes that students have the right to wear hairstyles historically associated with race, ethnicity, or hair texture, and to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity, or other characteristic protected by State law.
9. 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment, contains the comprehensive structure for the District's bullying prevention program.
10. 7:250, Student Support Services, directs the Superintendent to develop protocols for responding to students' social, emotional, or mental health needs that impact learning.
11. 7:330, Student Use of Buildings - Equal Access, grants student-initiated groups or clubs the free use of school premises for their meetings, under specified conditions.
12. 7:340, Student Records, contains the comprehensive structure for managing school student records, keeping them confidential, and providing access as allowed or required.

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 114, March 2024**

Document Status: Draft Update

7:20 Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status. PRESSPlus1 association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, PRESSPlus2 Title IX Sexual Harassment Grievance Procedure, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, Title IX Sexual Harassment Grievance Procedure. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Mr. John Robinzine

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The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Nondiscrimination Coordinator or designee shall consider whether action under Board policy 2:265, Title IX Sexual Harassment Grievance Procedure, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, [PRESSPlus3](#)

For any other alleged student harassment that does not require action under Board policies 2:265, Title IX Sexual Harassment Grievance Procedure, or 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies 2:260, Uniform Grievance Procedure, and/or 7:190, Student Behavior, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, Abused and Neglected Child Reporting. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, Title IX Sexual Harassment Grievance Procedure, or Board policy 2:260, Uniform Grievance Procedure.

Enforcement

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 third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. 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.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, Uniform Grievance Procedure, and 2:265, Title IX Sexual Harassment Grievance Procedure, and 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.:

20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

29 U.S.C. §791 et seq., Rehabilitation Act of 1973; 34 C.F.R. Part 104.

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/27-1, and 5/27-23.7.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

23 Ill.Admin.Code §1.240 and Part 200.

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Franklin v. Gwinnett Co. Public Schs.](#), 503 U.S. 60 (1992).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, adding protected categories to the prohibition on bullying. **Issue 114, March 2024**

PRESSPlus 2. Updated in response to the title change to 2:265, *Title IX Sexual Harassment Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

PRESSPlus 3. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. **Issue 114, March 2024**

Document Status: Draft Update

7:180 Prevention of and Response to 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, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, PRESSPlus1 pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge status from the military service, sex, sexual-orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

Definitions from 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; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public

humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

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 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 requirements listed below: ~~each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.~~

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 Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a 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 named officials 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; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

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4. Consistent with federal and State laws and rules governing student privacy rights, ~~the Superintendent or designee shall promptly inform~~ the parent(s)/guardian(s) of every all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident, and discuss, ~~As~~ appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period. [PRESSPlus2](#)
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 a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - 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 reported 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 Building 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 incident 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, that 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**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
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, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is 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 publicly accessible website, if any, 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 be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. 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; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the

policy was re-evaluated and no changes were deemed to be necessary; or

3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972. [PRESSPlus3](#)
 - c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act. [PRESSPlus4](#)
 - d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - f. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - g. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - i. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - j. 7:315, *Restrictions on Publications; High Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6\(b-20\)](#), [5/24-24](#), and [5/27-23.7](#).

[405 ILCS 49/](#), Children's Mental Health Act.

[775 ILCS 5/1-103](#), Ill. Human Rights Act.

[23 Ill.Admin.Code §§1.240, 1.280, and 1.295](#).

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:315 (Restrictions on Publications; High Schools)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, adding protected categories to the prohibition on bullying. The bases are also re-ordered to align with the order they are listed within the Ill. State Board of Education (ISBE) Model Bullying Prevention Policy (available at www.isbe.net/Documents/Model-Bullying-Prevention-Policy.pdf).

Additionally, 105 ILCS 5/27-23.7(f), added by P.A. 103-47, requires districts to collect non-identifiable data regarding verified allegations of bullying within the District and submit it in an annual report to ISBE by no later than August 15 of each year, beginning with the 2024-25 school year through the 2030-31 school year. ISBE must adopt rules for data submission that include but are not limited to: (1) a record of each verified allegation of bullying and action taken; and (2) whether the instance of bullying was based on actual or perceived characteristics identified in 105 ILCS 5/27-23.7(a) and, if so, lists the relevant characteristics. **Issue 114, March 2024**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, requiring notification within 24 hours to the parents/guardians of students involved in bullying incidents. **Issue 114, March 2024**

PRESSPlus 3. Updated to incorporate the title change to 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

PRESSPlus 4. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. **Issue 114, March 2024**

Document Status: Draft Update - Rewritten

General Personnel

5:100 Staff Development Program

The Superintendent or designee shall implement a staff development program. [PRESSPlus1](#) The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate any School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

Abused and Neglected Child Reporting Act (ANCRA) and *Erin's Law* Training

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA) mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) as follows (see Board policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*):

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), [PRESSPlus2](#) and boundary violations.

In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on: [PRESSPlus3](#)

1. Health conditions of students, including but not limited to training on:
 - a. Chronic health conditions of students;
 - b. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
 - c. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting, [PRESSPlus4](#)
 - d. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
 - e. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
 - f. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
 - g. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable. [PRESSPlus5](#)

2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.
3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*).
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
 - a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
 - b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
 - c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
 - d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS 110/3.10 (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
 - a. The federal Americans with Disabilities Act as it pertains to the school environment; and
 - b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
 - a. Teacher-student conduct;
 - b. School employee-student conduct; and
 - c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-23.4 (violence prevention and conflict resolution education).

Additional Training Requirements

In addition, the staff development program shall include each of the following: [PRESSPlus6](#)

1. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain

documentation for a three-year period.

3. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.
4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
6. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
7. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
8. For all District staff, annual sexual harassment prevention training.
9. Title IX requirements for training as follows (see Board policy 2:265, *Title IX Grievance Procedure*):
 - a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
 - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
 - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.
10. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years. [PRESSPlus7](#)
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it. [PRESSPlus8](#)

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*. [Q1](#)

LEGAL REF.:

20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and

235.

105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, and 5/24-5.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 145/25, Care of Students with Diabetes Act

105 ILCS 150/25, Seizure Smart School Act.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

775 ILCS 5/2-109 and 5/5A-103, Ill. Human Rights Act.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.

77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

Questions and Answers:

***Required Question 1. For districts that have a practice of providing instruction in life-saving techniques and first-aid in their staff development programs, insert the following optional paragraph that restates 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800:

"An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator."

Persons performing CPR are generally exempt from civil liability if they are trained in CPR (745 ILCS 49/10); persons performing automated external defibrillation are generally exempt from civil liability if they were trained and acted according to the standards of the American Heart Association (745 ILCS

49/12).

Would the board like to add the optional paragraph shown above, restating 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800?

No. (Default)

Yes. (IASB will add the optional paragraph shown above, restating 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800.)

PRESSPlus Comments

PRESSPlus 1. This policy is rewritten due to Public Act 103-542, which significantly streamlines school in-service training requirements into eight categories. Though P.A. 103-542 was to be effective on 1-1-24, most of its changes become operative on 7-1-24. As a result, legislative action during Veto Session amended the effective date of P.A. 103-542 to 7-1-24. For more information, see the footnotes of sample policy 5:100, *Staff Development Program*, available at PRESS Online by logging in at www.iasb.com.

This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 114, March 2024**

PRESSPlus 2. Sexual misconduct under Faith's Law is defined in 105 ILCS 5/22-85.5(c), added by P.A. 102-676. **Issue 114, March 2024**

PRESSPlus 3. This list of in-service trainings is required by State law but only numbers 4, 5(d), and 7 are required to be specified in board policy. **Issue 114, March 2024**

PRESSPlus 4. Consult the board attorney about whether:

1. All asthma action plans should require immediate 911 calls based upon In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017) (school district's appeal denied). The court held that a teacher's failure to dial 911 immediately upon a student's asthma attack was willful and wanton conduct, subjecting the school district to liability under the Local Governmental and Governmental Employees Tort Immunity Act.
2. The duties and responsibilities of the district when it asks for but does not receive an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon Stewart, above.

Issue 114, March 2024

PRESSPlus 5. From 6-30-23 through 7-1-24, 105 ILCS 5/10-22.39(g), added by P.A. 103-128, requires that at least once every two years, all District personnel be trained on methods to respond to trauma, including instruction on how to respond to an incident involving life-threatening bleeding and, if applicable, how to use a school's trauma kit. See 105 ILCS 5/10-20.85, added by P.A. 103-128, for a definition of *trauma kit*. To avoid confusion between trauma related to life-threatening bleeding and trauma as defined in 105 ILCS 5/3-11(b), added by P.A. 103-413, this policy uses the phrase *trauma*

bleeding control kit instead of *trauma kit*.

Beginning with the 2024-25 school year, training on life-threatening bleeding must be completed within six months of employment and renewed within two years. Beginning with the 2027-28 school year, training on life-threatening bleeding must be completed within six months of employment and renewed at least once every five years thereafter. 105 ILCS 5/10-22.39(b-5)(7), added by P.A. 103-542, eff. 7-1-24. **Issue 114, March 2024**

PRESSPlus 6. Optional. These in-services and/or trainings are required by State and/or federal law but are not required to be specified in board policy. Putting this optional list into the policy will help the board monitor that the required in-service and training topics are being covered. While it is possible to *pick and choose*, this practice is likely to add more confusion to an already confusing responsibility. Unless noted, the School Code does not mandate the frequency with which the training must occur. Several other trainings that are mentioned in laws other than the School Code are addressed in other sample policies and procedures. **Issue 114, March 2024**

PRESSPlus 7. Updated in response to 775 ILCS 5/5A-103(c), added by P.A. 103-472, eff. 8-1-24. For training requirement details, see sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, available at PRESS Online by logging in at www.iasb.com. **Issue 114, March 2024**

PRESSPlus 8. 105 ILCS 5/2-3.163(c), amended by P.A. 103-504. **Issue 114, March 2024**

Document Status: Review and Monitoring

2:50 Board Member Term of Office

The term of office for a Board of Education member begins immediately after both of the following occur: [PRESSPlus1](#)

1. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held on the first Tuesday in April in odd-numbered years.
2. The successful candidate takes the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.

The term ends 4 years later when the successor assumes office.

LEGAL REF.:

[10 ILCS 5/2A-1.1, 5/22-17, and 5/22-18.](#)

[105 ILCS 5/10-10, 5/10-16, and 5/10-16.5.](#)

CROSS REF.: 2:30 (School District Elections), 2:80 (Board Member Oath and Conduct), 2:210 (Organizational Board of Education Meeting)

ADOPTED: February 23, 2021

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 114, March 2024

Document Status: Review and Monitoring

2:60 Board Member Removal from Office

If a majority of the Board of Education determines that a Board member has willfully failed to perform his or her official duties, it may request the appropriate Intermediate Service Center to remove such member from office. [PRESSPlus1](#)

LEGAL REF.:

[105 ILCS 5/3-15.5.](#)

CROSS REF.: 2:70 (Vacancies on the Board of Education - Filling Vacancies)

ADOPTED: February 23, 2021

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 114, March 2024

Document Status: Review and Monitoring

2:140 Communications To and From the Board

The Board of Education welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the Board of Education's consideration to the Superintendent or may use the electronic link to the Board's email address(es) posted on the District's website. [PRESSPlus1](#)

The Superintendent or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the Board of Education, and
2. During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response in the Board meeting packet.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum.

LEGAL REF.:

[5 ILCS 120/](#), Open Meetings Act.

[50 ILCS 205/20](#), Local Records Act.

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
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Issue 114, March 2024

Document Status: Review and Monitoring

2:140-E Exhibit - Guidance for Board Member Communications, Including Email Use

The Open Meetings Act (OMA) requires the Board of Education to discuss District business only at a properly noticed Board meeting. [5 ILCS 120/](#). Other than during a Board meeting, a majority or more of a Board-quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. This *Guidance* assumes a Board has seven members and covers issues arising from Board policy 2:140, *Communications To and From the Board*. [PRESSPlus1](#)

Communications Between or Among Board Members and/or the Superintendent Outside of a Properly Noticed Board Meeting

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a *do not reply/forward* alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."**
2. Board members are permitted to discuss any matter except District business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss District business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls or emails to, Board members individually.
5. A Board member should include a *do not reply/forward* alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."**
6. Board members should not forward email received from another Board member.

When Must the Electronic Communications Sent or Received by Individual Board Members Be Disclosed Pursuant to a Freedom of Information Act (FOIA) Request?

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A public record is any recorded information "pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." [5 ILCS 140/2](#). Email sent or received by an individual Board member may be, depending on

the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable).

If a Board member uses a District-provided device or email address to discuss public business, the email is subject to disclosure under FOIA, barring an applicable exemption. If a Board member uses a private device and email address, the communication is subject to FOIA if it satisfies this test:

First, the communication pertains to the transaction of public business, and

Second, the communication was: (1) prepared by a public body, (2) prepared for a public body, (3) used by a public body, (4) received by a public body, (5) possessed by a public body, and/or (6) controlled by a public body.

This test is from the appellate court decision in *City of Champaign v. Madigan*, 992 N.E.2d 629 (Ill.App.4th 2013).

The following *examples* describe FOIA's treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:
 - a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work **would not be a public record**. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate OMA and, thus, are subject to disclosure during proceedings to enforce OMA.
 - b. Sent and/or received by an individual Board member on a District-issued device or District-issued email address **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
 - c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a District-owned device or server **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
 - d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough members to constitute a majority or more of a Board-quorum **will be a public record** and subject to FOIA. The electronic communication is in the District's possession.
 - e. Either sent to or from a Board member's personal electronic device during a Board meeting **will be a public record** and subject to FOIA. The electronic communication is in the District's possession because Board members were functioning collectively as a public body.

The District's Freedom of Information Officer and/or Board Attorney will help determine when a specific communication must be disclosed pursuant to a FOIA request.

When Must Electronic Communications Be Retained?

Email that qualifies under FOIA as a *public record* will need to be stored pursuant to the Local Records Act (LRA), only if it is evidence of the District's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation. [50 ILCS 205/](#). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board

member uses his or her personal email, he or she must copy this type of email to the appropriate District office where it will be stored. If made available, Board members should use their email accounts provided by the District, and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or received by a Board Member using a District-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the LRA.

Important: Do not destroy any email concerning a topic that is being litigated without obtaining the Board attorney's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. This is referred to as a *litigation hold*. For more discussion of a litigation hold, see 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. [50 ILCS 205/4](#).

DATED: February 23, 2024

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 114, March 2024

Document Status: Review and Monitoring

4:20 Fund Balances

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money. [PRESSPlus1](#)

The School District seeks to maintain a year-end fund balance to revenue ratio of no less than 25 percent, as calculated under the Ill. State Board of Education's *School District Financial Profile*.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED: February 23, 2021

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
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Issue 114, March 2024

Document Status: Review and Monitoring

4:110 Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board of Education has certified to the Ill. State Board of Education that adequate public transportation is available, or (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a *serious safety hazard* due to either (a) vehicular traffic or rail crossing or (b) a *course or pattern of criminal activity*, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, [740 ILCS 147/](#). The District may provide transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with [Section 45/1-15](#) of the Education for Homeless Children Act. Foster care students shall be transported in accordance with [Section 6312\(c\)\(5\)\(B\)](#) of the Elementary and Secondary Education Act. [PRESSPlus1](#)

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Assistant Principal of Building Control and shall be altered only with the Assistant Principal of Building Control's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Ill. Dept. of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

Each contract between the District and a private sector school bus company must require the company to have a pre-trip and post-trip inspection policy to ensure that no passenger is left behind or

remains on the vehicle at the end of a route. The policy must require, at a minimum, that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

LEGAL REF.:

[20 U.S.C. §6312\(c\)\(5\)\(B\)](#), Elementary and Secondary Education Act.

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

[105 ILCS 5/10-22.22](#) and [5/29-1](#) *et seq.*

[105 ILCS 45/1-15](#) and [/1-17](#).

[625 ILCS 5/1-148.3a-5](#), [5/1-182](#), [5/11-1414.1](#), [5/12-813.1](#), [5/12-815](#), [5/12-816](#), [5/12-821](#), and [5/13-109](#).

[23 Ill.Admin.Code §§1.510](#) and [226.750](#); [Part 120](#).

[92 Ill.Admin.Code Part 440](#).

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:280 (Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

ADOPTED: February 23, 2021

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 114, March 2024

Document Status: Review and Monitoring

5:35 Compliance with the Fair Labor Standards Act

Job Classifications [PRESSPlus1](#)

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 10:45 p.m. Sunday until 10:44 p.m. Sunday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek.

Overtime

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Employment Termination and Suspensions*.

Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.:

[820 ILCS 105/4a.](#)

Fair Labor Standards Act, [29 U.S.C. §201 et seq.](#), [29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.](#)

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions)

~~ADOPTED: February 23, 2024~~

PRESSPlus Comments

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Issue 114, March 2024

Document Status: Review and Monitoring

5:40 Communicable and Chronic Infectious Disease

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and Board of Education policies. [PRESSPlus1](#)

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.:

[42 U.S.C. §12101](#) et seq., Americans With Disabilities Act, amended by the Americans with Disabilities Act Amendments Act (ADAAA), [Pub. L. 110-325](#); [29 C.F.R. §1630.1](#) et seq.

[29 U.S.C. §791](#), Rehabilitation Act of 1973; [34 C.F.R. §104.1](#) et seq.

[105 ILCS 5/24-5](#).

[20 ILCS 2305/6](#), Department of Public Health Act.

[820 ILCS 40/](#), Personnel Record Review Act.

[77 Ill.Admin.Code Part 690](#), Control of Communicable Diseases.

CROSS REF.: 2:150 (Committees), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

ADOPTED: February 23, 2021

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Issue 114, March 2024

Document Status: Review and Monitoring

6:40 Curriculum Development

Adoption [PRESSPlus1](#)

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become life-long learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements,
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available,
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

The Board of Education will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

Experimental Educational Programs and Pilot Projects

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

Single-Gender Classes and Activities

The Superintendent may recommend a program of nonvocational single-gender classes and/or activities to provide diverse educational opportunities and/or meet students' identified educational needs. Participation in the classes or activities must be voluntary, both genders must be treated with substantial equality, and the program must otherwise comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*. The Superintendent must periodically evaluate any single-gender class or activity to ensure that: (1) it does not rely on overly broad generalizations about the different talents, capabilities, or preferences of either gender, and (2) it continues to comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*.

Development

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The Superintendent shall report to the Board as appropriate, the curriculum review program's efforts to:

1. Regularly evaluate the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents/guardians, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

Curriculum Guides and Course Outlines

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

LEGAL REF.:

[20 U.S.C. §1681](#), Title IX of the Education Amendments of 1972, implemented by [34 C.F.R. Part 106](#).

[105 ILCS 5/10-20.8](#) and [5/10-19](#).

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 6:180 (Extended Instructional Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

ADOPTED: February 23, 2021

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Issue 114, March 2024

Document Status: Review and Monitoring

6:185 Remote Educational Program

The Superintendent shall develop, maintain, and supervise a remote educational program consistent with [105 ILCS 5/10-29](#). The remote educational program shall provide an opportunity for qualifying students to participate in an educational program delivered by the District in a location outside of a school. [PRESSPlus1](#)

The remote educational program shall:

1. Align its curriculum with the III. Learning Standards and Board policies 6:10, *Educational Philosophy and Objectives* and 6:15, *School Accountability*.
2. Offer instruction and educational experiences consistent with those given to students at the same grade level in the District through compliance with Board policies 6:30, *Organization of Instruction* and 6:300, *Graduation Requirements*.
3. Provide instructors that meet the teacher qualifications in Board policy 5:190, *Teacher Qualifications*. Instructors are responsible for the following elements of the program:
 - a. Planning instruction,
 - b. Diagnosing learning needs,
 - c. Prescribing content delivery through class activities,
 - d. Assessing learning,
 - e. Reporting outcomes to administrators and parents/guardians, and
 - f. Evaluating the effects of instruction.
4. Provide a remote educational program anytime during the period of time from and including the opening date to the closing date of the District's regular school term. It may operate on any calendar day, notwithstanding whether it is a student attendance day or institute day on the District's calendar or any other provision of law restricting instruction on that day. The District's regular school term is established by Board policies 2:20, *Powers and Duties of the Board of Education; Indemnification*, and 6:20, *School Year Calendar and Day*. The remote educational program may be offered outside of the regular school term as part of any authorized summer school program.
5. Establish a system to determine student participation in instruction in alignment with Board policy 6:20, *School Year Calendar and Day*.
6. Limit participation to students who are juniors or seniors or demonstrate individual educational need(s). Approval of students in the program will be on a space-available basis.
7. Authorize the Superintendent or designee to approve students for participation in the program when the student shows evidence of:
 - a. Enrollment in the District pursuant to Board policies 7:60, *Residence* and 7:30, *Student Assignment and Intra-District Transfer*.
 - b. Prior approval from their individualized educational program (IEP) team, if applicable.
 - c. How the remote educational program best serves the student's individual learning needs.

- d. A consistent, appropriate attendance record, no disciplinary record, and a 2.5 minimum grade point average.
8. Include a process for developing and approving a written remote educational plan for each student participating in the program.
9. Require students to complete their participation in the program within 12 months, unless the student's participation is extended by the District.
10. Require students to participate in all assessments administered by the District pursuant to State and federal law and Board policy 6:340, *Student Testing and Assessment Program*.
11. Align with the requirements of Board policy 7:340, *Student Records*.
12. Comply with other State and federal laws and align with all applicable Board policies. This includes the Superintendent submitting a copy of this policy to the Ill. State Board of Education along with any amendments to it and any data on student participation.
13. Be monitored by the Board pursuant to Board policy 2:240, *Board Policy Development*, and included as a topic for discussion in the annual report required by Board policy 6:10, *Educational Philosophy and Objectives*. It shall include a discussion of the process for renewal of the program when applicable.

LEGAL REF.:

[105 ILCS 5/10-29.](#)

[23 Ill.Admin.Code §226.360.](#)

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:240 (Board Policy Development), 5:190 (Teacher Qualifications), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:30 (Organization of Instruction), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:30 (Student Assignment and Intra-District Transfer), 7:60 (Residence), 7:340 (Student Records)

ADOPTED: February 23, 2021

PRESSPlus Comments

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Issue 114, March 2024



MEMORANDUM

Date: April 10, 2024

To: Mr. John Robinzine, Interim Superintendent/Board of Education

From: Anita Howard, Exec. Asst. to Superintendent/Board of Education

Subject: IASB Updated PRESS 114 Policies

Recommended Action

It is recommended the Board of Education conduct the first reading of PRESS 114 updated policies at its April 23, 2024 meeting. Prior to the first reading, cabinet members by department will review and provide recommendations if there are any.

Background

This PRESS issue includes a new policy 2:270 *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. It is created in response to new legislation that goes into effect August 1, 2024. Additionally, IASB has retitled some policies in anticipation of Title IX rulemaking that is expected to expand the scope of regulations to apply to all sex discrimination allegations, not solely to allegations of sexual harassment as current regulations do. It is created in response to new legislation that goes into effect August 1, 2024. To make the review process more efficient, the policies are grouped into the following categories for review:

- **Draft Update--New Policy**
 - 2:270 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited
- **Draft Update**
 - 2:40 Board Member Qualifications
 - 2:260 Uniform Grievance Procedure
 - 2:265 Title IX Grievance Procedure
 - 4:190 Targeted School Violence Prevention Program
 - 5:10 Equal Employment Opportunity and Minority Recruitment
 - 5:20 Workplace Harassment Prohibited
 - 5:300 Schedules and Employment Year
 - 7:10 Equal Education Opportunities
 - 7:20 Harassment of Students Prohibited
 - 7:180 Prevention of and Response to Bullying Intimidation, and Harassment
- **Draft Update--Rewritten**
 - 5:100 Staff Development Program
- **Review/Monitoring**
 - 2:50 Board Members Term of Office
 - 2:60 Board Member Removal from Office
 - 2:140 Communications To and From the Board
 - 4:20 Fund Balance
 - 4:110 Transportation
 - 5:35 Compliance with the Fair Labor Standard Act
 - 5:40 Communicable and Chronic Infection Disease
 - 6:40 Curriculum Development
 - 6:185 Remote Education Program
- **District Update 4/10/24**
 - 7:190—strike through under isolated time out “to discipline or punish a student”.

The marked-up District 215 policies are attached for your review. The plan is to put them on the agenda for a first reading on the April 23, 2024 agenda and adoption in May. Please let us know if there are any questions.

Funding source if applicable: N/A

Attachment: policies

STUDENTS

7:190 Student Behavior

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; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or 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 marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. 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: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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. 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 or silenced 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.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. 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.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. 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, bullying using a school computer or a school computer network, or other comparable conduct.
10. 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.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. 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.
15. Being absent without a recognized excuse; State law and Board of Education policy regarding truancy control will be used with chronic and habitual truants.
16. 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.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
 19. 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.
 20. 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.
 21. 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: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of 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 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'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 parent(s)/guardian(s).
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 must 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 policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *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 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in [Article 13A](#) or [13B of the School Code](#).
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.

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.

Isolated Time Out, Time Out, and Physical Restraint

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

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 calendar year but not more than two 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 2012 ([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 one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board 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 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 or is subject to a battery. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report incidents involving battery against staff members to the Ill. State Board of Education through its web-based School Incident Reporting System as they occur during the year and no later than August 1 for the preceding school year.

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, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days,

provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including 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.

Incorporated

by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

[20 U.S.C. §7971](#), Pro-Children Act of 2004.

[20 U.S.C. §7961](#) *et seq.*, Gun Free Schools Act.

[105 ILCS 5/10-20.5b](#), [5/10-20.14](#), [5/10-20.28](#), [5/10-20.36](#), [5/10-21.7](#), [5/10-21.10](#), [5/10-22.6](#), [5/10-27.1A](#), [5/10-27.1B](#), [5/22-33](#), [5/24-24](#), [5/26-12](#), [5/27-23.7](#), and [5/31-3](#).

[105 ILCS 110/3.10](#), Critical Health Problems and Comprehensive Health Education Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Pilot Program.

[410 ILCS 647/](#), Powdered Caffeine Control and Education Act.

[430 ILCS 66/](#), Firearm Concealed Carry Act.

[23 Ill.Admin.Code §§1.280](#), [1.285](#).

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property)