

# Parent and Student Handbook



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The Northwest Suburban Special Education Organization seeks to build and strengthen home / school / community partnerships to enable students with special needs to become participating members of society.

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## **Access to Public Records**

### **Freedom of Information Officer**

The Superintendent shall serve as NSSEO's Freedom of Information Officer and is assigned all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of NSSEO's response to the Board at each regular Board meeting.

### **Definition**

NSSEO's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of NSSEO.

### **Requesting Records**

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to NSSEO's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. All requests for inspection and copying shall immediately be forwarded to NSSEO's Freedom of Information Officer or designee.

### **Responding to Requests**

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within five business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to five business days from the original due date. If an extension is needed, the Freedom of Information Officer shall:

1. notify the person making the request of the reason for the delay, and
2. either inform the person of the date on which a response will be made or agree with the person in writing on a compliance period.

Notwithstanding the above, the Freedom of Information Officer shall respond to requests for *commercial purposes* and to *recurrent requesters* (as those terms are defined in Section 2 of FOIA) according to Sections 3.1 and 3.2 of FOIA.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

### Copying Fees

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. Copying fees, except when fixed by statute, are reasonably calculated to reimburse NSSEO's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies. No copying fee shall be charged for electronic copies other than the actual cost of the recording medium.

### Fees for Responding to a Request for a Commercial Purpose

In addition to copying fees, persons making a request for a *commercial purpose*, as defined in FOIA, must pay a fee of \$10 for each hour spent by personnel in searching for and retrieving the record. However, no fees shall be charged for the first eight hours spent by personnel in searching for or retrieving a requested record. The District also charges the actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage facility under contract with the district. Whenever the district charges any fees to a requester making a commercial request, the Freedom of Information Officer shall provide the requester with an accounting of all fees, costs, and personnel ours in connection with the request for public records.

### Access

The inspection and copying of a public record that is the subject of an approved access request is permitted at NSSEO's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer. Many public records are immediately available from NSSEO's website including, but not limited to, a description of NSSEO and the methods for requesting a public record. Preserving Public Records Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of NSSEO's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g. a litigation hold), NSSEO auditor, or other individual authorized by the Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

## **Annual Asbestos Management Plan Notice**

It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. As required, our building(s) were initially inspected for asbestos and a Management Plan completed on May 30th, 1989. The Asbestos Hazard Emergency Response Act requires that a visual surveillance of asbestos containing areas be completed every six months and a re-inspection conducted every three years. The last three years were done in June of 2013 by Asbestos Inspection Management. Any evidence of disturbance or change in condition is documented in the Management Plan as required. The Management Plan is available for public review at N.S.S.E.O., 799 W. Kensington Road, Mount Prospect, IL. Should you wish to review the plans, please call to make an appointment between 8:00 am and 4:00 pm. Any concerns relative to asbestos containing materials should be directed to Bob Parotto at 847-463-2603.

## Emergencies

### NSSEO Standardized School Crisis Plan

In the unfortunate event that an emergency or crisis situation occurs in our area during the school day, we want you to know that your child's school is prepared. With the help of the Police and Fire Departments, we have designed a Standardized School Crisis Plan that will assist us in effectively responding to these types of situations.

While your natural instinct as a parent in an emergency is to go to your child's school to safe guard him/her, please understand that doing so may significantly impede our response capabilities as well as those of our local emergency responders. It is vital that school officials and the Police and Fire Departments have access to our buildings to manage the situation and give care to students. In addition, it may be necessary to evacuate students to another location if there is immediate danger. In an emergency or crisis situation, we need your cooperation and assistance and ask that you please follow the guidelines below:

- In the event of a crisis that requires an evacuation/relocation of students, contact (847) 463-8100 for information. In all other emergency situations, contact your child's school.
- Tune to major local television and radio stations for information on the situation and instructions on how to reunite with your child. In some emergency or crisis situations, it may be necessary to relocate to another facility for safety reasons. **Your designated reunification site will be sent to you from your child's school at the beginning of the school year.**
- When you travel to the reunification site, please be sure to bring picture identification. We will only release students to their legal guardians, or the authorized individuals as listed on your child's emergency forms.

Parents will receive a quick reference wallet card with the above information for their use. Our ultimate goal is to keep your children safe while they are under our care. Full access to NSSEO's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

## Food Allergy Plan

With the enactment of changes in the Illinois School Code, school districts are responsible for meeting the needs of students with severe food allergies. Upon notification and confirmation of potentially life-threatening food allergies, NSSEO will gather sufficient information from the food-allergic student, family, and qualified personnel as needed, to determine necessary accommodations. An individualized plan will be developed based on a variety of factors, including the student's food allergies, age, medical history, recommendations from doctors, and facilities in the school.

Following best practice for schools, NSSEO will:

- Address life-threatening allergic reaction prevention in all classrooms, food services/cafeterias, classroom projects, crafts, outdoor activity areas, on school buses, during field trips, before and after school activities and in all instructional areas.
- Develop an Individual Health Care Plan (IHCP) to create strategies for management of the student's food allergy and determine who should be familiar with the student's IHCP.
- Adapt curriculum, awards, rewards or prizes by substituting allergen-free food or non-food item(s) in rooms where students having an Emergency Action Plan (EAP) are or may be present.

- Establish cleaning procedures for common areas (i.e., libraries, computer labs, music, art room and hallways, etc.).
- Develop protocols for appropriate cleaning methods following events held at the school that involve food.
- All foods brought into the building must be store bought, wrapped, and accompanied with an ingredient list.

The NSSEO Food Allergy Plan can be accessed on our website [www.nsseo.org](http://www.nsseo.org) Click on *Parent and Group Resources* located under the *Parents & Community* tab. The plan is located under the *Health Information* section.

## **Grade/Completion Status and Graduation Requirements**

### **Grade/Completion Status**

Satisfactory = S

Unsatisfactory = U

Incomplete = I

Withdrew from Course = W

### **Graduation Requirements**

NSSEO follows the Illinois State Board of Education's graduation requirements for high school.

## **Harassment of Students Prohibited**

### **Bullying, Intimidation, and Harassment Prohibited**

No person, including a NSSEO employee or agent, or student, shall harass, intimidate or bully another student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. NSSEO will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. Any person, including a NSSEO employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct 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.

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. Students 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. A student who makes good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of NSSEO's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

## **Health and Dental Examinations, Immunizations, and Exclusion of Students**

It is the responsibility of NSSEO to ensure that their students enrolled in the NSSEO's programs are in compliance with the state rules and regulations regarding health examinations and immunizations. Unless an exemption or extension applies, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from NSSEO run schools until the required health forms are presented. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

Until June 30, 2015, a student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

## Health Handbook

The Parent-Student Health Handbook is now accessible through the NSSEO website.

1. Go to [www.nsseo.org](http://www.nsseo.org)
2. Under the *Parents & Community* tab, click on *Parent Groups and Resources*.
3. Click on the *Health Information* box.
4. Click on *Parent/Student Health Handbook*.

The handbook provides valuable information including local area immunization and dental clinics, recommended procedures for reporting student absences, as well as, when it is safe for your student to return to school after an illness. Health forms can be accessed through the links provided in the appendix section.

## Instruction

### Educational Philosophy and Objectives

NSSEO's educational program will seek to provide each student with a disability with a free appropriate public education in the least restrictive environment, in accordance with the requirements of federal and State law. The program focus for each of the educational programs provided by NSSEO are:

### Technology Education Center

To provide appropriate technologies and training for staff and students:

- Access to technology
- Competency in technology utilization
- Instructional opportunities to learn new technologies
- Application and generalization of technological skills

### Technical Assistance

Helps teams in the consideration, acquisition, implementation and effective monitoring of assistive technology. This is accomplished through the use of trials of low tech through high tech tools to provide augmentative and /or alternative communication and individualized supports to help students' access curriculum and achieve success in their educational program.

### Assistive Technology

Assistive technology is any item, piece of equipment or product system, whether acquired commercially off the shelf, modified, or customized or teacher/therapist made that is used to increase, maintain, or improve functional capabilities of individuals with disabilities.

### Diagnostic and Educational Services Center (D.E.S.C.)

- To provide support for member districts and NSSEO programs through:
- Specialized diagnostic evaluations and/or consultation
- Delivery of services (direct and consultative in the following areas: A.P.E., O.T., P.T., A.D.L., Vision, O&M) Specialized support resources

### Secondary Transitional Experience Program (S.T.E.P.)

To prepare students with disabilities for employment opportunities by providing vocational experiences and skill training for high school students:

- Eligibility for services with the Division of Rehabilitation Services (D.R.S.)
- Assistance with exploration of post secondary options



- Funding for purchasing of post secondary vocational programs and services (some based on financial eligibility)

### **Cross Categorical**

To address the diverse educational needs of students through a comprehensive program in a school setting that offers opportunities to learn with same-aged peers. This holistic approach integrates academic, social-emotional, communication, coping, and motor skills development for students, including:

- Core academic curricula based upon state standards and adapted and modified to address individual student needs
- Intensive communication and language development instruction including the use of visual support in the environment and augmentative systems
- Instruction in social skills and positive behaviors across educational settings

### **Autism Support Services**

NSSEO Autism Services recognizes that students with Autism Spectrum Disorder (ASD) present unique educational needs that are best met through: comprehensive assessment, the use of evidenced-based practice, established treatment protocols, and a framework for implementing service. Critical to the success of providing students with ASD with positive outcomes is a team approach, with the team comprised of parents and professionals.

### **Kirk School**

Provide an intensive, comprehensive educational program for students with significant needs from pre-kindergarten up to age 22. Multi-sensory instruction is provided in a highly structured environment with intensive supports and resources to address individual student needs. Curricular programs reflect a rigorous academic focus adapted and/or modified based on individual student needs that incorporate Common Core Standards. Transition, vocational, and life skills instruction and services support students as they move from school to community living and work alternatives.

### **Miner School**

Provide a comprehensive educational program for students with a wide range of special needs including autism spectrum disorders, behavioral disorders, cognitive disabilities, physical/health impairments, and multiple disabilities. Intensive supports are provided in a team-based instructional model that addresses the needs of the whole child within a caring and responsive therapeutic environment including:

- Focus on intensive academic support
- Specific instruction in social and independent living skills
- Life skills instruction in a variety of environments that focuses on daily living, social skills, vocational, and leisure/recreation skill development to prepare students for adulthood
- Fostering independence in home, school, and community environments through modeling and coaching

### **Timber Ridge School**

Timber Ridge School is a public, K-8th grade, therapeutic day school that provides educational and emotional experiences to help students “mentally construct” a view of academic and social learning as positive and beneficial despite challenges that may have occurred in the past. As a result of the theoretical orientation, Timber Ridge programming emphasizes individual student outcomes. Principles

in behavioral and social cognitive learning theory drive the reinforcement of individualized desired behaviors for success. The end goal is to successfully reintegrate students into their home school district.

### **Sunrise Lake Outdoor Education Center**

Provide participants with a wide range of experiential learning opportunities that reinforce learning goals and objectives, including:

- Experiential lessons designed to align with academic and behavioral goals and objectives
- Teacher consultation and training in experiential education
- Development of social skills aligned with the state Social Emotional Learning Standards - Vocational worksite opportunities - Team Initiative Course (TIC) - Universal Challenge Course (UCC) - Outdoor classrooms
- Application of classroom objectives in the outdoor environment

### **NSSEO Calendar and Day**

The NSSEO shall, as closely as possible, follow the calendars established by member districts. Staff working exclusively in classrooms housed in member districts shall follow that NSSEO's established calendar. The NSSEO, upon the Superintendent's recommendation and subject to State regulations, when necessary, will establish the dates for teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

#### **Commemorative Holidays**

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in The School Code to study and honor the commemorated person or occasion.

#### **School Day**

The Governing Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements.

## **Internet Safety**

### **Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **Curriculum**

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of

the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by law, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### **Acceptable Use**

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Internet Safety**

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

### **Authorization for Electronic Network Access**

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use. All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## **School Wellness**

### **Belief Statement**

The Northwest Suburban Special Education Organization (NSSEO) is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. School staff is encouraged to model healthy eating and physical activity as a valuable part of daily life.

### **Intent**

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code. In order to meet these requirements, standards focus on goals for nutrition education, physical activity and other school based activities. Procedures for implementing this policy shall promote student wellness, adhere to nutrition guidelines for all foods available during the school day, and provide a plan for measuring implementation.

### **Goals for Nutrition Education**

The nutrition education curriculum shall align with the Illinois Learning Standards and shall foster the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. Nutrition education shall be integrated into the standards-based lessons of several academic areas including math, science, language arts, and physical education, health, family and consumer sciences, as appropriate to the student. Good nutrition for students shall be promoted in the classroom, on field trips, in the lunchroom and during after school events.

### **Goals for Physical Activity**

The NSSEO schools shall promote daily physical activity that is beneficial to students and within each student's level of capability. The physical education curriculum shall be integrated into other academic areas as appropriate including mathematics, science, language arts, social studies, nutrition education and health education. The physical education curriculum shall include health-related fitness concepts, individual activities, and competitive team sports, as students are able to participate, and a variety of student activities that encourage life-long physical activity. School personnel shall not withhold physical education classes or recess for reasons other than a student's health and safety, unless otherwise provided in an individual student's IEP.

### **Nutrition Guidelines for All Foods and Beverages Available in School During the School Day**

Snacks brought in by students, parents, or teachers as well as snacks served during the school day shall make a positive contribution to students' diet and health. Emphasis shall be placed on serving fruits and vegetables as the primary snacks and water as the primary beverage. Foods made available in school shall comply with the current USDA Dietary Guidelines for Americans: vending machines, a la carte,

fundraisers, student stores, school parties/celebrations. Parents, teachers, students (as appropriate) and school officials are encouraged to participate in selecting food for their schools. Food service shall restrict the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture.

### **Guidelines for Reimbursable School Meals**

School meals served to students shall be consistent with recommendations of the Dietary Guidelines for Americans and the nutrition requirements for the National School Lunch Program. Menus shall be planned using the food-based menu planning approaches based on meal patterns that contain four food components in the specified minimum amounts for various age/grades of students. For lunches, five food items shall be offered in the specified amounts. These are: meat/meat alternate, grains/breads, two servings of vegetables/fruits, and milk.

### **Implementation and Monitoring**

The Superintendent or designee shall provide periodic implementation data and/or reports to the Governing Board concerning the implementation of this policy such that the Board may monitor the policy and make changes as necessary. These reports must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the district are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy

### **Community Input**

The Superintendent or designee shall encourage the input of parents, students, and representatives of the school food authority, the Board, school administrators, and the public in the implementation and review of this policy.

## **Student Discipline**

### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.

- Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - "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.
  - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
  5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off 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.
  6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
  8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct includes, without limitation, any use of violence, intimidation,

force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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.
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.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, 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**

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed five school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study, provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. NSSEO will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program in the manner provided in Article 13A or 13B of the School Code.

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

School District staff members shall not use isolated time out and physical restraint other than as permitted in Section 10-20.33 of the School Code, State board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment.



## Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look a-likes" of any fire-arm as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case-basis.

## Search and Seizure

In order to maintain order 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 school liaison police officers.

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

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

The Superintendent 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 NSSEO's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and nature of the infraction. When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certified employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

### **Seizure of Property**

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

### **Notification Regarding Student Accounts or Profiles on Social Networking Websites**

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule of Board policy.

### **Required Notices**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she:

1. observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision,
2. observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or
3. observes a battery committed against any staff member.

Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, or Assistant Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### **Positive Behavior Interventions & Supports (PBIS)**

NSSEO's dedication to providing students with access to the most effective and precisely implemented instructional and behavioral practices and interventions available is reflected in NSSEO's participation in the Illinois PBIS network. This network is the Positive Behavior Interventions & Supports component of the Illinois Technical Assistance Center – an Illinois State Board of Education funded initiative promoting

effective practices to benefit all children. The core components of the program focus upon: prevention based school-wide systems of positive behavior supports; data based decision making for instruction of behavior and academics; wraparound planning for students with complex emotional and behavioral needs and their families; and community based supports for families, youths and schools. In general there are four integrated elements to planning School Wide Positive Behavioral Interventions & Supports. These include: data for decision making, measurable outcomes supported and evaluated by data, practices with evidence that these outcomes are achievable and systems that efficiently and effectively support implementation of these practices. NSSEO schools are dedicated to supporting teaching and learning environments that are effective, efficient and relevant; focused on outcome based, data guided decision making; employing evidence based practices; and maintaining a systems support for accurate and sustained implementation of these practices. NSSEO staff applies a wealth of expertise and knowledge to their work with children. The partnership with PBIS provides a framework to collaborate and maximize efforts as staff formalize and refine the supports that are in place to teach, monitor and acknowledge pro social behaviors.

### **Bus Conduct**

All students must follow NSSEO's school bus safety guidelines. The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in Board policy, 7:190, *Student Discipline*.
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 Superintendent or designee 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 Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. NSSEO's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### **Electronic Recordings on School Buses**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the NSSEO for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to NSSEO policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the

electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

## **Student and Family Privacy Rights**

### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to NSSEO's educational objectives as identified in Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### **Surveys Created by a Third Party**

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(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This section applies to every survey: (1) that is created by a person or entity other than a NSSEO 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.

### **Survey Requesting Personal Information**

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including NSSEO) 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. Behavior or attitudes about sex.
4. Illegal, anti-social, 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 eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/ or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

### **Instructional Material**

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or

digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### **Physical Exams or Screenings**

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

### **Selling or Marketing Students’ Personal Information Is Prohibited**

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term “personal information” means individually identifiable information including: (1) a student or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver’s license number or State identification card.

The above paragraph does not apply: (1) if the student’s parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student’s “personal information” to a business organization or financial institution that issues credit or debit cards.

### **Notification of Rights and Procedures**

The Superintendent or designee shall notify students’ parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as de-scribed above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

## **Student Records**

Student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by NSSEO, except: (1) records kept in a staff member's sole possession, (2) records maintained by law enforcement officers working in the school, (3) video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student, and (4) any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. NSSEO may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, NSSEO will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. The Superintendent shall implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians regarding student school records.