

Willow Springs Elementary School District #108

8345 Archer Avenue

Willow Springs, IL 60480

(708) 839-6828

Mr. Steven Bahn, Superintendent

Ms. Alexandra Oreluk, Principal

Ms. Meghan Litko, Director of Special Education

Calendar/Handbook 2021-2022

The Board of Education brings you this Calendar/Handbook. We tried to include information which you and your student(s) need to know about school procedures, rules, regulations and activities. However, this Calendar/Handbook is not all inclusive. The complete Board policy manual is available on the District's website or in the school office. As need indicates, further additions, revisions and expansions will be included yearly or by specific notification sent home during the school year. Students and guardians/parents are expected to be familiar with items in the Handbook portion that pertain to them. We hope that you will find this publication to be a useful source of information and will refer to it daily. If you have any questions which have not been answered, please call the administration office.

This handbook contains policies established by the Board of Education, which conducts business, set policies and establishes standards of operation in the district. A public monthly meeting is generally held the fourth Tuesday of every month in the Library. Meetings start at 6:30pm. Citizens are urged to attend. Please see the website for the most current information regarding Board of Education meetings.

Board of Education Members

Mary Ellen Weeg, President

Renée Ristic- Vice President

Micki Bohac- Secretary

Adriana Hawkins

Julie Anderson

Lucy Mierop

Francisco Nunez



Mission Statement

Willow Springs School nurtures and inspires lifelong learners to be productive, responsible citizens of our evolving society.

What Parent/Guardians Can Do To Support Their Student(s)

You can help your student do his or her best in school by:

- Making sure that your student attends school every day;
- Making sure that your student gets a good night's sleep every night;
- Providing breakfast everyday;
- Reminding your student to ask the teacher questions if he or she does not understand any directions;
- Setting a good example by respecting and supporting school efforts to support learning;
- Take advantage of museums, libraries and community resources to enrich learning;
- Making sure your student completes homework assignments;
- Making sure children have a quiet, well-lit place to study and read;
- Limiting television and electronic time;
- Encouraging your student's best behavior at school;
- Listening; Most importantly by letting your student know that you have confidence in his or her abilities and are proud of his or her efforts to do his or her best, everyday.

You Can Help the School Help Your Student By

- Sending notes, emailing, calling and contacting teachers when you have concerns;
- Become familiar with the school's and teachers' expectations;
- Letting teachers and school staff know that you are interested in your child's education;
- Attending parent conferences;
- Celebrating all students' achievements at home and in the community.

Parents for Children (PFC)

Parents for Children, a parent / teacher organization, was established to support our children and families with enhanced educational and recreational opportunities. They run various fundraisers throughout the year; all proceeds directly benefit the students.

To contact the PFC committee, please email to pfcgroup@willowspringsschool.org

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.



Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.



After School Homework/Access Club

The district offers two after school homework clubs, grade 2-5 and 6-8, for students who have difficulty completing homework at home. The homework/access club meets Mondays through Thursdays from 3:13 to 4:13. Bus service at 4:15 is available for those students eligible to ride the bus. While an adult supervisor is present and may help students, homework club does not provide regular tutoring for students. Students are able to attend homework club based upon teacher or parent recommendation.



Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.



Annual Report Card

Each year, the District is required to disseminate 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: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.willowspringsschool.org.



Band

Willow Springs School offers band to students in grades 4-8. Instruction in band takes place during the school day and after school from 3:15 – 4:15. As band is part of the regular school day, band students receive a report card grade in band, however, as band does not meet everyday, it will not be considered for the honor roll. Criteria for both beginning band and concert band grades are:

- 25% proof of practice via practice cards
- 40% playing tests and adequate performance progress
- 35% participation (attendance and having instrument)

To enter the concert band, the student must be able to play the B flat concert scale, sight read a variety of rhythms that include whole notes, half notes, quarter notes and eighth notes, and perform a concert band level song.

Because this will be a graded course, students and their parents must meet with the band director if they chose to leave the band.



Behavior Intervention Policy

The district has adopted behavioral intervention practices and a policy consistent with the guidelines and requirements of the Illinois State Board of Education and School Code. The following board policy on the use of behavioral intervention with students with disabilities is available for review upon request at the school office.



Bicycles

Racks are available for bicycles at the school. The school is not responsible for any damages to or loss of bicycles parked on school property. Locks are recommended. Bikes are never to be ridden on school property or across Archer Avenue.



Blood-Borne Pathogens

The district is subject to Federal and State regulations to restrict the spread of Hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the School environment.

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



Bullying, Intimidation, & Harassment, Prevention & Response

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

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

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

Bullying includes cyber-bullying 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 the school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, non discrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Non Discrimination Coordinator:

Meghan Litko

mlitko@willowspringsschool.org

8345 Archer Avenue, Willow Springs, IL 60480
708 839-6828

District Complaint Managers:

Alexandra Oreluk

aoreluk@willowspringsschool.org

Steven Bahn

sbahn@willowspringsschool.org

8345 Archer Avenue, Willow Springs, IL 60480
708 839-6828

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

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



Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

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

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

1. Wear Mask, dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Alexandra Oreluk, principal at:

aoreluk@willowspringsschool.org



Classroom Rules

Each classroom teacher will develop his/her own classroom rules with consequences for breaking those rules. These rules and consequences will be approved by the district administration and given to students during the first week of school. Parents will be required to review the rules and return a signed statement to the teacher indicating they have done so.



Communicable/Infectious Diseases and Pests

The school will observe the following procedures regarding head lice.

School personnel are among the persons mandated to make reports to the local health authorities when they become aware of a reportable disease or condition. Children suspected of being infected with a reportable infectious disease for which isolation is required shall be refused admittance to school while the acute symptoms are present. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the Local and State Health Departments. Schools are to handle contacts of infectious disease cases in the manner prescribed by the Illinois Department of Public Health regulations, or as recommended by the local health authority. Further, because a school has a high concentration of people, it is necessary to take specific measures when the health of safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

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

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

1. Parents are required to notify the school nurse if they suspect their student has head lice or any other communicable disease.
2. Infested students or students with communicable disease will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation/disease.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the student is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice. Children with communicable disease may return with a letter from the student's doctor stating the student is no longer contagious or at risk of spreading the disease.

Any student with vomiting, diarrhea or a temperature greater than 100.0 will be sent home and is to remain home 24 hours after symptoms have resolved.



Drop Off / Pick Up

All students driven to school should be dropped off at the back of the school in the designated area on Vinewood. Students should enter the school using the back door down the stairs and ring the doorbell. No students should be picked up or dropped off in the main parking lot during arrival and dismissal times.

For student safety, Willow Springs School and the Willow Springs Police Department have developed the following procedures for picking up students in a vehicle.

- 1-** If possible, please do not move into the pick-up zone until staff is on duty.
- 2-** **Please follow the Staffs' direction, they will assist** drivers to where they need to move their vehicles so that the students can exit and enter a vehicle quickly and safely.
- 3-** If your student is not waiting at the top of the stairs, circle around the block so that vehicles can continue to move in the pickup zone in a safe manner.
- 4-** Pull as far forward as you can to the end of the pickup lane, **DO NOT LEAVE YOUR VEHICLE.**
- 5-** No students will be allowed to exit or enter a vehicle that is in the middle lane or parked on the residential side of Vinewood.



Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer, Smart Watches, iWatches, or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10 day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.



Emergency Plan

Should we have a major disaster during school hours, your student(s) will be cared for at this school. School District 108 has a detailed disaster plan which has been formulated to respond to a major catastrophe. Your cooperation is necessary in any emergency.

Do not telephone the school. Telephone lines may be needed for emergency communication.

In the event of a serious emergency, students will be kept at school until they are picked up by an identified, responsible adult who has been identified as such on a School District Emergency Card which is required to be filled out by parents at the beginning of every school year. Please be sure to consider the following criteria when you authorize another person to pick up your student at school: s/he is 18 years of age or older; s/he is usually home during the day; s/he could walk to school if necessary; s/he is known by your child; s/he is both aware and able to assume this responsibility.

Listen to the radio for emergency announcements. If students are kept at school, radio stations will be notified. The school's emergency automated phone system will be activated to inform you of the situation.

Students will be released only to parents and person identified on the School District Emergency Card.

The decision to keep students at school will be based upon whether or not streets in the area are open. In case of hazardous release event near the school area, Shelter-in-Place procedures will be implemented to provide in place protection.



Employees

The district employs licensed teachers and administrators, licensed educational aides, and classified employees. Special service personnel, hired on a purchased service basis through the A.E.R.O. Special Education Co-op, add to the full time equivalent certified staff. A.E.R.O. programs are also housed in #108 on a space rental basis. Classrooms of this nature exist and are serviced by licensed teachers and aides. A host of support personnel assist this core group.

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

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

If you would like to receive any of this information, please contact the school office.



English Learners

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

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (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; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact: dbrockob@willowspringsschool.org.



Equal Educational Opportunities

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, sexual orientation, gender identity, language barrier, religious beliefs, physical and mental handicap or disability, age, economic and social conditions, or actual or potential marital or parental status.

Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Steve Bahn at sbahn@willowspringsschool.org

Administrative Implementation

The Superintendent shall appoint a Non-discrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy.



Erin's Law

Consistent with "Erin's Law", the district shall adopt and implement a policy addressing sexual abuse of children that may include age-appropriate curriculum for students in pre-K through 5th grade; training for school personnel on student sexual abuse; educational information to parents or guardians provided in the school handbook on the warning signs of a student being abused, along with any needed assistance, referral, or resource information; available counseling and resources for students affected by sexual abuse; and emotional and educational support for a student of abuse to continue to be successful in school.

Any policy adopted may address without limitation:

- (1) Methods for increasing teacher, student, and parent awareness of issues regarding sexual abuse of children, including knowledge of likely warning signs indicating that a student may be a victim of sexual abuse;
- (2) Actions that a student who is a victim of sexual abuse should take to obtain assistance and intervention; and
- (3) Available counseling options for students affected by sexual abuse.



Field Trips

The School Board encourages field trips when the experiences are an integral part of the school curricula and contribute to the District's desired educational goals and are a privilege.

Guidelines for Field Trips:

- All field trips shall be adequately supervised by staff members and other adults.
- Whenever entrance fees, food, lodging or other costs are involved, these costs shall be assumed by the student unless otherwise stipulated by the School Board, provided that no student shall be excluded from any field trip because of a lack of funds. On all field trips, a bus fee to be set by the Superintendent may be charged to help defray the cost of transportation.
- Refunds will not be issued if a student does not attend a field trip. As admission is purchased in advance.
- Parental permission must be obtained.
- School rules for student behavior apply at all times during a field trip.

The teacher shall arrange for the supervision and appropriate study for non-participating students.



Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at (708) 839-6828.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.



Fragrance Allergies

Some students and staff have allergic or asthmatic reactions to perfume, cologne and lotion fragrances. Please refrain from wearing fragrances.



Freedom of Information Act

Each public body must make available to the public all records not excluded by Freedom of Information Act, provide an appeal process for denial or access to information, (cost not to exceed actual reproduction charges)

A written request of records by a citizen will be responded to within five days, which could be extended depending on the nature of the request. If a request is denied the following process will be used: written decision to deny, reason to denial (specify the exemption) name/title of denying official and right to Superintendent, Public Access Counselor, or Judicial review of Superintendent's decision.



Health Education Program

The health program for all grades shall include human ecology, human growth and development, the emotional, psychological, physiological, hygienic, alcohol and drug abuse, first aid, human reproduction, and social responsibilities of family life, including sexual abstinence until marriage, prevention, contraception and control of disease. Parents/guardians may make an appointment with the Principal to preview all material used for instructional purposes.

The program follows a sequential pattern and is age-appropriate based upon the students' physical, emotional, and intellectual maturity levels.

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.



Health Insurance Portability

Under this Federal Act, the district is required to provide notice of its privacy procedures and policies. Policies can be found in the main office.

A summary of the federal requirements under the Act can be found at:

<https://www.hhs.gov/sites/default/files/privacysummary.pdf>



Home and Hospital Instruction

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

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

For information on home or hospital instruction, contact: Meghan Litko



Homeless Students

The residency, enrollment and attendance rights of students who are homeless are established under federal (McKinney-Vento Act) and Illinois (Illinois Education for Homeless Children Act) laws. Homeless students include children sharing housing with others due to loss of housing, financial hardship or similar causes, or those who lack a regular, fixed and adequate nighttime residence. A homeless student is generally entitled to immediately enroll in the school where they enrolled when they were permanently housed, the school in which student was last enrolled or the school in the attendance area

where homeless student currently lives. The district may be responsible for comparable services, including transportation, education and meals for the student, based on the student's circumstances. For any questions or issues related to the enrollment of a homeless student, the parent should contact the homeless liaison official for the district. That official can be reached by contacting the principal's office, or by reviewing the following district policy on residency and homeless student:

On supports and services available to homeless students, please contact the building principal.



Illinois School Report Card

Each fall, the District shall publish an annual report card reporting student achievement, attendance rates, teacher qualifications and other mandated information. It is available on the school's website or in the main office.



Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

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

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempt from the above requirements for:

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



Information Regarding Asbestos Plan

The Asbestos Hazard Emergency Response Act requires certain actions by school districts Regarding the presence of asbestos in school buildings, including air samples and planning as may be required.

The district has conducted testing and inspection and all buildings are in compliance with AHERA.

You can access additional information about AHERA and the federal requirements related to asbestos and schools at the following link: http://www.epa.gov/asbestos/pubs/asbestos_in_schools.html



Lawn Fertilization and Pest Management

School District #108 contracts with professional and qualified companies to provide for fertilization of its outside lawn and the extermination of undesired pests throughout the school year and summer months. As part of the district's Integrated Pest Management (IPM) program, should any parent/guardians wish to be notified at least two work days prior to the application of any such materials to be applied in and/or around the school facility/grounds, those parents/guardians should notify the school office In Writing within the first two weeks of each academic year (by mid- September). This letter should contain your phone number, address, child's name, grade, and teacher's name. Notification by the school will occur during each school term only (end of August through beginning of June).



Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of student abuse or neglect to the Illinois Department of Children and Family Services.



Meal Programs

Lunch Programs

All students shall remain at school for lunch. Milk is available daily in the lunchroom at an estimated cost of 30 cents per carton. Hot lunches may be purchased for \$2.85. An extra entrée is available for an additional \$1.40.

Free Lunches/Breakfasts/Milk

Free meals are available to students whose family income falls within certain gross income categories. All information is confidential and decisions are based upon family size and income guidelines established by the United States Federal Government Department of Agriculture (USDA). To apply at any time during the year, request a form from the main office. A decision will be rendered within ten days of filing the application.

Breakfast Program

Breakfast is served daily from **8:00-8:25** in the school cafeteria. Estimated cost is \$1.60. An extra entrée is 75 cents. Early bus service is available for bus riders.

Food for School Functions / Treats & Snacks

Willow Springs School's Wellness Policy (see appendix) prohibits bringing any outside treats/snacks for celebrations that are not included in the policy. Snacks and treats are to be brought and served at lunch time only.

Due to health concerns, Birthday treats are limited to pencils, pens, erasers or other school appropriate small trinkets. Food treats are not allowed and will not be distributed due to concern for student health: food allergies, diabetes, etc.



Non-Custodial Parents

Copies of all correspondence and reports (reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school-initiated parent-teacher conferences, notices of major school-sponsored events, such as open houses which involve pupil-parent interaction, and copies of the school calendar regarding the child) may be provided to both parents of a student whose parents don't live together. Such copies shall be provided by mail when they are requested by either parent unless there is a court order to the contrary.



Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in Kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.



Parental Concern Resolution Process

The first step in the parental resolution process is to discuss the matter with your child's teacher. Questions are then referred to the administration. Continued problems at the administrative level may, with prior notification, be brought before the Board of Education. Questions referred to the Superintendent or Board should be written.



Parking

Visitor parking is available in the main parking lot; however access is restricted to buses and staff during school arrival and dismissal times.



Photographing and Videotaping

During the course of any given school year, students and staff may be photographed, audiotaped and/or videotaped for a variety of reasonable purposes (e.g., class projects, memorabilia, school newsletters, local newspaper articles, school displays, class/school picture days, teacher evaluation, school and bus safety, etc.). In short, the purpose behind this activity is to capture our school's memorable experiences to promote/publicize school events, activities, and programs as well as improve instruction and create a safe environment. Photograph captions will not list student names. Should any parents/guardians be uncomfortable with this procedure, they should notify the school office in writing within the first two weeks of each academic year (by mid-September). Efforts will be made to accommodate parent requests except in the cases of school safety and teacher evaluation. For communication purposes, please include in this letter your phone number, address, child's name, grade, and teacher's name.



Physical Education

All elementary students are required by law to participate in a regular physical education program. Only confirmed medical excuses will be recognized as a reason not to participate. Uniforms are available at the school through the P.E. department for upper grade levels. Every student is required to wear gym shoes for gym class every day, whether gym is inside or outside. No boots, skate shoes, platform or heeled gym shoes or sandals are allowed.

Exemption from Physical Education Requirement

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

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

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program. Special activities in physical education will be provided for a student who's physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

B. In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Special activities in physical education will be provided for a student who's physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course.

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

Athletic Program

Inter-school competitive programs are available for 6-8 grade boys and girls (softball, basketball, volleyball and soccer). Schedules are made available for all events and will be distributed throughout the year. A physical exam will be necessary from each athlete each year she/he participates in any portion of the program, including cheerleading. Physical exams will be administered at school at an estimated cost of \$15.00 per athlete through Med-First of Orland Park. Students must maintain established academic and behavioral standards to remain eligible throughout the school year. Students need to remain academically eligible to participate and must maintain appropriate school conduct.



Property

Responsibility should be learned in elementary school. Students must respect school property. Students will be charged for damaged property or vandalism. Loaned materials must be returned or replaced at student/parent expense. School lockers and desks are provided for student convenience; however they remain under the control of the school administration and may be searched at any time. If evidence is found that indicates a law/school policy is violated, seizure of any material will occur as well as notification to law enforcement agencies.



Pupil Progress Reporting

Pupil progress reports will be issued each nine weeks. These reports will not be mailed but will be delivered directly to the students. However, parents may request direct mailing of the reports. The envelopes are to be returned to the homeroom after each marking period.

August 18th- October 22nd

October 25th- January 7th

January 10th- March 11th

March 14th- May 26th

Mid-term Progress Reports

This report will be completed at the midpoint of each quarter for each student in grades 1-8. This report is an unofficial check point to serve as an update/alert for students and parents.

Interim One Subject Reports

In addition to the regular midterm progress reports, teachers may also send home interim reports when the need arises. In this way parents will be better informed of their child's progress when there are academic concerns.

Internet Access for Grades

Student grades are updated regularly through the school's website, www.willowspringsschool.org. Parents will be provided with the confidential access codes for their students' grades.

Honor Roll and Grade Point Average

All graded subjects that meet daily count toward the 4th-8th grade honor roll computation. An "F" in any course for the quarter precludes inclusion on the honor roll.

GPA Grading Scale

A- 4.0	A- 100-92
B- 3.0	B- 91-84
C- 2.0	C- 83-75
D- 1.0	D- 74-67
F- 0.0	F- 66 – 0

Gold Honors- GPA of 4.00-3.70
Blue Honors- GPA of 3.69-3.20
Honorable Mention- GPA of 3.19 - 2.95

Please contact your child's teacher or consult with school administrators for further clarification regarding academic matters.



Pupil Retention and Promotion

The school and home shall communicate regularly through the year prior to a retention decision. The following are specific requirements or criteria for promotion in the upper grades:

- Students in grades 4 and 5 will attain a minimal cumulative G.P.A. of 1.00 for the school year. Students not meeting this requirement will be required to attend summer school and/or possibly retained.
- Students in grades 6-8 will be promoted to the next grade at the end of the year with the following exception: a student who has received below a 1.0 grade average in one or more of the following subjects (Language Arts (Reading/Writing), Spanish, Science, Social Studies and Mathematics). At the end of the third quarter, those students in jeopardy of not meeting these criteria will have a parent conference to discuss retention and remedial options. Students not meeting this requirement will be required to attend summer school and/or possibly retained.
- Students will not be absent for more than 17 days during the school year. See Student Attendance for more information.
- Students will exemplify citizenship and self-discipline as evidenced by receiving less than three suspensions (of any length) within the school year.
- An upper grade student must pass both the U.S. and the State of Illinois Constitution exams prior to graduation (State graduation requirement). Eighth grade students must meet all of the above criteria in order to participate in the graduation ceremony. A student not meeting all of the criteria may be retained or passed on to high school through the issuance of a certificate of attendance. A certificate of attendance may be issued based on administrative review for each student being considered for retention.



Responsibility for Student Items

Willow Springs School is not responsible for lost, damaged or stolen items that students bring to school, on the bus, or bring with them to school sponsored functions. While the school may investigate to determine the whereabouts of such items, Willow Springs School District is not responsible for finding, replacing, or making restitution for the loss or damage to such items. The responsibility for any items brought to school by students rests solely with the student.



Safety Drill Procedures and Conduct

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



School Admission

To enter Kindergarten, students must be five years old on or before September 1 of the current year to enroll, as per Illinois law. First graders must be 6 on or before September 1st. Early admission to kindergarten and grade 1 are not options under local Board policy except as provided by Accelerated Placement.

Proof of district residence, (Two utility bills or documents showing proof of residency **and** a mortgage, tax bill or lease) is required for non-tuition students enrolling in the district. Students who move out during the school year may continue to attend our school without paying tuition until the end of that school year. Students need physicals prior to Kindergarten or First grade admission and prior to Sixth grade admission. Please see Health, Examinations, Etc. for more information regarding physicals.

When a student loses permanent housing and becomes a homeless person as defined at law, or when a homeless student changes his or her temporary living arrangements, the parent or guardian of the homeless student has the option of either:

- (1) continuing the child's education in the school of origin for as long as the student remains homeless or, if the student becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) enrolling the student in any school that non-homeless students who live in the attendance area in which the student or youth is actually living are eligible to attend.



School Closing

Check the school website at www.willowspringschool.org. Listen to radio stations: WMAQ, WGN, WCFL, WLUP, WHEN, WBBM, B96FM and WFYR FM and TV channels WFLD 32 AND WGN 9, for early a.m. school closing notices. Please don't call the school as phone lines will be needed for emergencies. Radio stations will be contacted if school is canceled. You may also check www.emergencyclosings.com. The school will also activate its automated phone system to contact you should the school be closed due to weather conditions.



School Hours

Office hours- 7:30 am- 4:15 pm – till 4:45 pm when Homework Club is in session

Regular School Hours

8:25 am- 3:13 pm

After School Homework Club, Band and Activity Club Hours

3:13 – 4:15 pm, Monday -Thursday

School Nurse Hours

8:00 am- 3:20 pm

Crossing Guard Hours

7:50 am- 8:40 am, 3:00 pm – 3:40 pm, 4:10 pm – 4:30 pm

Teacher Supervision on Playground 8:10 am - 8:25 am and 3:13 pm- 3:25 pm

The school is not responsible for supervising children who remain on school grounds after dismissal or arrive prior to 8:10am.



School Operations During a Pandemic or Other Health Emergency

A Pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your student with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your student to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their student to school if their student exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.



School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.



Sex Offender & Violent Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/
Illinois Murderer and Violent Offender Against Youth Registry,
www.isp.state.il.us/cmvo/
Frequently Asked Questions Concerning Sex Offenders,
www.isp.state.il.us/sor/faq.cfm



Sexual Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or 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 identity¹; 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, 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 school and 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.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

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.

Non Discrimination Coordinator:

Meghan Litko

mlitko@willowspringsschool.org

8345 Archer Avenue, Willow Springs, IL 60480
708 839-6828

District Complaint Managers:

Alexandra Oreluk

aoreluk@willowspringsschool.org

Steven Bahn

sbahn@willowspringsschool.org

8345 Archer Avenue, Willow Springs, IL 60480
708 839-6828

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



Special Education; Education of Children with Disabilities

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

The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

Related Service Logs:

For a student with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

For further information, please contact:

Meghan Litko, Special Education Director
708 839-6828
Willow Springs School



Standardized Testing

Students and parents/guardians should be aware that students in grades K - 8 will take standardized tests including but not limited to the IAR, IL Science test and NWEA Map test. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized test. Parents can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.



Student Attendance and Truancy Procedures

Illinois law requires that whoever has custody of any student between 6 (by 9/1) and 17 years of age shall assure that the student attends school in the district in which he/she resides during the entire time school is in session. Illinois law also requires that whoever has custody of a student or control of a student who is enrolled in school, regardless of the child's age, shall assure that the student attends school during the entire time school is in session.

Student attendance is critical for academic achievement and attendance is also a component in our school's No Child Left Behind Annual Yearly Progress designation. It is the belief of Willow Springs School that students must be in school in order to learn, achieve and be successful.

As the teachers, administrators and Willow Springs School District Board Members want to do everything we can to ensure your child's success we expect that your student will be in attendance every day. If an emergency or illness arises, the parent is required to call and inform the school of the absence prior to the start of school.

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

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

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

In following state code, Willow Springs School has created the following policy regarding student attendance.

- Any student with over 17 absences, for any reason, may be required to attend summer school or repeat the grade. We believe that it is important that time that was missed for any reason should be made up so that all students will be ready for the next grade level. Students whose majority of absences are excused or are related to extended medical illness will be exempt from retention, but may still be required to attend summer school. Obviously, retention in those cases will be determined by academic preparedness.
- Parents will be sent a letter at 8 absences will receive a contact from the school social worker and any possible assistance the district can offer in order to improve attendance. At 13 absences, a letter will be sent home informing parents that their student may be required to attend summer school in order to make up the missed days.
- Those students' over 10 unexcused absences will also be reported to county and state authorities for truancy.
- Students with excessive tardies (over 10) may also be required to attend summer school, or be reported to the truancy officer as determined by the building principal.

School Absence Calling

- In the event of any absence, the student's parent/guardian is required to call the school at 708 467-3650 before 8:00 a.m. to explain the reason for the absence. If a call has not been made

to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

- Only illness and emergency situations dictate school absence.
- Any student absent for 5 consecutive days must have a medical release from the doctor before returning to school.

- Absences not called in sick by parent/guardian are unexcused absences. Students who are unexcused from school will not be allowed to make-up missing work.
- Vacations are Unexcused absences. Family trips and vacations are discouraged while school is in session. If students will miss school for vacation reasons, you must notify the school administration and staff in advance. An exception will be made: Missed classroom work will be given upon return to school. For each day a student misses, she/he will be allowed one day to make up assignments upon returning to school. If a student misses more than 2 days of school, accumulated work may be requested by the parent by calling the main office.
- A student who is unable to attend classes because of observance of a religious holiday shall be excused from any examination or any study or work assignments on such days. Make-up work will be allowed.
- A parent or guardian who knowingly and willfully permits a student to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1,500.00.
- **Perfect Attendance** is defined as being in attendance and on time from 8:25 – 3:13 every full day and 8:25 – 11:30 every half day.



Student Dress Code

Students are expected to wear clothing in a neat, clean and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student masks are required for health safety by the Illinois Department of Public Health,
- Appropriate footwear must be worn at all times. No flip/flop or sandals without backs.
- Student dress (including accessories) may not advertise, promote or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweatbands and sunglasses may not be worn in the building during the school day.
- Hair styles, dress and accessories that pose a safety hazard are not permitted in the Tech Lab, shop, laboratories or during physical education.
- Pajama pants, clothing with holes, rips, tears and clothing that are otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. They must extend below the fingertips.
- Stretch pants, leggings, tights, and/or spandex type clothing may not be worn alone. They may be worn under clothing that is fingertip length.
If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students are not to wear objects such as chains, studded collars, rubber bands and other items which may be used as a weapon.
- Any piercing of the body which poses a safety concern or is disruptive to learning will not be allowed and students will be asked to remove the object in the pierced location.
- Students who dress inappropriately violate this code and will be required to correct their dress by changing and/or to be sent to the office where their parents will be contacted to bring appropriate clothes or pick up the student.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others, may be subject to discipline.
- During a pandemic, face masks may be required to be worn. The mask should cover both the mouth and nose area. Students should not take off their mask unless given permission.



Student Fees

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present: ¹

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Registration Grades K-8= \$75.00

Students transferring out of district prior to April will be refunded a pro-rated portion of school fees, upon request. A waiver of school fees is available to qualifying students upon approval of the Fee Waiver Application.

Physical Education Uniform

Grade 6-8

Tops - \$8.00

Shorts- \$10.00

Graduation Cost Estimate

Seventy-five (\$75) is due at Registration (refundable only to transferring students.) Also, an additional 8th grade activity cost estimated at \$125 will be collected throughout the school year.

Music Recorder

Ten (\$10) is due at Registration for all third grade students and new fourth grade students for their music recorder and book which they will use in third and fourth grade music class.

Outdoor Education

Sixty-five (\$65) is due at Registration for all fifth grade students.



Student Insurance

Coverage is provided for students. Information will be provided at registration.

When a claim is necessary, parents/guardians will need to complete the student claim form provided by the school nurse. This claim form and all the pertaining medical bills should be submitted directly to the insurance company by the Parent/Guardian.

24 Hour Coverage available for purchase Optional 24 hour programs are available to students. Program details are available in the office and at student registration. 24 hour coverage is recommended unless provided through family policies. The application for insurance is found at www.k12specialmarkets.com.



Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administrations of certain physical examinations to students. Copies of these policies are available upon request.



Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the student by completing a "Student Medical Authorization Form." All medications including Tylenol, must have written authorization from a doctor. Any and all medication must come in its original packaging with the student's name on the prescription bottle. Medication is to be delivered to school by the parent. Medication may not be sent to school with a student, except for emergency medications for allergy reactions. Any unused medication not picked up by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

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

No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

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

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

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

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

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

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a student who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use:

(1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon.

No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medications. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Treatment for Non-emergency Scrapes and Cuts

The school nurse will treat non-emergency scrapes and cuts by cleaning such injuries as needed, applying Bactine or a similar antiseptic and bandaging as necessary. It is the responsibility of any parent or guardian who does not want his or her student treated in such a manner to notify the District in writing.



Care of Students with Diabetes

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

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

For further information, please contact the Building Principal.



Student Records

School student records are confidential and information from them will not be released other than as provided by law.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student).

Student records are also classified into two sub-categories, Permanent and Temporary.

Permanent records consist primarily of information retained by the District for 60 years and include student/parent names and addresses, birth date and place, gender, academic grade level; marks achieved on an annual basis per grade, attendance records. A health record is kept on file in the Health Office. Please consult the administration if you care to review any aspect of such records.

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 10 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. Within 10 business days, 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. In certain circumstances, the District may request an additional 5 business days in which to grant access. 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 the amendment of the student's education records that the parent/guardian or eligible student believe are inaccurate, irrelevant, or improper.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); 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 or contractual obligation with the district.

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 parent's/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. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

1. 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; 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;
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.

6. **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 or any right secured under State law.**
7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

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

The second classification is the temporary record. This information is generally located in a child's cumulative folder which is located in the main office. Such records consist of family background information, achievement test scores, psychological evaluation, standardized test results, organization and activity information including honors received, anecdotal records and non-educational agency reports. These records shall not be released unless specifically requested by the parent or eligible student. These records are forwarded when a student transfers or graduates.



Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.



Technology and Acceptable Use

Computers and Internet connections are provided to students to enhance their learning experiences with the most current information. By law, the school filters all websites to provide for the maximum safety of the students. Computers, Chromebooks and iPads may travel home with students. Students are expected to care for the equipment. Chromebooks and iPads are expected to be charged at home and come to school fully charged.

The user agrees to indemnify Willow Springs School District 108 for any losses, cost, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this policy. The District assumes no responsibility for any authorized charges or fees, including telephone charges, long distance charges, per minute surcharges, and/or equipment or line costs. Rules and code of ethics technology agreements signed by students and by parents/guardians must be on file with Willow Springs School District 108 before any electronic access is granted. More information is available in the Acceptable Use Policy, provided with this Handbook.



Telephone Information

708-839-6828 - Teachers may be available for phone calls daily at 8:15 am and immediately after school. During the school day, while teachers are with students, messages can be left on a teacher's voice mail. Parents should call the school attendance line at 467-3650 by 9:00a.m. and leave a voice mail message on days their children are ill and cannot attend.



Title I Reading

The district offers reading instruction to students with remedial needs. This instruction occurs within the regular school day and is offered in addition to the regular reading program. Students are selected for this program based upon achievement test scores and teacher recommendation. Specific information about this program shall be provided to parents of students identified to receive Title I services.



Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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



Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.

5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.



Volunteers

All school volunteers must complete the "Volunteer Information Form", complete a police background check, and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.



Withdrawals

Withdrawn students shall be issued a transfer form upon leaving this school district. Upon receiving an authorized request from the student's next attended school, records will be forwarded directly to that school. In no instance will the student's records be given to the student or parent. A copy of the health records may be hand carried by the parent/guardian.



Disclaimer

Willow Springs School District 108 makes no warranties of any kind, whether expressed or implied for the service it is providing and will not be responsible for any damages suffered including loss of data resulting from delays, non-deliveries, or service interruptions due to negligence, errors or omissions.



Prohibited Student Conduct

This section of the student handbook is provided to students and their families to acquaint them with the rules, regulations and other information necessary for the orderly functioning of the school. It has been structured to help promote student progress.

Students may be disciplined for gross disobedience or misconduct, including, but not limited to, the following:

- Using, possessing, distributing, purchasing or selling tobacco materials including electronic cigarettes or e-cigarettes.
 - Using, possessing, distributing, purchasing or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
 - Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, 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 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. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
 - Using or possessing an electronic paging device.
 - Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 - Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

- Engaging in teen dating violence.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
- Use of profanity/obscenity.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- 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.
- Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Leaving the classroom or building without permission.
- Inappropriate displays of affection.
- No gum chewing, food or drink without permission.
- Disobeying hallway rules.
- No slamming, hitting, kicking or vandalizing lockers.
- Forgery.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores..
- Scooters, skateboards, rollerblades/skates on school grounds.
- Excessive tardiness (4 or more in a quarter).
- Speaking to or acting towards teachers in an insubordinate manner.
- Using a cellular telephone, smartphone, smartwatch, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting". Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered –off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

- 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.
- Taking/Distributing of images on school property/buses/functions without permission of a staff member is prohibited
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

(a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

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

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

Gang & Gang Activity Prohibited

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall:

(1) wear, possess, use, distribute, display or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang;

(2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;

(3) request any person to pay protection or otherwise intimidate, harass or threaten any person;

- (4) commit any other illegal act or other violation of district policies; or
- (5) incite other students to act with physical violence upon any other person.

Weapons Prohibition

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(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 alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Vandalism

Defacing school property either inside or outside of school on purpose or on accident will result in the student being held financially responsible for the restitution of the damaged property. Should the damage be extensive or gang related the Willow Springs Police Department will be notified. Additionally, this behavior will receive a school imposed consequence.

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

- On, or within sight of, school grounds before, during, or after school hours and at any other time when the school is being used by a school group.
- Off school grounds at a school activity, function, or event.
- Traveling to or from school or a school activity, function or event when under school supervision, bus or walking.
- Any conduct that might reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with any school function.
- Email and online postings.

Search and Seizure

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. The school may request the assistance of law enforcement officials to conduct reasonable searches of students and property for illegal substances, including searches using trained search dogs.

Student Searches

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

Seizure of Property

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

Search of Social Media

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.



Disciplinary Measures

General School-Wide Consequences

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

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

9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (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 or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Before receiving disciplinary action, a student shall be given the opportunity to deny or explain his or her conduct.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

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

Physical Harm to Staff will not be tolerated. Intentional physical harm to a staff member will result in a parent/teacher/administrator conference prior to returning to the student's regular placement.

Re-Engagement of Returning Students

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



Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.



Delegation of Authority

Teachers, and other school personnel, are authorized to impose any disciplinary measures other than suspension, expulsion, or corporal punishment. Discipline measures imposed must be in accordance with the policies and rules on student discipline.

Teachers, and other school personnel, may use reasonable force as needed to maintain the safety of students and school personnel. Teachers may remove students from the classroom for disruptive behavior.

The Superintendent and school administrators are authorized to suspend students who are guilty of gross misconduct for a period not to exceed ten consecutive school days.

All out of school suspensions will be reviewed by the Superintendent for possible referral to the School Board for Expulsion and/or further disciplinary action.

The Board of Education is authorized to expel students for acts of gross disobedience for a period not to exceed two school years.



Bus Conduct

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

1. Masks must be worn at all times.
2. Violating any school rule or school district policy.
3. Willful injury or threat of injury to a bus driver or to another rider.
4. Willful and/or repeated defacement of the bus.
5. Repeated use of profanity.
6. Repeated willful disobedience of a directive from a bus driver or other supervisor.
7. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

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

Extracurricular and Athletic Activities Code of Conduct

The Code applies to all students who want to participate in athletics and extracurricular activities. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation is a privilege. Those who participate have a responsibility to favorably represent the school and community. Students are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics will be lost in accordance with the terms of this Code.

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity.

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form"
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance Enhancing Substance Testing Program.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois High School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this CODE, the most stringent rule will be enforced.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

To retain athletic eligibility, an athlete must be passing each course in the week preceding his or her athletic eligibility.

In order to be eligible to participate in extracurricular athletic activities, a student must maintain an overall 1.0 grade point average in each subject. Any student failing to meet academic requirements will be suspended from the sport or activity for 5 calendar days or until all academic requirements are met, whichever is longer. If an athlete is not eligible for 3 consecutive weeks, the athlete is removed from the team.

Absence from school on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on the day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
 8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
 10. Violate the written rules for the extracurricular or athletic activity;
 11. Behave in a manner that is detrimental to the good of the group or school;
 12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
 13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or

4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student should be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of performances, activities or competitions;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 - b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

Drug and Alcohol Testing Program

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her Parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols..

Acceptable Use of the District's Electronic Networks



All use of the District's *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 prohibited 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 legal action.**

Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use – Access to the District's electronic networks 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 – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal 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 electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic 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:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks 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 – By using the District's electronic networks, the user agrees to indemnify the 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 or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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 malware, such as viruses and spyware.

Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use 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 Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website 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.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
3. 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 website displaying the material may not be considered a source of permission.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. 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 to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the 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 District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, 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.
5. Use of the District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principal shall monitor student Internet access.

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 Illinois 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 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

From the WILLOW SPRINGS SCHOOL DISTRICT 108 WELLNESS POLICY

GOALS FOR OTHER SCHOOL-BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS

Parent Partnerships

- Willow Springs School shall support parents' efforts to provide a healthy diet and daily physical activity for their children.
- Parents shall be provided information to help them incorporate healthy eating and physical activity into their student's lives. This information may be provided in the form of handouts, postings on the school/district website, information provided in school/district newsletters, presentations that focus on nutrition and healthy lifestyles and any other appropriate means available for reaching parents.

Consistent School Activities and Environment - Healthy Eating

- Information about the nutritional content of school meals and/or individually sold foods with students, family and school staff will be made available from food providers upon request.
- School meals shall be served in clean, safe and pleasant settings with adequate time provided for students to eat, at a minimum, in accordance with state and federal standards and guidelines. Students will have adequate time to eat, relax and socialize.
- All food service personnel shall have adequate pre-service training and regularly participate in professional development activities that provide strategies for providing tasty, appealing and healthy school meals; nutrition education strategies including coordination of classroom and cafeteria activities; and effective promotional techniques to encourage healthy eating habits.
- Food providers shall work with suppliers to obtain foods and beverages that meet the nutrition requirements of school meals and nutrition standards, as established by federal, state, and local law and guidelines, for those sold individually.
- Food providers shall work closely with school instructional staff to reinforce nutrition instruction and foster an environment where students can learn about and practice healthy eating.
- Students, parents, school staff and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options and shall be provided with a list of recommended food and beverage options (Attachment B).
- School-based organizations shall be encouraged to raise funds through the sale of items other than food.
- Partnerships between schools and businesses are encouraged and many commercial advertising relationships involve foods or beverages. To meet wellness objectives, it is recommended that commercial advertising relationships involve only foods and beverages that meet nutrition standards.

From the **WILLOW SPRINGS SCHOOL DISTRICT 108** **WELLNESS POLICY**

- Schools shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (MyPyramid) such as fruits, vegetables, low-fat dairy foods and whole grain products.
- Nutrition education shall be provided by trained staff.
- For the safety and security of food, access to any area involved in storage, preparation or service of food on the school campus shall be limited to authorized personnel.

Consistent School Activities and Environment -Physical Activity

- Physical education shall be provided by trained and well-supported staff that is certified by the state to teach physical education. All physical education teachers shall regularly participate in continuing education activities that impart the knowledge and skills needed to effectively promote enjoyable lifelong healthy eating and physical activity among students.
- Physical education classes shall have a student to teacher ratio comparable to those in other curricular areas.
- The physical education program shall be closely coordinated with the other components of the overall school health program. Physical education topics shall be integrated within other curricular areas. In particular, the benefits of being physically active shall be linked with instruction about human growth, development, and physiology in science classes and with instruction about personal health behaviors in health education class.
- When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.
- Physical activity facilities and equipment on school grounds shall be safe.

Food or Physical Activity as a Reward or Punishment

- School personnel shall be encouraged to use nonfood incentives or rewards with students and shall not withhold food from students as punishment.
- School personnel shall not use physical activity as a punishment or withhold participation in recess or physical education class as a punishment.

From the WILLOW SPRINGS SCHOOL DISTRICT 108 WELLNESS POLICY

Healthful Food and Beverage Options for School Functions*

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

**This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices. Not all food and beverage items on this list will necessarily meet district nutrient standards (Attachment A) as items vary in sugar, fat and calorie content from brand to brand. However, all of the items in the list are believed to be consistent with the intent of the wellness policy to promote student health and reduce childhood obesity.*