The mission of Antioch Community Consolidated School District 34 is to inspire a passion for learning that empowers all students to achieve personal excellence.
Antioch #34 District Office
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Antioch, IL  60002 (847) 838-8401

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Director for Teaching and Learning:  Kristina Guntharp
Administrator for the Integration of Teaching, Learning & Technology:
   Adam Sax
Director of Student Services:  Ann Scully
Chief Financial Officer:  Cheryl Wadsworth
Director of Human Resources:  Jason Feldman

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School Principal:  David Shepherd
Grades:  2 -5
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60002 (847)
838-8901
Secretaries:  Gina Riforgiato, Jane Doty and Bev Thompson

Antioch Upper Grade School
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Asst. Principal: Eric Dohrmann
Asst. Principal: Jodi Salata
Dean: Josh Coon
Grades:  6 – 8
800 Highview Drive
Antioch, IL  60002
(847) 838-8301
Secretaries:  Cindy Baba, Marcia Jerina, Dawn Rychtanek and Dana Lawrence

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Principal: Lee H. Gaiser
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Principal: Joanna Gerritsen
Grades:  2-5
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Secretaries: Sue Abramson and Merideth Wagner

Operations/Transportation
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Antioch, IL  60002
(847)838-8388
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## Table of Contents

### Attendance and Truancy
- Compulsory School Attendance 1
- Absenteeism and Truancy Program 1
- Student Absences 2
- Attendance on Take Your Child to Work Day 3
- Extracurricular Participation 3
- Release Time for Religious Instruction/Observance 4
- Student Excused from Physical Education 4
- Make-Up Work 4
- Tardy Policy 4

### Home/School Communications
- Right to Inspect Instructional Materials 5
- Telephones 5
- Parent Involvement 5
- Automated Phone Calling System and Texting System 5
- Emergency School Closings 5

### Visitors
- School Visitation Rights 6
- School Volunteers 6

### Health Services
- Health Examinations and Immunizations 7
- Eye Examinations 8
- Dental Examinations 8
- Exemptions 8
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicable Diseases</td>
<td>9</td>
</tr>
<tr>
<td>When to Keep Your Child Home Due to Illness</td>
<td>10</td>
</tr>
<tr>
<td>Head Lice</td>
<td>10</td>
</tr>
<tr>
<td>Student Medication</td>
<td>11</td>
</tr>
<tr>
<td>Over the Counter (OTC) Medications</td>
<td>12</td>
</tr>
<tr>
<td>Students with Food Allergies</td>
<td>12</td>
</tr>
<tr>
<td>Care of Students with Diabetes</td>
<td>13</td>
</tr>
<tr>
<td>Vision and Hearing Screenings</td>
<td>13</td>
</tr>
<tr>
<td>Suicide and Depression Awareness and Prevention</td>
<td>14</td>
</tr>
<tr>
<td>Student Conduct and Discipline</td>
<td>14</td>
</tr>
<tr>
<td>Prohibited Student Conduct</td>
<td>14</td>
</tr>
<tr>
<td>Disciplinary Measures</td>
<td>17</td>
</tr>
<tr>
<td>Re-engagement of Returning Students</td>
<td>18</td>
</tr>
<tr>
<td>Public Displays of Affection</td>
<td>18</td>
</tr>
<tr>
<td>School Dress Code/Student Appearance</td>
<td>18</td>
</tr>
<tr>
<td>Bicycle, Skateboard, and Scooter Regulations</td>
<td>19</td>
</tr>
<tr>
<td>Corporal Punishment</td>
<td>20</td>
</tr>
<tr>
<td>Firearms/Knives/Brass Knuckles/Other Objects Used or Attempted to be used to Cause Harm</td>
<td>20</td>
</tr>
<tr>
<td>Gang &amp; Gang Activity Prohibited</td>
<td>20</td>
</tr>
<tr>
<td>Prevention of and Response to Bullying, Intimidation, and Harassment</td>
<td>21</td>
</tr>
<tr>
<td>Sexual Harassment Prohibited</td>
<td>26</td>
</tr>
<tr>
<td>Teen Dating Violence Prohibited</td>
<td>26</td>
</tr>
<tr>
<td>Making a Complaint; Enforcement</td>
<td>26</td>
</tr>
<tr>
<td>Erin’s Law – D34’s Response</td>
<td>27</td>
</tr>
<tr>
<td>Cafeteria Rules</td>
<td>27</td>
</tr>
<tr>
<td>Search and Seizure</td>
<td>28</td>
</tr>
</tbody>
</table>
Automated District Attendance Line: (847) 838-8181

School Property/Equipment/Personal Effects  28
Students  28
Seizure of Property  29

General School Procedures and Guidelines  29
Animals on School Property  29
Healthy Snacks (K-5 Snack Time)  29
Holidays and Birthday Celebrations  30
Physical Education  30
Staying Inside during Outside Recess  30
Dressing for Winter  30
Video and Audio Monitoring Systems  30
Fines, Fees, and Charges/Waiver of Student Fees  31
Student Lunch Accounts  32
Negative Lunch Balances  32
End of Year Lunch Balances  33
Invitations/Gifts  33
Latex Balloons and Flowers  33
Bus Transportation  33
Bus Conduct  33

Lost Textbooks/Library Books/Other Instructional Items  36

School Programs and Procedures  36
Gifted Program  36
Homeless Child’s Right to Education  37
Sex Education Instruction  37

Title 1  37
Title 1 Program  37
Automated District Attendance Line: (847) 838-8181

What Every Parent Should Know About Title 1 38
What Schools Receive Title 1 Funds 39
Parent Involvement 39
Parent Notification 39

Special Education 40
Notice to Parents of Students Who are Deaf, Hard of Hearing, Blind or Visually Impaired 41
Accommodating Individuals with Disabilities 41
Discipline of Students with Disabilities 41
Exemption from Physical Education Requirement 41
Request to Access Classroom or Personnel for Special Education Evaluation or Observation 42

English Learners 43
Field Trips 43

Standardized Testing 44

Positive Behavior Interventions and Support 44
Check-in Check-Out (or School Titled Tier II Program) 45

Safety Drill Procedures and Conduct 46

Instrumental Music Program 46
Band 46
Strings 47

Library Media Center 47

Grading and Promotion 47
Progress Reports/Promotion/Retention 47

Homework 48
Homework Make-up Policy 48

Technology 48
Access to Student Social Networking Passwords & Websites 48
Student Use of Electronic Devices 48

Guidelines for Responsible Use of Technology 49

Student Information 50

Student Privacy Protections/Student Biometric Information 50

Equal Opportunity/Sex Equity 50

Student Records 51

Surveys by Third Parties 53

Surveys Requesting Personal Information 54

Mandated Reporters 54

Sex Offender Notification Law 54

Sex Offender & Violent Offender Community Notification Laws 55

Student Transfers 55

Transferring In 55

Transferring Out 56

Transferring to Another School 56

Uniform Grievance 56

Filing a Complaint 57

Investigation 58

Decision and Appeal 58

Appointing Nondiscrimination Coordinator and Complaint Managers 58

Attendance at School Events 59
# ANTIOCH UPPER GRADE SCHOOL SPECIFIC INFORMATION

## Schedule Changes

## Honor Bell Eligibility

## Student Absences

## Grading Criteria

## Homework Policy

  - Homework Make-up Policy

## Student Conduct and Discipline

  - Disciplinary Steps in Dealing with Classroom Behavior
  - Detention Procedure
  - Alternative School Day Assignment (ASDA)
  - Theft
  - Fighting or Other Acts of Physical Violence
  - Solicitation
  - Gambling
  - Peer Editing
  - Forgery/Plagiarism
  - Cafeteria

## School Activities

## Hall and Gym Lockers

## Physical Education

## Library Media Center (LMC)

## End of the Year Activities

## Behavior

## Academics
**Athletic Rules & Code of Conduct** 68

- IESA Eligibility 68
- Requirements for Participation 68
- Behavioral Conduct 69
- Drugs/Alcohol/Tobacco 69
- Rules in Effect 70
- Absent from School on Day of Activity 70
- Travel 70

**Athletic Eligibility** 71

- Uniforms/Sports 71
- Physical Exams/Athletic Participation 72
- Sports Activities 72
- Spectators and School-Sponsored Events 73
- Student Athlete Concussions and Head Injuries 73

**School Clubs** 74

- Absent from School on Day of Activity 74
- School Club Eligibility 74

**Evening Recreational Events** 75

**Dress Code** 75

**Cell Phone Procedure** 77
Attendance and Truancy

Compulsory School Attendance

Individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student’s absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student’s safety or health, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with The Illinois School Code and Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student’s absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound Taps at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her 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 posting.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.

6. A description of diagnostic procedures for identifying the cause(s) of a student’s unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student’s attendance problem.

7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, Programs for Students at Risk of Academic Failure and/or dropping Out of School and Graduation Incentives Program.

8. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.

9. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, Student Records, as well as State and federal law concerning school student records.

10. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

11. The criteria to determine whether a student’s non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

**Student Absences**

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 safety or health, 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, such as vacation, must be approved by the building principal.

The school may require documentation explaining the reason for the student’s absence.

In the event of any absence, the student’s parent/guardian is required to call the school at (847) 838-8181 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.

**Attendance on Take Your Child to Work Day**

The District would prefer that students be in school unless a parent/guardian’s place of employment has special events planned. If a parent/guardian intends on taking their student to work the following requirements must be met:

1. A letter on company letterhead stating the company's planned activities must be submitted by a parent/guardian, and it may be counted as an excused absence.
2. Students will be expected to make up any missed work.

**Extracurricular Participation**

Our schools offer some after school activities for students. These activities differ at each school and may include such things as intramurals, homework club, computer time, and running club (to name some that have been offered in the past). These activities are always subject to space availability and students being in good standing academically and behaviorally. These programs are generally provided without charge to students. Students must have approval to participate by their classroom teacher, parent or guardian, and the school principal or his/her designee. Approval is given when students are maintaining passing grades, completing class assignments on time, exhibiting responsible behavior while attending school or school events, and exhibiting a positive attendance pattern. Approval is also dependent on the availability of space. It is the parent/guardian’s responsibility to provide
transportation and pick their child up on time. Failure to pick up on time may result in removal from extracurricular activity.

**Release Time for Religious Instruction/Observance**

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

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

**Students Excused from Physical Education**

Students may be excused from physical education for two days with a note from a parent or guardian. After two days, students will only be excused with a note from a health care provider.

**Make-Up Work**

If a student’s absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school may not be allowed to make up missed work. Teachers are not required to provide work in advance for students going on vacation.

**Tardy Policy**

Students who are tardy may be excused or unexcused. Excused tardies are given for students who are late to school because of unavoidable emergencies or professional appointments with doctors or dentists. A written note from the parent or doctor with the reason for the tardy is necessary to be given an excused tardy. Unexcused tardies are given for all students who are late to school without valid cause. For example, students who are late because they overslept and missed the bus will be given an unexcused tardy. Office Discipline Referrals may be written for students who receive 4 or more tardies in a trimester and those with excessive tardies may be referred to the Lake County Regional Office of Education Attendance & Truancy Division.
**Home/School Communications**

While working together for the best interests of the children, it is important that the lines of communication between home and school are kept open. Teachers may share information via PowerSchool, classroom web pages, broadcast emails, and Friday Folders. A monthly newsletter is issued from the school office and other communications will be sent home as needed.

**Right to Inspect Instructional Materials**

Parents or guardians of any student may inspect any instructional materials used in the schools. Such materials include: textbooks, teachers’ manuals, movies, and other media. You must contact the principal for an appointment should you wish to inspect any of these materials.

**Telephones**

To provide better telephone communication, each teacher has a telephone in his or her room. However, these phones only ring before and after school hours and messages may not be retrieved until after school hours. Please do not leave messages for students on classroom phones. Messages that are time sensitive should be directed to the school’s main office.

**Parent Involvement**

As partners in educating children, parent involvement is essential. We encourage participation in your child’s school activities. Please let your child’s teacher know if you would like to volunteer in the classroom or school. We ask that siblings not accompany the parent when you help in the classroom or at school parties.

**Automated Phone Calling System and Texting System**

The District utilizes an automated phone calling and texting system to the household’s selected phone number. This system is used on a limited basis and will be implemented to communicate to parents such items as school emergencies, school closures and program cancellations. *In order to receive these phone calls and text messages it is necessary for the schools to have up-to-date phone information.*

**Emergency School Closings**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be
announced by the electronic communication system and social media. If bad weather or other type of emergency occurs during the day, please listen to local media stations, as well as the District’s automated phone and email system, for possible early dismissal information.

For all students’ safety, parents/guardians should make certain their child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

For more information, visit our Inclement Weather Information page.

Visitors

School Visitation Rights

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. Visitors must also have a state-issued picture I.D. so that a background check can be run using our background check system. 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.

Visitors are expected to abide by all school rules during their time on school property, including silencing cell phones while in the building. 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.

School Volunteers

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 school office for more information.

Volunteers are required to:

- check in and out at the main office and receive a visitor badge before going to their destination.
- have a state-issued picture I.D. so that a background check can be run using our Raptor system.
● maintain confidentiality and professionalism at all times.
Volunteers may not bring other children to school when volunteering, unless prior arrangements have been made.

**Health Services**

**Health Examinations and Immunizations**

A student’s parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering pre-kindergarten, 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 (including nursery school, Special Education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6th, 7th, and 8th. 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.

**As required by State law:**

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless, failure to comply with the above requirements before the first day of
school of the current school year will result in the student’s exclusion from school until the required health forms are presented to the District. New students who are first-time registrants shall have 30 days following registration to comply with state immunization and child health examination regulations. If a medical reason prevents a student from receiving a required immunization before the first day of school, an immunization schedule and a statement of the medical reasons causing the delay must be presented. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations. The schedule for immunizations past the first day of school is for immunizations only, it is not for child health examination (physical examination) for returning students.

**Eye Examinations**

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. 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 Examinations**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child’s report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

**Exemptions**

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy’s requirements for:

**Medical Objection**

- Must indicate the student’s medical condition that contraindicates the specific immunization;
- Must be written by a MD, DO, APN or PA;
- The Medical objection documentation should be received and honored by appropriate school personnel; and
● These students must be placed on a susceptible list and subject to immediate exclusion if vaccine-preventable disease or contact is identified at the school.
Must be specific religious belief which conflicts with the specific immunization and or exam.

● Must use the Certificate of Religious Objection form.
● Must be signed by health care provider (MD/DO; APN; PA) responsible for and performing the health exam.
● Provider signature attests to informing the parents of the benefits of immunization and health risk of not vaccinating to the student and to the community.
● Local school authority is responsible for determining whether written statement constitutes a valid religious objection.
● Religious grounds if the student’s parents/guardians present to the Superintendent a signed statement explaining the objection;
● Health examination or immunization requirements on medical grounds if a physician provides written verification;
● Eye examination requirement if the student’s parents/guardians show 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
● Dental examination requirement if the student’s parents/guardians show an undue burden or a lack of access to a dentist.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian, in accordance with Lake County Health Department Guidelines.
3. Parents are encouraged to bring a physician’s note stating the student is no longer at risk of spreading communicable disease.
When to Keep Your Child at Home Due to Illness

Healthy children learn better. In an effort to prevent the spread of germs at school, we are asking that you keep your child home from school if he/she is ill. Administration, with consult from the school health official, may contact you to take your child home should he/she become ill while at school. Your child should be at home if they have any of the following symptoms:

- Fever of 100.4 degrees F or higher. Student must remain at home until the fever is below 100.4 degrees F without medications for 24 hours
- Nausea, vomiting, abdominal pain or diarrhea (not related to an already established medical issue)
- Sore throat with fever (see below)
- Has a persistent cough (dry or productive)
- Has diarrhea (three or more episodes in 24 hours)
- Red, inflamed eyes with a discharge
- Any rash that has not been diagnosed or open and draining sores
- Has symptoms that prevent him or her from participating in school, such as:
  - Headaches, body aches, earaches
  - Severe sore throat (could be strep-throat even without fever. Other symptoms of strep throat in children are headache and stomach upset. Contact your pediatrician to assess or diagnose strep throat).

If your child has recently been ill, please be aware of the following guidelines before having your child return to school, athletic or social activities:

- They should feel fit for at least 24 hours.
- Be free of fever for at least 24 hours \(\text{(without medications for 24 hours)}\).
- Be free of vomiting and or diarrhea for at least 24 hours.
- If strep throat, they must be on the appropriate antibiotic for at least 24 hours.
- If conjunctivitis, they must be on the appropriate eye drops for at least 24 hours or cleared by a physician.
- Rash illnesses should be assessed by a doctor. If chickenPox is suspected, keep home for at least 5 days after the appearance of the rash or until all blisters have scabbed over.

Please notify the school if your child has been diagnosed with an infectious condition such as strep throat, chickenpox, scarlet fever, pertussis, influenza, etc.

Head Lice

The District may conduct periodic checks for head lice when necessary. Information regarding head lice
is available on the District Website->Departments->Health Services->Head Lice Information. The Management of Head Lice Procedure will be followed.

**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 child by completing a District 34 Medication Permission Form. (Form may be retrieved on the website under Departments->Health Services->Health Forms)

No school or district employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or nonprescription medication until a completed and signed District 34 Medication Permission Form is submitted by the student’s parent/guardian. No student is allowed to possess or consume any prescription or nonprescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Signing this form authorizes school district employees to allow the student to receive ordered medication and releases District 34 and its employees of liability associated with it. The parent/guardian is responsible for bringing any medication, including over-the-counter medications, to school, providing refills, removing any unused medication once treatment is completed and providing dosage changes in writing from the health care provider. Students should never be responsible for transporting medication to school. In the event the parent/guardian is unable to, arrangements should be made to have it delivered to school. In all cases, the school district retains the discretion to reject any request for administering medication in which case a parent/guardian can come to school to administer.

Medication NOT picked up at the end of the school year will be discarded. All medication must be in the original container and labeled with the student’s name, name of medication, dosage and frequency of administration. The medication provided must be what the licensed provider ordered.

**Self-Administration of Medication (Self-carry)**

A student may possess an epinephrine auto-injector and/or an asthma inhaler prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed the District 34 Permission to Self-Administer Prescribed Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student’s parent/guardian must agree to indemnify and hold harmless the school district...
and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

**Over the Counter (OTC) Medications**

OTC (Non-prescription) medication should be limited to those required during school hours which are necessary to maintain the child in school and those needed in the event of a medical emergency.

OTC (Non-prescription) medication must be brought to school by the parent/guardian in the original labeled container (preferably unopened) with the ingredients listed, expiration date stated, and the child’s name affixed to the container.

OTC shall be prescribed by a licensed provider on an individual basis as determined by the child’s health status. A District 34 Medication Permission Form must be completed as a written order by the child’s licensed prescriber.

Medication, including cough drops and eye drops, are not to be kept in the student’s desk, coat pocket, backpack, etc. Any unauthorized medication will be confiscated. The only exception would be if it’s necessary for the student to carry an EpiPen® or an inhaler with proper documentation.

Item listed as Holistic, Homeopathic, Essential oils, and/or any other non-FDA approved substances will not be given by District #34 staff or allowed to be taken during school hours unless administered by a parent.

**Students with 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 Building Principal.

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. The District 34 Guidelines for Managing Life-Threatening Food Allergies is available online at www.antioch34.com or you may request a copy from the Health Services Office.

**Care of Students with Diabetes**

A student with the diagnosis of diabetes who requires management of diabetes in the school setting will be required to have a Diabetic Medical Management Plan (DMMP written by the health care provider and signed by the parent), which serves as the basis for the student’s Section 504 Plan. The plan must be submitted to the school nurse. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetic Medical Management Plan (DMMP) on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the DMMP.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetic Medical Management Plan (DMMP).

Students with diabetes may also self-carry diabetic testing supplies and insulin. Students may also self-test glucose and self-administer insulin. For further information, see: www.iasb.com/law/diabmats.cfm, Handbook Procedure 1.130 (Care of Students with Diabetes) and Handbook Procedure 1.130-E1 (Exhibit: Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities).

*For further information, please contact the Health Service Office Staff.*

**Vision and Hearing Screenings**

Vision and Hearing screenings are mandated by Illinois on an annual basis for the following students:

- Vision – pre-school, kindergarten, second, and eighth grades, along with new students to the District and Special Education students.
- Hearing – pre-school, kindergarten, first, second, and third grades, along with new students to the District and Special Education students.

Vision and hearing screenings are performed by a certified vision and hearing technician. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and
signed a report form indicating that an examination has been administered within the previous twelve months and that the evaluation is on file at the school. If a vision or hearing examination report form is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

The parent or legal guardian of a student may object to hearing or vision screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority.

For additional information, please contact your child’s school building Health Services office or click the links below.

Child Vision and Hearing Test Act (410.ILCS.205)

Hearing Screening (77 Ill.Adm.Code 675)

Vision Screening (77 Ill.Adm.Code 685)

**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 (7:290), is posted on the school district website. Information can also be obtained from the school office.

**Student Conduct and Discipline**

**Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes, e-cigarettes, lighters, or matches.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).

b. Any anabolic steroid or performance-enhancing substance not administered under a physician’s care and supervision.

c. Any prescription drug when not prescribed for the student by a licensed healthcare provider or when not used in the manner prescribed.

d. 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.

e. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.

f. 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.

4. Using, possessing, controlling or transferring a firearm or “look alike,” 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.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar 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. No such devices may be used in locker rooms or restrooms.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

8. Defiance, insubordination, non-compliance, or disrespect.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. 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 computer, a computer network, or other similar electronic equipment, or other comparable conduct.

11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.

12. Being absent or tardy without a recognized excuse.

13. Being involved with any public school fraternity, sorority, or secret society.

14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.

16. 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.

17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting”. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction or non-consensual dissemination of private sexual images.

18. 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.

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.

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.

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.

**Disciplinary Measures**

ODRs (Office Discipline Referrals) will be put into place after the teacher has given a student ample
reminders/warnings.

Disciplinary measures resulting from an ODR may include:

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.

**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.

**Public Displays of Affection**

In order to maintain a healthy school atmosphere, public displays of affection are not permissible in school or on school grounds at any time including activities outside of the school day.

**School Dress Code/Student Appearance**

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 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, and sunglasses may not be worn in the building during the school day, unless approved by the Administration.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be no higher than mid-thigh for the school environment.
- Safe footwear such as athletic/tennis shoes, dress shoes, or boots must be worn at all times. No flip-flops or beach sandals are permitted. Sandals that have straps around the heels are permitted.
- If there is any doubt about dress and appearance, the Building Principal will make the final decision.
- 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.

**Bicycle, Skateboard, Hoverboard, and Scooter Regulations**

1. Hoverboards are not permitted on school property.
2. Students may ride their bicycles, skateboards, and scooters to school if operated in a safe manner.
3. When entering school property, students should dismount and walk bicycles, skateboards, and scooters. When leaving school property, riders must wait until all school buses have departed.
4. Park bicycles, skateboards, and scooters at bike rack and lock securely.
5. Students are responsible for the security of personal belongings.
6. Students are not to be near bicycle rack during the day except for leaving or entering school.
7. Students should:
   a. always ride bicycles on the right side of the road, close to the sidewalk or shoulder of the road.
   b. keep bicycles, skateboards, or scooters in a safe condition for riding.
   c. obey all traffic lights and signals.
   d. walk bicycles at crosswalks.
   e. give proper hand signals when making right/left hand turns or intending to stop.
   f. yield right-of-way to pedestrians.
8. Any student riders found consistently breaking bicycle safety rules will not be allowed to ride their bike to and from school. Bicycles may be confiscated in extreme cases.

Corporal Punishment

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

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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 or designee, and the Superintendent or designee’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 alikes” of any firearm as defined above. The expulsion requirement may be modified by the Superintendent or designee, and the Superintendent or designee’s determination may be modified by the Board on a case-by-case basis.

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 of omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (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, (5) or incite other students to act with physical violence upon any other person.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, 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, 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.

This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

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

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 a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer or 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. Cyber-bullying 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. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measure means a continuum of school-based alternatives to exclusionary discipline, such as suspension and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs in order to keep students in school.

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District’s goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy
components in 105 ILCS 5/27-23.7(b) 1-12.

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

**Nondiscrimination Coordinator**
Name: Adam Sax
Address: 964 Spafford Street, Antioch, IL 60002
Email: asax@antioch34.com
Telephone: 847-838-8480

**Complaint Managers**
Name: Adam Sax Ann Scully
Address: 964 Spafford Street, Antioch, IL 60002 964 Spafford Street, Antioch, IL 60002
Telephone: 847-838-8480 847-838-8422

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
   a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
   b. Involving appropriate school support personnel and other staff persons with knowledge,
experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measure, social-emotional skill building, counseling, school psychological services, and community-based services.

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

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

9. The District’s bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District’s website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel, (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy’s outcomes and effectiveness. This process shall include, without limitation:
   a. The frequency of victimization;
   b. Student, staff, and family observations of safety at a school;
   c. Identification of areas of a school where bullying occurs;
d. The types of bullying utilized; and

e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District’s website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.

b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.

c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District’s educational program as required by State law.

d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District’s electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.

e. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
Sexual Harassment Prohibited

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

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

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

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 Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator
Name: Adam Sax
Address: 964 Spafford Street, Antioch, IL 60002
Email: asax@antioch34.com
Telephone: 847-838-8480

Complaint Managers
Name: Adam Sax Ann Scully
Address: 964 Spafford Street, Antioch, IL 60002 964 Spafford Street, Antioch, IL 60002
Telephone: 847-838-8480 847-838-8422

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

Erin’s Law - D34’s Response

Erin’s law is PA 97-1147 (HB6193) effective 1/24/2013. This Public Act amended Section 3 of the Critical Health Problems and Comprehensive Health Education Act to provide for age-appropriate prevention education in grades PrK-12. Public Act 960-1524 and 105 ILCS 110/3 effective 2/14/2011 only covered grades prK-5. PA 97-1147 is a child safety/prevention program.

● Methods for increasing teacher, student and parent awareness of some issues regarding sexual abuse of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse.

● Actions that a child who is a survivor of sexual abuse should take to obtain assistance and intervention.

● Available counseling options for students affected by sexual abuse.

Cafeteria Rules

1. Students shall walk to lunch and shall be orderly and quiet (normal tone) during lunch.
2. Students shall not save seats for other students.
3. Carbonated or caffeinated beverages (soda pop) are not allowed at school
4. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
5. Loud talking, yelling, screaming, and other disruptions are prohibited.
6. Students shall not throw food, milk cartons or other items.
7. Students shall not trade or share food, however, each cafeteria has a “share cart” where students may put unopened, pre-packaged items that other students may take if they like.
8. Fast food shall not be dropped off or delivered for students during the school day.
9. Parents attending lunch to eat with their child is at the discretion of the building Principal, based upon available space, and approved ahead of time.
10. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
11. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
12. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
13. Students shall report spills and broken containers to cafeteria staff immediately.
14. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action according to the school’s disciplinary procedures.

**Search and Seizure**

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes law enforcement agencies.

**School Property and Equipment as well as Personal Effects Left 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.

**Students**

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

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.

**Seizure of Property**

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

**General School Policies and Guidelines**

**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.

**Healthy Snacks (Pre-K-5 Snack Time)**

Student health and wellness is dependent upon good nutritional choices for all students throughout the school day. The prevention of allergic reactions and the reduction of childhood obesity are factors contributing to healthy and allergy safer snack options. (While it is recognized that there can be no guarantee of total allergy free environments within the school setting, the term “allergy safer” implies efforts to reduce the potential for allergic reactions.) All classrooms throughout the District will be nut free classrooms in order to provide allergy safer learning environments for all students. Students participate in educational activities in various classrooms during the school day due to flexible grouping, changing class periods at the middle school, and specials such as music or PE; therefore, all classrooms must provide, to the extent reasonably possible, an allergy safer learning environment.

Only fresh fruits and vegetables will be allowed as snacks during the school day. Dips and dressings are not permitted. Individual schools or classrooms may employ additional restrictions or guidelines for
school snacks as needed. Please see your school’s specific webpage for details.

**Holiday and Birthday Celebrations**

Parents often participate in birthday and holiday celebrations by sending treats to school. All treats provided for student groups must be fresh fruits and vegetables. Parents may recognize holiday parties and birthdays at school in ways that do not involve food items as well. Some examples include providing non-edible trinkets for the class or purchasing a book/game for the classroom.

**Physical Education**

1. Shoes must be *athletic footwear* and fastened properly.
2. No hats, sunglasses, toys or unauthorized accessories.
3. To ensure safety, students may be asked that jewelry be taken off for P.E. class.
4. Parent notes for excusal from PE are valid for only two days. After two days, a doctor’s note is required.
5. Students who sit out of P.E. can be given an alternative assignment.
6. Hair must be kept out of the eyes and face during P.E. class for safety reasons. Rubber bands, hair ties, hair clips, etc. may be used. No hats or bandanas may be used.
7. If students do not participate in PE for a medical reason/parent note then they may not participate in recess, extracurricular activities/school sponsored sports or practices.

**Staying Inside during Outside Recess (For Students that have Recess)**

Weather permitting, all students will be sent outside at recess unless they have a note from their parent for up to 2 days. If longer is requested, a note from the physician must be provided. (See PE exemption).

**Dressing for Winter**

Whenever possible, we try to get the students out in the fresh air for recess. Your child should be dressed appropriately for the weather. When the weather is either 14 degrees or feels like 14 degrees or below, students will stay indoors. At all other times, students will be expected to go out for recess and to dress appropriately for the weather.

**Video and Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school buses, and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect
students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

**Fines, Fees, and Charges/Waiver of 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. A 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:

- 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.

Eligibility for a fee waiver. This second option is still based on the same income guidelines established by the federal meals program, but allows a district more flexibility in verifying the information in students’ fee waiver applications.
Student Lunch Accounts

District 34’s lunch account is a debit style system in our point of sale Nutrikids. Each child receives a lunch “Debit Card” which is kept in the cafeteria. The Nutrikids Manager keeps all records of purchases, with a daily running balance in their computer.

Money must be placed on the student’s lunch card before a meal can be purchased. Parents can make a credit card payment through your student’s account at https://PowerSchool.Antioch34.com/public/ through your PowerSchool parent account. Deposits can also be made by cash/check to the schools. Money can be sent in an envelope to your student’s School: please print your student’s first and last name and teacher’s name on the envelope.

Negative Lunch Balances

A student with a negative balance of -$10.00 will not be allowed to charge any lunch or milk to their account. Printed notifications and emails will be sent home weekly for low or negative lunch balances. Phone calls will be made weekly with high negative balances. Send in a cold lunch with drink for your student until a payment can be made. Please monitor your student’s lunch account and make sure they do not go negative.

<table>
<thead>
<tr>
<th></th>
<th>Daily Lunch (includes milk)</th>
<th>$2.90</th>
<th>Daily Milk Only</th>
<th>$0.35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Lunch (includes milk)</td>
<td>$14.50</td>
<td></td>
<td>Weekly Milk Only</td>
<td>$1.75</td>
</tr>
<tr>
<td>Monthly Lunch (includes milk)</td>
<td>$58.00</td>
<td></td>
<td>Monthly Milk Only</td>
<td>$7.00</td>
</tr>
<tr>
<td>Reduced Lunch (includes milk)</td>
<td>$0.40 daily; $2.00 weekly</td>
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Applications for free and reduced lunch are available in the school office or on our D34 website under parent forms. Eligibility for free and reduced benefits must be established each school year by filling out an income eligibility application and fee waiver form. If your student is on free or reduced lunch, they must take the entire lunch. If they purchase milk only, this is at the cost of $0.35 to your family.
End of Year Lunch Balances

Any funds remaining at the end of the school year are rolled over into the student’s lunch account for the upcoming year.

For 8th grade graduates or students that are not returning to the District, parents/guardians must request that any leftover funds be transferred to a sibling or be refunded. Check reimbursements must be $10.00 or more to be refunded. The reimbursement form is available on the website at www.antioch34.com. Go to the Departments tab - Food Services - Student Lunch Account Procedures. Please contact your student’s Nutrikids Manager at their school with any questions.

Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these should be mailed to students’ homes. District personnel are unable to release addresses and phone numbers of students.

Latex Balloons and Flowers

Latex balloons and flowers are prohibited in any of our schools due to health concerns.

Bus Transportation

The District provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents will be provided their child’s bus route at the beginning of the school year. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. In the event of an emergency, exceptions must be approved in advance by the Building Principal.

Bus Conduct

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 administration.

Parents will be informed of inappropriate student behavior on a bus when a bus conduct report is completed. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. Additionally, the district will
provide bus safety expectations for all students.

The following guidelines apply to student transportation and assigned bus stops:

1. Students are allowed only one route and bus stop to and from school.
2. Students are assigned a specific stop and route. They must use this stop on a daily basis.
3. Students must depart buses at their assigned stops on a consistent five (5) day a week basis.
4. Pick up/drop off stops may be different on one route, but each must be on a continuing five (5) day basis and must be within your student’s school boundaries.
5. If your student is picked up/dropped off at a daycare center or caregiver, that day care center or caregiver, must be located within the boundaries of the school in which the student attends.
6. Drivers will be instructed not to allow students to ride any bus other than their assigned bus, except for an emergency situation, which would need to be approved by the Transportation Department, and the student would be required to have a stamped approval slip from the school office.
7. We will not be able to make bus changes to accommodate birthday parties, scout meetings, play time, school projects, doctor/dental appointments, etc.

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

1. Find your seat, and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Be waiting at your bus stop on time.
14. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school
equipment.

15. Animals, electronic devices (unless required as part of an IEP or 504 plan), skateboards, hoverboards, and glass objects are not allowed on the bus.

16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.

17. Eating, drinking, and chewing gum is not permitted on the bus.

18. Parents will be liable for any defacing or damage students do to the bus.

19. Inappropriate behavior will be reported to school authorities, and failure to observe safety rules may result in suspension from bus services.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the District 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.

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.

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. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4.Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the 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.
Lost Textbooks, Library Books and Other Instructional Items

Textbooks, library books and other instructional items must be returned at the end of the school year to the Library Media Center or issuing teacher. If items are lost, students must pay for the item. If the item is later found, an overpayment may be issued to their District 34 PowerSchool account. In some circumstances, if the material has already been replaced, a refund may not be available. Unpaid fines/fees may result in lost privileges. Please note that a fee waiver does not exempt a student from lost and damaged books, locks, materials, supplies, and/or equipment.

On an occasional basis, students will be allowed back in the building to retrieve forgotten materials and supplies. Students may be asked to sign in at the office and escorted to the classroom by a staff member. We cannot always guarantee that the office will be open to let students back into the building.

School Programs and Procedures

Gifted Program

The Gifted Program in District 34 provides a continuum of services for students who are eligible for inclusion in the program. Gifted staff will collaborate with teachers to provide a differentiated curriculum and/or curricular modifications for accelerated students. Small group participation may be provided.

Students are formally identified at the end of 2nd grade using a combination of teacher observations, achievement test scores, and cognitive ability test scores. In accordance with guidelines recommended by the State, the top 2-5% of students in grades 3, 4, and 5 will be placed together in a cluster classroom. Gifted facilitators and cluster teachers work together to provide academic challenges in specific content areas. The affective needs of gifted students are addressed through the curriculum, and small group dialogue.

Antioch Upper Grade School combines enrichment and acceleration opportunities to students in grades 6, 7 and 8. Students who qualify are offered an accelerated math program and/or Honors
Language Arts in grade 6-8.

**Homeless Child’s Right to Education**

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

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

**Sex Education Instruction**

In 8th Grade, Health Education will focus on healthy relationships and sexuality. Students will spend between 6-7 weeks out of their Physical Education class and in a classroom setting for Health Education. The material is from the 2014 McGraw-Hill Education Teen Health Curriculum, which is based on grade level standards and outcomes. In Illinois, Health Education is an academic subject that has required and mandated curriculum in middle school and high school. Specifically, the curriculum will cover topics such as changes during the teen years, the reproductive system, responsible relationships and decision making, and sexually transmitted diseases. The purpose of Health Education is to provide students with the knowledge and resources they need to make responsible and well-informed decisions regarding their overall health.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

**Title 1**

**Title I Program**

The schools in the District that receive Title I funds are Targeted Assistance Title I programs.

Our school district receives funds from the federal government to help improve student learning. These funds are provided under the rules and regulations of a federal law known as the *Every Student*
Succeeds ACT (ESSA).

This education law requires every state to determine academic standards for K-12 students and for every public school district to demonstrate successful academic achievement in order to receive federal funds. This law also requires public school districts to develop a parent notification process to inform them about student progress and encourage their involvement in their child’s academic success.

### What Every Parent Should Know About Title 1

<table>
<thead>
<tr>
<th><strong>Targeted Assistance</strong></th>
<th>(Only certain buildings are eligible for Title 1 services)</th>
</tr>
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</table>
| **Student Eligibility**  | ● Students who are failing or most at risk of failing, to meet the State’s challenging student academic achievement standards. The following students are automatically eligible:  
   1. Students who were in Title 1 funded preschool services at any time within the previous two years  
   2. Any student who is homeless, or in an institution for neglected or delinquent children  
   ● From the pool of eligible students, the school can determine what students will actually participate in the Title 1 program based on students in greatest need of special assistance. **Income does not matter.** |
| **Scope of Program**     | ● Assistance for students with the greatest educational need in order to help them achieve the same state standards expected of all students. |
| **Student Participation**| ● Students who are failing or most at risk of failing to meet the State’s challenging standards. |
Preferred Instructional Approach

- Approaches that lead to achievement of high standards by participating students. Preferably approaches do not reduce the time participants spend in the regular classroom: for example, push-in, after school programs, and summer programs.

Programmatic Considerations

- Use strategies that rely on “scientifically based research”
- Give primary consideration to lengthening the school day (before/after school programs)
- Minimize removing students from regular classroom during regular school hours.

Staff Requirements

- Services need to be provided by “Highly Qualified” teachers

What schools receive Title I funds?

Each year the district determines which schools are eligible to receive Title I funds. Priority is given to schools with enrollment of 35% or more students from low-income families. Schools with enrollment of 40% or more students are eligible to operate a school-wide Title I program. Schools that have school-wide Title I programs must involve parents in developing plans designed to raise the achievement of low-achieving students by improving instruction throughout the entire school.

Parent Involvement

Research overwhelmingly demonstrates the positive effect that parent involvement has on their children’s academic achievement. In the event a Title I school is identified as needing improvement, corrective action, or restructuring by the federal government, the District will notify parents to explain to them how they can become involved in school improvement efforts. Your active participation in your child’s education and school is important and encouraged.

Parent Notification

Throughout the year, notices will be sent to parents of children attending Title I schools. In addition, information will be made available to the community regarding progress each school and district is making toward achieving high academic standards established by the District and State.
**Special Education**

District 34 provides a free appropriate public education to all children enrolled in the District. Children with disabilities may be entitled to Special Education and related services, as required by the *Individuals with Disabilities Education Improvement Act of 2004* (IDEA) and provisions within The School Code. Disabilities are defined in the Illinois Administrative Code to include: Autism, Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and/or Visual Impairment.

Special Education instructional programs and related services are provided to children between the ages of three and fifteen who have been determined, through definitions and procedures described in the Illinois State Board of Education’s *Special Education* rules, to be in need of Special Education services. Depending upon the nature and severity of the student’s educational needs, services may be provided at the local level within District 34 schools, with the Special Education District of Lake County (SEDOL) or with a nonpublic Special Education program.

Students who are identified as disabled within the definition of Section 504 of the *Rehabilitation Act of 1973* are provided with appropriate educational accommodations and/or modifications. Students may be disabled within the meaning of Section 504 of the *Rehabilitation Act* even though they do not require services pursuant to the IDEA.

Annual screening will be conducted for children ages 3-5 (not yet of kindergarten age) in order to identify children who may be in need of Special Education and related services. Child Find activities for school age children shall include the ongoing review of each student’s educational performance and progress through a structured process of systematic data review. Hearing and vision screenings shall be conducted annually for children who receive Special Education and related services.

When there is reason to believe that a child may have a disability requiring Special Education services, the child shall be referred for a Special Education evaluation. Referrals may be made by any concerned person, including but not limited to school district personnel, the parent/guardian of the child, a professional having knowledge of a child, a child, or an employee of the Illinois State Board of Education. Upon receipt of a written request for an evaluation, school personnel will meet with the parent to consider the request and determine if an evaluation is warranted. Any District 34 parent/guardian who has questions or concerns related to the development of his/her child may contact the school Principal or the Student Services Office at 847-838-8401.
Notice to Parents of Students Who are Deaf, Hard of Hearing, Blind, or Visually Impaired

School districts are required to provide written notice to parents of children who are deaf, hard of hearing, blind or visually impaired of the existence and services of the Illinois School for the Deaf and the Illinois School for the Visually Impaired.

To request a copy of the NOTICE OF PROCEDURAL SAFEGUARDS FOR PARENTS/GUARDIANS OF STUDENTS WITH DISABILITIES please contact the school Principal or the Student Services Office at 847-838-8401.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education’s Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined through a manifestation hearing. Any Special Education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Exemption from Physical Education Requirement

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.

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.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in this handbook.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice 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.

**Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

The parent/guardian of a student receiving Special Education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.
**English Learners**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be:

1. Given an opportunity to provide input to the program, and
2. Provided notification regarding their child’s placement in, and information about, the District’s English Learners programs.

For questions related to this program or to express input in the school’s English Learners program, contact Ann Scully at 847-838-8401.

**Field Trips**

A blanket permission slip will be issued with registration materials for parent(s’)/guardian(s’) signature for the school year. Other informational slips will be issued for all field trips listing the purpose of the activity, the date, time, and other important information. Student behavior during all aspects of off-campus trips is governed by school rules. There will be no tolerance of any behavior that detracts from or interferes with these off-campus activities. Although these trips are a planned part of our curriculum, a student may be excluded from a trip at the discretion of the Administration. The decision to exclude a student from a trip would be based upon a review of incidents and information that indicates the student would not be able to function appropriately in a loosely structured environment. An appropriate, alternative instructional activity will be arranged at school for students who do not participate on off-campus trips. Parent(s)/guardian(s) will be notified in advance of the day of the trip of such an action and the reasons for it.

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

Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns.

Field Trip Chaperones are expected to abide by all school rules during their time on a school sponsored field trip, including silencing cell phones.

**Standardized Testing**

Students and parents/guardians should be aware that students will take standardized tests. 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 tests.

Parents can assist their students 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.

**Positive Behavior Interventions and Support**

Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

Antioch Community Consolidated School District 34 has adopted Positive Behavior Interventions and Supports as the framework for implementing a culture of discipline conducive to learning. Every school in Antioch School District 34 has developed a matrix listing the behavior we expect from students in all
common locations of the school building.

These expectations are taught systematically and explicitly by staff within the first two weeks of school, following prolonged school breaks, and as needed. Students are recognized for displaying appropriate behavior. Students are corrected for inappropriate behavior in a re-teach model. Students who continue to display inappropriate or unsafe behavior will be referred to the office using an Office Discipline Referral (ODR) per the School Board discipline policy. Data is kept on office referrals to monitor location, time, frequency, and problem behavior. This data is used to help guide re-teaching, reinforcement schedules, and guide decision making.

As part of a Multi-Tiered System of Supports (MTSS) model and Response to Intervention (RtI) model, PBIS applies a three-tiered system of support and a problem-solving process to enhance the capacity of schools to effectively educate all students.

Data-based decision-making aligns curricular instruction and behavioral supports to student and staff needs. Schools using PBIS begin by establishing clear expectations for behavior that are taught, modeled, and reinforced across all settings by all staff. This provides a host environment that supports the adoption and sustained use of effective academic and social/emotional instruction. PBIS has proven its effectiveness and efficiency as an Evidence-Based Practice.

The principles and practices of PBIS are consistent with federal education mandates such as the No Child Left Behind Act (NCLB) and the Individuals with Disabilities Education Act of 2004 (IDEA 2004). PBIS integrates state school improvement initiatives including Systems of Support, Standards Aligned Curriculum, and Response to Intervention to assist schools in meeting Illinois’ educational goals and mandates.

Positive behavior interventions and supports focus on understanding why behaviors occur and implementing strategies to teach students more appropriate behaviors. Overall, positive interventions that focus on changing student behavior involves:

1. Teaching and modeling the behaviors that are expected,
2. Consistently recognizing and rewarding the behaviors when they occur, and
3. Consistently enforcing meaningful consequences for behavior intervention.

The positive behavioral approach to addressing behavior can occur on a school-wide level, within classrooms, or with individual students to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures.
Check-In Check-Out (or School Titled Tier II Program)

The Check-In Check-Out program is an additional layer of PBIS. Students are presented with daily/weekly goals and then receive frequent feedback on meeting the goals throughout the day. The feedback system is connected to the school wide behavior expectations. Check-In/Check-Out is a great idea for any student who could benefit from having an ongoing, supportive and reflective dialogue with an adult during the school day. Basic features of the Check-In/Check-Out program include:

1. Check-in and check-out daily with an adult at school
2. Regular feedback and reinforcement from teachers
3. Family component
4. Daily performance data used to evaluate progress

For further information, please visit:
Antioch School District 34 PBIS Website: https://www.antioch34.com/Page/160
Midwest PBIS Network Website: http://www.midwestpbis.org/
Positive Behavioral Interventions and Support Website: http://www.pbis.org/default.aspx

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the District. 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, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the Administration. Drills may not be preceded by a warning to the students.

Instrumental Music Program

Band

The District 34 Elementary Band Program is open to any student in grades 4-5. Students are required to attend lessons and rehearsals and practice at least 30 minutes a week.

The Middle School Band Program consists of 6th, 7th and 8th grade bands. This program is offered as an
elective class during the regular school day.

Strings

Strings instruction is available at grades 1-8 on a limited basis. First grade strings will perform at the village music concert and in the spring. Second and third grade have a morning “informance” in March and a spring concert in May. Fourth and fifth grades have a January concert and a May concert. Middle School strings have a fall, winter and spring concert.

Strings and band students must pay a $40.00 participation fee for this activity. All registration and participation fees must be paid prior to starting the band or strings program each year. Students approved to receive free price lunch are not required to pay a fee to participate in strings or the band programs. Students approved for reduced lunch will pay $10.00. Any other waiver of fees would require the approval of the Superintendent or his designee.

Library Media Center

Antioch District 34 believes that Library Media Centers are learning commons where the school community comes together for reading, collaboration, independent study, 21st century learning, and other various learning opportunities including Makerspaces.

Grading and Promotion

Progress Reports/Promotion/Retention

All students in grades K-8 are issued Progress Reports (report cards) three times a year. Conferences are scheduled on the school calendar and as needed during the rest of the school year. The students personally bring report cards home. This timeframe allows for conference time if requested and intervention if needed. You are encouraged to make an appointment with your child’s teacher if you have a concern. A note, email or a phone call can usually handle ordinary situations and simple questions. The teacher will be happy to schedule a parent conference if necessary. Parent conferences must be arranged ahead of time. During Parent/Teacher Conferences, families are limited to one conference time slot per student in order to accommodate everyone.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing.
For middle school students, a student who received two or more “F’s” for their final grade in any class, including Encore:

1. May not participate in any of the end of the year activities.
2. Will be required to attend a summer remediation program (at expense of parents).
3. May be retained.

**Homework**

Homework will be assigned as needed from time to time in various classes. It is very important that each student make maximum use of school time to complete homework and study. Students will be able to make up homework from excused absences without penalty. Due to the nature of the curriculum as it relates to collaborative classroom instruction, there may be times when no work can be provided for the student.

**Homework Make-Up Policy**

If a student’s absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school may not be allowed to make up missed work. Teachers are not required to provide work in advance for students going on vacation.

**Technology**

**Access to Student Social Networking Passwords & Websites**

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if school authorities have reasonable cause to believe that a student’s account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

**Student Use of 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, smartphone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (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.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student’s lunch period.

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 is 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.

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.

**Guidelines for Responsible Use of Technology**

Please visit the parent menu at [https://www.antioch34.com/Page/252](https://www.antioch34.com/Page/252) to view the Guidelines for Responsible Use of Technology for Students.
**Student Information**

**Student Privacy Protections/Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student’s parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

**Equal Opportunity 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, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, 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:

**Nondiscrimination Coordinator:**

Name: Jason Feldman  
Address: 964 Spafford Street, Antioch, IL 60002  
Telephone No.: 847-838-8457

**Complaint Managers:**

Name: Jason Feldman  
Address: 964 Spafford St, Antioch, IL 60002  
Telephone No.: 847-838-8457  
Name: Lisa Leigh  
Address: 964 Spafford St, Antioch, IL 60002  
Telephone No.: 847-838-8465

A complaint form can also be found on the [website](#).
Student Records

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 that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

1. The right to inspect and copy the student’s education records within 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 with proof of ID and signing Authorization of Release of Student Records form. If a student who is 18 years or older allows a parent to pick-up records, the student must send in a consent form. When the parent picks up the Student Record they must present their ID, along with the signed consent form and a copy of the student’s ID. A parent/guardian or student should submit to the Building Principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges $0.15 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 believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the Building Principal and should clearly identify the record the parent/guardian or eligible student wants changed, and the specific reason a change is being sought. 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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student’s records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. A Notice of Destruction is given when a student Transfers to another District or Graduates indicating the Temporary Records will be destroyed in 5 years, and Permanent Student Record will be destroyed in 60 years from the year of leaving the District. 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.

5. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:
- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- 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 of 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

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of
whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

**Surveys Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student’s parent/guardian.
2. Mental or psychological problems of the student or the student’s family.
3. Sexual behaviors or attitudes.
4. Illegal, antisocial, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student’s parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

**Mandated Reporters**

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

**Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual’s child(ren):
1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason, including the three reasons above, he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

**Sex Offender & Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police’s website at: [http://www.isp.state.il.us/sor/sor.cfm](http://www.isp.state.il.us/sor/sor.cfm)

You may find the Illinois Statewide Child Murderer and Violent Offender against Youth Registry on the Illinois State Police’s website at: [http://www.isp.state.il.us/cmvo/cmvo.cfm](http://www.isp.state.il.us/cmvo/cmvo.cfm)

**Student Transfers**

**Transferring In**

A student seeking admission to a district school must meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law. A student must also present a completed Good Standing Form from the school from which the student is transferring. If a transferring-in student was suspended or expelled from any Illinois public school for any of the following offenses, he or she shall not attend class until having served the entire period of such disciplinary action:

1. Knowingly possessing in a school building or on school grounds a weapon as defined in the Gun
Free Schools Act;
2. Knowingly possessing, selling, or delivering in a school building or on school grounds a 
controlled substance or cannabis; or
3. Battering a staff member of the school.
The Building Principal or designee shall make the class or grade level assignment, with input from a 
counselor when needed, and may accept or reject the transferring school's recommendations. The 
student should request the school from which he or she is transferring to forward an unofficial record 
of the student's grades and the remainder of the student's school records. If the student is unable to 
present the records, the student shall be admitted and the Building Principal shall request the records 
from the transferring school. An official transcript of the scholastic records, if received, will replace the 
unofficial grade record.

Transferring Out

Parent(s)/guardian(s) of a student transferring from the District should give the Building Principal 
written notification of their intent, pay outstanding fees or fines, sign a release form, and return all 
school-owned property. The Building Principal shall complete a good standing form for any student 
transferring from the District. Within 10 days of a transfer notification, the Building Principal shall send 
to the District in which the student will or has enrolled, a completed Good Standing Form, an unofficial 
record of the student's grades, and the remainder of the student's school records. If a transferring 
student was suspended or expelled for any of the reasons listed previously in this policy, and the 
period of suspension or expulsion has not expired at the time the student attempts to transfer into 
another public school, any school student records required to be transferred shall include the date and 
duration of the suspension or expulsion. Within 10 days after the student has paid all outstanding fines 
and fees, the Building Principal shall mail an official transcript of the scholastic records. 
Parent(s)/guardian(s) will receive prior written notice of the nature and substance of the records 
proposed to be released and an opportunity to review and copy them.

Transfer to another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours 
or during a school-sponsored event, the parent/guardian may request a transfer to another public 
school within the District if such school is an option.

Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
12. Provision of services to homeless students
15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to a prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, “school business days” means days on which the District’s main office is open.

**Filing a Complaint**

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

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager’s report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as to the Complaint Manager. Within 10 school business days after receiving the Superintendent’s decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent’s decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board’s decision, the Superintendent shall inform the Complainant of the Board’s action. This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District’s efforts to
provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District’s Nondiscrimination Coordinator may be appointed as one of the Complaint Managers. The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

**Nondiscrimination Coordinator:**

Name: Jason Feldman
Address: 964 Spafford Street, Antioch, IL 60002
Telephone No.: 847-838-8457

**Complaint Managers:**

Name: Jason Feldman                      Lisa Leigh
Address: 964 Spafford St, Antioch, IL 60002 964 Spafford St, Antioch, IL 60002
Telephone No.: 847-838-8457          847-838-8465

**Attendance at School Events**

Attendance at school-sponsored events is a privilege.

Only students who attend the school may attend school-sponsored events, unless the principal or designee approves a student’s guest in advance of the event.

All school rules, including the school’s discipline code and dress code are in effect during school-sponsored events.

Students who violate the school’s discipline code will be required to leave the event immediately and the student’s parent/guardian will be contacted. The school may also impose other discipline as outlined in the school’s discipline code.
ANTIOCH UPPER GRADE SCHOOL
SPECIFIC INFORMATION

2018-2019

PARENT-STUDENT HANDBOOK
Schedule Changes

Students requesting a change of class are encouraged to speak with administration and have a valid reason. Student schedules will not be changed after the first week of instruction.

Honor Roll Eligibility

To recognize academic achievement, improvement, and attendance, Antioch Upper Grade has established the following criteria for the honors program:

- **Straight A Honor Roll**
  - GPA - 4.0
  - All grades - "A"

- **High Honor Roll**
  - 3.6 - 3.9 GPA

- **Honor Roll**
  - 3.3 - 3.5 GPA

Student Absences

All criteria from above section regarding Student Absences applies at Antioch Upper Grade School. In addition, students attending a military honors funeral to sound TAPS will be coded as an excused absence.

Grading Criteria

The Upper Grade staff uses the following grading standard for all evaluation and achievement reports:

- **A** = Commendable
  - 90-100%

- **B** = Above Average
  - 80-89%

- **C** = Average
  - 70-79%

- **D** = Below Average
  - 60-69%

- **F** = Unsatisfactory
  - 59% and below

All grades and comments are marked on the student’s computerized report card.
Homework Policy
Homework will be assigned as needed from time to time in various classes. Four to six hours per week is the usual workload for the average student. It is very important that each student make maximum use of school time to complete homework and study. Students will be able to make up homework from excused absences without penalty. Core teams determine specific homework policies. You may contact core teams of teachers with specific questions regarding homework. Due to the nature of the curriculum as it relates to collaborative classroom instruction, there may be times when no work can be provided for the student.

Homework Make-up Policy
If a student’s absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school may not be allowed to make up missed work. Teachers are not required to provide work in advance for students going on vacation.

Student Conduct and Discipline
Disciplinary Steps in dealing with Classroom Behavior
Choosing to disrupt class infringes upon the right of the teacher and the right of other students in the class to learn. Even those disruptions that appear minor in nature seriously interfere with the educational process. The following are possible consequences that may be given to students:

1. Supplies, Materials and Homework - The expectation is for students to come to class prepared with the necessary books, supplies, and homework. Each time a student does not have the necessary pen, pencil, paper, etc., the teacher will appropriately intervene.
2. Classroom Behavior - Students are expected to use courteous behavior towards students and teachers. Each time a student neglects this courtesy he/she will advance to the next disciplinary step. (Examples: interrupts or talks during class, is rude or disrespectful, does not follow teacher directions or classroom rules relating to behavior).
3. Tardy to Class - Students should be in the classroom ready to begin at the time class is scheduled to begin. Each time a student arrives after this time, without a pass, he/she will
advance to the next disciplinary step.

**ODR (office discipline referral)** - Documentation of major or minor behaviors. Staff will fill out an ODR when behavior needs to be addressed by administration; which may or may not result in a consequence.

**Detention Procedure**

When a student is issued a detention he or she will be verbally told and may be given written notification when to serve detention. The detention will be served either during the lunch period, after-school, or another predetermined time with consultation of parent(s)/guardian(s). Failure to serve a detention will result in additional consequences.

**Alternative School Day Assignment (ASDA)**

One of the interventions that may be assigned by the Administration is an alternative school day assignment. While serving this assignment the student is expected to complete a disciplinary packet/alternative educational packet, and do school assignments in a quiet area. On the day of the assignment, the student will not be attending his/her regular classes but will be assigned to the ASDA room. If the student is absent on the day of the ASDA assignment, he/she is to serve it on the first day after returning. Students who engage in misbehavior while serving this program may be subject to out of school suspension at the discretion of the Administration. Parents will be responsible for making immediate arrangements to pick up their child from school.

Any time a student is excluded from instruction by an administrator, the student will be allowed to make-up the work that is missed. The student is responsible for obtaining the missing assignments and turning them in on the due date designated by the teacher.

**Theft**

Personal items that are found must be turned into the office or a teacher immediately. Any item belonging to a student that is reported missing and found in the possession of another student or in that student's locker will be considered stolen and disciplinary action taken. Additionally, any school property (including books) not properly checked out from a teacher or the LMC and found in the possession of a student, or in that student’s locker, will be considered stolen. The student will be fined and/or disciplined on a case-by-case basis. Certain incidents of theft may be referred to the appropriate law enforcement agency.

**Fighting or Other Acts of Physical Violence**
If a student is approached by another student and wants to fight, he/she should tell the nearest staff member or go the Principal’s office to report it. Students should not involve themselves in a fight. These general guidelines also apply to travel to and from school as well as at school-sponsored activities.

Fighting at school will not be tolerated. When such an event happens, a thorough investigation of the activity is conducted by the Administration and discipline is usually issued to all participants and based upon the aggression of students involved. Unfortunately, such events are generally not the result of one simple act of aggression on the part of one individual. Usually, the fight is a result of a complex web of circumstances and verbal exchanges, which have transpired for days or even weeks.

Consequences for fighting may include, but are not limited to, the following: out of school suspension for up to 3 days - first offense; 5 days - second offense; 10 days for third offense with recommendation to the Board of Education for expulsion. The appropriate law enforcement agency will be contacted.

**Solicitation (with Exception of School-Sponsored Activities)**

Students may not sell, trade, or distribute items at school for either fundraising (i.e., ticket sales, the sale of food products, craft products, pledges of money, etc.) or personal interest (i.e., baseball cards, comic books, etc.) without administrative permission. This also includes any advertising, handbills, student petitions, posters, etc. Appropriate intervention will be taken at the discretion of the Administration.

**Gambling**

No gambling is allowed, in any form, involving the exchange of money or property on school grounds, school buses or at a school function. Appropriate intervention will be taken at the discretion of the Administration. Students may be subject to detention, and repeated incidents will result in out of school suspension.

**Peer Editing**

Peer editing is a recognized and highly effective educational strategy that will be utilized in your student’s class. If you object to your student’s work being shared among their peers, please notify the school so an alternate assignment can be assigned.

**Forgery/Plagiarism**

The act of obtaining, copying, writing, using or giving information in a false fraudulent manner and/or using another’s work (i.e., writing, ideas, etc.) and presenting it as your own are acts of forgery and/or
plagiarism. Appropriate action will be taken at the discretion of the Administration up to and including detentions or out-of-school suspension.

**Cafeteria**

Students eat lunch in the cafeteria. Students are expected to be courteous and use common sense while eating lunch. It is expected that every student will conduct himself/herself in the same manner, as he/she would while dining at home or in a restaurant. The following rules will govern behavior in the cafeteria:

1. Students will stand in line single file and orderly.
2. Students will walk in the hallway areas and in the cafeteria.
3. No food may be taken from the cafeteria without authorization.
4. Students are to remain in their seats, unless cleaning up their area.
5. All students are responsible for leaving eating areas clean - table and floor.
6. Students will be dismissed by table after pushing chairs under table to designated areas.
7. No carbonated or caffeinated beverages (soda pop) allowed in the cafeteria or lockers during the school day.
8. Fast food shall not be dropped off or delivered for students during the school day.

**School Activities**

In order to participate in school activities, students must be in attendance and checked into the school office no later than 11:00 am on the day of the activity. Additionally, students that are suspended for disciplinary reasons are not eligible to participate in any school activities or school dances.

**Hall and Gym Lockers**

Each student will be assigned a hall locker and gym locker at the beginning of the year. Hall/gym lockers have built-in locks. No other locks may be used unless assigned by administration. NOTE: Each year, loss of personal property is an issue of concern. In most cases, students fail to put away their property or do not close/lock their locker properly. Take the extra time to make sure your personal property is secured. Using school lockers is a privilege, not a right. It is the responsibility of each student to maintain order and neatness in his/her lockers. Neither lockers nor lock combinations are to be shared with other students under any circumstances. Lockers are the property of the school and may be inspected at any time by school officials without notification or permission. There may be a
charge assessed to change a locker or combination. Students may decorate each others lockers with prior permission from the administration.

**Physical Education**

1. All students in P.E. classes are required to purchase a P.E. uniform consisting of black shorts and gray shirt.
2. First and last names must be written on both shorts and shirts in permanent marker.
3. Uniforms are to go home on Friday to be washed and brought back on Monday.
4. Every student is to dress in his/her P.E. uniform daily. Loaners are to be used on an emergency basis only. If a student rents a uniform, the cost is $0.25 per item per day. Loaner money is due at the end of the week or it doubles until it reaches $3.00. This encourages students to pay their loaner fee in a timely manner. If the $3.00 fee is unpaid, the student is not allowed to rent again until the fee is paid. All loaner money is used to buy P.E. equipment to be used by the students.
5. Shoes must be *athletic footwear with laces*. Shoelaces **must** be tied properly. No loose lacing. No straight lacing or bar lacing. No skateboarding shoes, Athletic footwear must have an arch.
6. No hats, sunglasses, toys or unauthorized accessories.
7. Uniform shorts must be worn at the waist and not rolled.
8. Shirts **must** be tucked into shorts.
9. All jewelry **must** be taken off for P.E. class for safety purposes. New piercings with posts **ONLY** must be covered with bandages until they are able to come out. A note **must be given to the teacher regarding the new piercings**.
10. Cold weather clothing for class – solid colored sweatshirts and sweatpants are to be worn **under** the P.E. uniform. Clothing and coats worn to school are **NOT** to be worn under the P.E. uniform for hygiene reasons.
11. Parent notes are good for only two days. After two days, a doctor’s note is required.
12. Students who sit out of P.E. will be given an alternative assignment.
13. Hair must be kept out of the eyes and face during P.E. class for safety reasons. Rubber bands, hair ties, hair clips, etc. may be used. No hats or bandanas may be used.
14. If students do not participate in PE for a medical reason/parent note then they may not participate in recess, extracurricular activities/school sponsored sports or practices.
Library Media Center (LMC)

Antioch District 34 believes that Library Media Centers are learning commons where the school community comes together for reading, collaboration, independent study, 21st century learning, and other various learning opportunities including Makerspaces.

End of the Year Activities

There are a number of “end of year activities” at AUGS that are considered in general a privilege and not a right. As the year progresses, we want to ensure that all students are putting forth their best effort. Students must perform both academically and behaviorally in order to participate in these and other activities:

1. End of the year field trips to be determined by 6th, 7th, and 8th Grade Teams
2. 8th grade picnic;
3. 8th grade dance;
4. 8th grade graduation ceremony.

All 8th Grade fees must be paid in full for participation in End of the Year Activities.

Behavior

All or any of the aforementioned activities may be taken from a student at the discretion of the Administration and/or the team of teachers. Behavior that results in out of school suspension, Alternative School Day assignment, administrative and/or the appropriate law enforcement agency contact may result in loss of these privileges.

Academics

A student who receives 2 or more “F’s” for his/her final grade in any class:

1. Will not participate in any end of the year activities.
2. Will not participate in the graduation ceremony.
3. Will be required to attend the 90-hour Summer School Bridge Program at a cost to the parents
4. May be retained.
A student who receives 1 “F” for his/her final grade in any class:

1. Will not participate in any of the end of the year activities.
2. Will be allowed to attend the graduation ceremony.

A student who receives 1 or more “F’s” for his/her 3rd Trimester grade in any class:

1. Will not participate in any of the end of the year activities.
2. Will be allowed to attend graduation ceremony.

**Athletic Rules & Code of Conduct**

The Athletic Code applies to all students who want to participate in athletics. Athletics may include competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes.

Participation in athletics is a privilege. Student athletes 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 may be lost in accordance with the terms of this Athletic Code.

**Illinois Elementary School Association (IESA)**

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

**Requirements for Participation**

An athlete must have the following fully executed documents on file at the school office before the athlete’s first participation in any activity:

1. A physical examination within one-year of intended participation report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate;
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete’s parent or guardian;
3. Proof the athlete is covered by medical insurance; and,
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
5. Signed documentation agreeing to comply with the School District’s policies and procedures on student athletic concussions and head injuries.

**Behavioral Conduct**

Misconduct by student-athletes will not be tolerated 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.

Misconduct shall include but shall not be limited to:

1. Insubordination;
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage;
3. Any behavior which disrupts the appropriate conduct of a school program or activity;
4. Hazing, bullying, or harassment of any kind;
5. Use of profanity;
6. Exhibition of bad sportsmanship; or,
7. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

**Drugs, Alcohol and Tobacco**

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is
represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete’s first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete’s season whichever comes last.

Absent from School on Day of Activity

An athlete who is absent from school after 11:00 am on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach:

1. For a medical absence pre-arranged with the coach, or,
2. For a death in the athlete’s family.
3. A religious ceremony or event.

An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which
the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete’s parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district’s athletic discipline policies, rules and regulations as provided herein.

**Athletic Eligibility**

In order to participate in athletic programs, each student must maintain passing grades **WEEKLY** in all courses in which he/she is currently enrolled.

1. Students and parents will review the Athletic Handbook.
2. Any student participating in sports or activities that has an “F” in any subject at the weekly check will be placed on probation for one week.
3. The student is not eligible to compete and/or travel but may try-out and/or practice with the team.
4. Weekly eligibility checks will occur on Wednesday.
5. The Athletic Director (AD) will create a current list of athletes and distribute the list each Wednesday morning to all staff.
6. The staff will return a signed and completed list to the AD by 8:00 am each Thursday morning (unless the school calendar dictates an alternative).
7. The AD will notify the coaches each Thursday of any ineligible athletes.
8. Coaches will be responsible to notify the athletes of their ineligible status.
9. Students who are ineligible will not be allowed to participate in any competition starting Sunday through the following Saturday. They will be allowed to participate on the Thursday, Friday and Saturday of the week that they are notified.
10. Students ineligible for the third time during a season will be removed from the team. The $40.00 activity fee will not be refunded.
11. Students with special needs **may** be given individual consideration at the discretion of administration.
12. Eligibility checks will begin one week prior to the first athletic contest in that sport.
13. If a student is on a sports team and receives isolation, they are not allowed to participate in their sport on the day or days that they are isolated, unless specifically granted permission in
writing, by the Principal.

**Uniforms/Sports**

When a uniform is assigned to a student, he/she becomes financially liable to return that same uniform to the coach/sponsor at the end of the season. If a missing uniform is later found, the replacement fee will be refunded if the uniform has not yet been replaced. Also, students/parents are responsible for following the laundering instructions as uniforms are very expensive and can easily be damaged in the washer/dryer if cleaned improperly.

**Physical Exams/Athletic Participation**

All students desiring to participate in any of the athletic programs are required to have a physical examination within one year of intended participation. NOTE: This physical report must be on file before a student may try out or practice for any sport. A Permission Participation Form signed by the parent/guardian must also be turned in to the coach. Student participation on the athletic program requires:

1. Up-to-date physical as listed above.
2. A signed Parent Permission Form to participate.
3. School athletic insurance coverage or signed waiver from parent/guardian stating that insurance has already been provided with a pre-existing family policy.
4. Students on athletic teams must be in attendance at school by 5th period to participate in after school events.
5. All athletes are required to follow all training and participation rules established by the coach and Athletic Director.
6. Players who break the rules of participation will be warned verbally on the first incident and parents notified. This may result in game suspension as decided upon by the coach and Athletic Director.
7. Players who break rules for the second time in a season will be subject to the above with possible dismissal from the team.
8. Players who break the rules for the third time will be removed from the team.

Requests to miss practice must be turned in to the coach or Athletic Director. The coach will review the request and notify parents if absence is excused.
Sports Activities

Antioch Upper Grade School offers a wide variety of highly successful athletic activities for both boys and girls. Our interscholastic teams compete in the Northwest Grade School Conference in addition to competing against other schools in the area.

Sports Offered:

**Fall**
- Soccer – Boys’ & Girls’
- Girls Softball
- Cross Country – Boys’ & Girls’

**Transitional (Winter & Spring)**
- Boys’ Volleyball - 6/7 & 8th
- Girls’ Volleyball - 6/7 & 8th

**Winter**
- Boys’ Basketball
- Girls’ Basketball
- Dance Team
- Cheer
- Boys Wrestling

**Spring**
- Boys’ Track
- Girls’ Track

Spectators and School-Sponsored Events

All students and parents are encouraged to attend sporting events. Students attend games free of admission. Adults pay an admission fee. The purpose for such attendance is to help foster a feeling of confidence in our team and to develop a strong school spirit. Spectators are expected to act and behave in a courteous and considerate manner at all times. Arrangements to leave an event or activity prior to its scheduled ending time must be made with the Administration. Students choosing to behave inappropriately at such events risk not being allowed to attend future events. Supervision of students is available for only a short time after the end of a game/event. Students are expected to arrange for a ride home at that time. Students continuing to remain at school for an unreasonable time after a game is completed, risk not being able to attend future events. Parents, we ask that you cooperate in picking up your child at an appropriate time or arrange for transportation. The rules governing all home sporting events are as follows:

1. Remain in bleachers throughout the contest.
2. Demonstrate proper conduct at all times.
3. Leave the premises only when your ride arrives.
4. Remain in gym area at all times, excluding locker rooms.
5. Noise-making devices are not permitted.
6. Demonstrate good sportsmanship (booing is not acceptable).
7. Follow all directions.

**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 Elementary 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 he or she is cleared by their medical doctor and provide documentation to the building health office. Concussion plans are obtained through physicians.

**School Clubs**

**Absent from School on Day of Activity**

Any club member who is absent from school after 11:00 am on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the sponsor:

1. For a medical absence pre-arranged with the sponsor, or,
2. For a death in the club member’s family.

A club member who has one or more truancies or who has been suspended from school may be suspended from participation in activities by administration.

A club member who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the sponsor.

**School Club Eligibility**

In order to participate in school clubs, each student must maintain passing grades **WEEKLY** in all courses in which he/she is currently enrolled.

1. Any student participating in a club that has an “F” in any subject at the weekly check will be placed on probation for one week.
2. Weekly eligibility checks will occur on Wednesday.
3. The club sponsor will create a current list of club members and distribute the list each
Wednesday morning to all staff.
4. The staff will return a signed and completed list to the club sponsor by 8:00 am each Thursday morning (unless the school calendar dictates an alternative).
5. Club Sponsors will be responsible to notify the club member of their ineligible status.
6. Students who are ineligible will not be allowed to participate in any activity starting Sunday through the following Saturday. They will be allowed to participate on the Thursday, Friday and Saturday of the week that they are notified.
7. Students ineligible for the third time during a season will be removed from the club.
8. Students with special needs may be given individual consideration at the discretion of administration.
9. Eligibility checks will begin one week prior to the first activity.
10. If a student is in a club and receives isolation, they are not allowed to participate in their club on the day or days that they are isolated, unless specifically granted permission in writing, by the Principal.

Evening Recreational Events

From time to time, the Antioch Upper Grade School has informal, recreational activities planned in the evening. These types of activities are planned to encourage appropriate social interactions in a supervised setting. In order for everyone to have fun, certain rules must be reinforced.

1. All regular school rules apply.
2. Students must remain in the school building in the designated areas at all times.
3. Students must demonstrate proper respect for the property of the school and others.
4. Students must be passing all classes in order to attend dances.
5. Students must observe necessary safety rules at all times.

Additionally, students who are suspended out-of-school or in-school during the week may not attend the evening events.

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 disruption in the school environment.

- 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 words in any language or symbols, including gang symbols. Additionally, no words, letters, symbols, or logos whatsoever should be printed on the buttocks of any clothing item.
- Coats, jackets, and windbreakers are not permitted in classrooms unless permission is granted by the supervising adult, teacher, or Administration.
- Hats, bandanas, head coverings, non-prescription designer glasses, and sunglasses may not be worn in the building during the school day unless permission is granted by Administration for family, medical, religious, or celebratory reasons.
- Hair styles, dress attire, and accessories that pose a safety hazard are not permitted in the, laboratories, or during physical education.
- Backpacks, book bags, purses, and hand clutches are not allowed in classrooms unless it is stated in an IEP/504 Plan or if permission is granted by the supervising adult, teacher, or Administration.
- Students are not permitted to wear any type of pajamas or to carry a blanket whatsoever unless it is for a spirit week and or if permission is granted by Administration.
- Clothing with holes, rips, or tears in the area higher than mid-thigh, chest, stomach, or buttock that does not have another layer of fabric underneath may not be worn at school.
- At no time should undergarments such as underwear or bras be visible. Specifically, clothing that reveals the chest, stomach, or buttock areas are not permitted.
- No tube tops or similar types of clothing may only be worn. Students may wear tank tops, spaghetti straps, or sleeveless shirts but they must be covered by cardigans, sweaters or cover tops at all times.
- The length of shorts or skirts must be no higher than mid-thigh for the school environment.
- Safe footwear such as athletic/tennis shoes, dress shoes, or boots must be worn at all times. No flip-flops or beach sandals are permitted. Sandals that have straps around the heels are permitted.
- Undergarments must not be visible through yoga/spandex or leggings.
If there is any doubt about dress and appearance, Administration will make the final decision. Students whose dress causes a disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or other may be subject to discipline.

First Incident: Documentation, asked to Change *(If Parent Unavailable, Student Will Change into Their PE Uniform), and Parent Contact

Second Incident: Documentation, asked to Change *(If Parent Unavailable, Student Will Change into Their PE Uniform), Parent Contact and Meeting, Reflection Paper, and Extra Set of Student Clothing in Office/Locker

Third Incident: Documentation, asked to Change into Extra Set of Student Clothing, Parent Contact, Loss of Athletic/Club Privileges, and 1 Full Day of ASDA

*These ODRs (Office Discipline Referrals) will be put into place after the teacher has given a student ample reminders/warnings.

Cell Phone Procedure

We promote the reasonable use of cell phones and electronic devices in the classroom for educational purposes. **All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless:** (a) The supervising teacher or staff member grants permission or restrictions *at no time should a supervising teacher or staff member allow students to use social media and related apps along with taking photos and videos unless given the “green light” by Administration;* (b) Use of the device is provided in a student’s IEP or 504 Plan; or (c) It is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices, headphones, or other attachments may NOT be visible or used in the hallways. They may NOT be present in locker rooms or restrooms. Furthermore, in the classroom, the device should only be used at a volume that will allow just the user to hear said device and will allow them to hear any information that is being communicated to them. Use of cellular devices, smartphones, video recording devices, personal digital assistance (PDA), or similar electronic devices are intended to enhance the classroom experience and should not
interfere with the learning or safety of any individual. At no time should cell phones and related electronic devices be present in the ASDA room.

These devices may also be used by students as an incentive or motivation that is clearly established by the teacher or staff member. This procedure applies to all afterschool activities and sports. However, the supervising teacher, coach, and club sponsor may grant the use of cell phone and related electronic devices at after school activities and sports. Use of these devices outside of the permitted areas will result in the following ODR steps:

First Incident = phone confiscated by a staff member or the office, parent communication, and documentation

Second Incident = phone confiscated by a staff member or the office, parent pick-up and meeting, reflection paper

Third Incident = phone confiscated by a staff member or the office, parent pick-up and meeting, loss of phone privileges for a variable number of days, and 1 Full Day of ASDA