



URBANA HIGH SCHOOL

2025 - 2026

STUDENT GUIDEBOOK

UHS MISSION STATEMENT

“Gladly Would We Learn and Gladly Teach”

Gladly– Refers to genuine optimism with which we serve each other and approach everything we do

Would– Denotes sustained effort that begins with the present and extends to the future

We– Refers to everyone- scholars, teachers, and community– and represents our shared commitment

Learn– We will all learn from each other

Teach– We will all teach each other

ON URBANA SONG

On Urbana, On Urbana, Fight right through that line.

Run the ball clear round (insert team name) now.

Touchdown sure this time. Rah Rah Rah!

On Urbana, On Urbana, Fight on for your fame.

Fight Tigers, fight, fight, fight to win this game.

U-U- URB- A- A- ANA

URB- ANA

Urbana Tigers Yay!

SCHEDULES FOR THE SCHOOL DAY

Daily Schedules

PLEASE NOTE: The building opens at 7:30 am each day. Scholars can enter through Door #1 (Iowa St.) or Door #9 (Tiger Lane).

Monday, Tuesday, Thursday, and Friday

Period 1 8:00 - 8:58
Period 2 9:02 - 9:52
Period 3 9:56 - 10:46
Period 4 10:50 - 11:40
Period 5 11:44 - 12:34
Period 6 12:38 - 1:28
Period 7 1:32 - 2:22
Period 8 2:26 - 3:16

Wednesday

Period 1 8:00 - 8:42
Period 2 8:46 - 9:28
Period 3 9:32 - 10:14
Period 4 10:18 - 11:08
Period 5 11:12 - 12:02
Period 6 12:06 - 12:56
Period 7 1:00 - 1:41
Period 8 1:45 - 2:26

DISMISSAL (EARLY RELEASE – WEDNESDAY/STAFF DEVELOPMENT)

During the course of the school year, scholars will be released early for the purpose of allowing time for staff development and collaboration. The early release day schedule is as follows:

Each Wednesday dismissal times are the following:

- 1:41 pm if the scholar does not have an 8th period class
- 2:26 pm if the scholar has an 8th period class

District early release days for 2025-2026 are 11/7, 1/16, 2/13, and 4/24

Early Release Schedule

Period 1	8:00 - 8:29	(29 min)
Period 2	8:33 - 9:03	(30 min)
Period 3	9:07 - 9:37	(30 min)
Period 4	9:41 - 10:11	(30 min)
Period 5	10:15 - 10:45	(30 min)
Period 6	10:49 - 11:19	(30 min)
Period 7	11:23 - 11:53	(30 min)
Period 8	11:57 - 12:26	(29 min)

There will be two dismissal times for scholars due to their schedules:

- 11:53 am if the scholar does not have an 8th period class
- 12:26 pm if the scholar has an 8th period class

ENROLLMENT INFORMATION

INSURANCE

District 116 does not carry medical insurance on students nor does it sell insurance. It does provide information on insurance that a scholar may purchase if the family does not have its own insurance. All transactions are between the scholar and insurance company.

PHYSICAL EXAMS

Every scholar attending classes conducted by Urbana School District #116 must present written proof of having immunizations and health examinations in accordance with the Revised School Code 27-8 and rules and regulations of the Department of Public Health:

ALL NINTH GRADE SCHOLARS MUST HAVE A PHYSICAL TO REGISTER FOR SCHOOL. ALSO, ANY SCHOLAR TRANSFERRING FROM ANOTHER SCHOOL OUTSIDE OF ILLINOIS, IRRESPECTIVE OF GRADE, MUST HAVE AN ILLINOIS PHYSICAL EXAM.

Out of state transfer scholars receive 30 days to submit an Illinois physical after they enroll. Scholars who are in non-compliance with the physical exam will be excluded from attending school, and the absence(s) will be classified as unexcused. Additional health examinations of scholars may be required when deemed necessary by school authorities.

The Department of Public Health requires evidence of immunity against:

- Diphtheria
- Pertussis
- Tetanus
- Poliomyelitis
- Rubeola (red measles)
- Rubella (German or three-day measles)

The Department of Public Health and the Illinois State Board of Education also requires that the following vaccine and examinations be done and placed on the forms that have been approved for statewide use:

- Mumps vaccine
- Dental examination

The only form acceptable for providing required information for health examinations and immunizations is the Illinois State form titled Certificate of Child Health Examination.

Vision and screening tests are to be conducted in accordance with Department of Public Health rules and regulations and may only be administered by individuals, which the Department of Public Health has certified.

Children whose parents or legal guardians object on religious grounds need not receive the immunizations if they present to the appropriate school authorities a signed statement of objection which details the grounds for such objection. If the physical condition of a child precludes immunizations on medical grounds, the examining physician shall indicate the reasons. Children exempted for religious or medical reasons are considered to be in compliance with the immunization provisions of the law, but they may or may not be exempt from participation in required physical education programs.

Scholars new to the district who are unable to schedule an appointment prior to attending classes and scholar(s) transferring from other schools where they have medical records on file will be permitted to attend classes on the basis of a signed affidavit indicating either the date of an appointment with a doctor or medical clinic or the source of previously completed records. Failure to procure records from a previous school or to keep an indicated appointment will cause the scholar to be excluded from attending classes.

RESIDENCY

In addition to satisfying all other requirements for enrollment, a scholar desiring to attend Urbana School District 116 must be a legal resident of the school district. A scholar is a legal resident of the school district when the following criteria are met:

1. Resides within the school district with their natural parental guardians.
2. Resides within the school district with their custodial parent if the natural parents are divorced.
3. Resides within the school district with a person to whom the natural or custodial parent has transferred custody and control. The intent of such transfer cannot have been solely to enable the scholar to attend school in the school district.
4. Resides within the school district and the evidence is that they emancipated under the law of Illinois by showing:
 - Proof that support is not being furnished by parents or guardians; and
 - Proof that parents or guardians have relinquished custody and control of the child.
5. Resides within the school district as a result of permanent placement by a state agency.

Scholars not meeting the above criteria are not legal residents of the school district, and the school district shall permit them to enroll only on a tuition basis, with the prior written approval of the Board of Education. (See Policy 7:60 in Appendix)

SCHOLAR IDENTIFICATION (ID's)

Each scholar will have an identification card issued at the beginning of each semester with their picture. The scholar will carry their I.D. card on their person at all times. Scholars will be requested to present their I.D. for admission to school activities and for transportation on the MTD and yellow bus to and from school. The ID is also required upon entry for the school day each morning. If they do not have it, they will need to see door staff for a temporary ID (Door #9).

The scholar's I.D. is mandatory for attendance to all school dances and after-school events.. If the I.D. card is lost, the scholar will need to notify their dean to get a replacement. Replacement cards will be processed at designated times after school. Scholars may be required to show ID for open lunch (Jr/Sr in good standing) upon request.

Scholars will be provided with one additional I.D. at no charge to the scholar. Subsequent I.D cards will cost \$5.00

SCHOLAR NAME CHANGE

If a scholar needs to make a change to their name in Skyward, they need to see the Registrar in the Main Office. This includes changing their technology/email name.

PHONE AVAILABILITY FOR STUDENTS

There is a phone available to scholars in the Attendance Office (Door #9) and the Student Assistance Office (Main Office) to contact a parent/guardian for attendance and emergencies. Scholars must have a pass from a teacher and permission from the office secretaries in order to use this phone.

TEXTBOOK POLICY

At the beginning of the school year each scholar may be given a textbook for each course in which they are enrolled. It is the responsibility of the scholar to return that same text at the conclusion of the course. Any lost or damaged texts will be the responsibility of the scholar. Fines due to loss or damage must be paid before grades will be issued/sent home.

LOCKERS

Hall lockers are assigned to scholars on an individual basis and are for their exclusive use. They are provided by the school for scholar use and remain under the jurisdiction of the school. The locker and locks remain the property of the school (see Section 3.10 for policies concerning searching of school property). To avoid potential thefts, scholars should do the following:

- Be certain the locker is locked after each use by spinning the combination dial.
- Do not share your locker or locker combination with other scholars.

A scholar's PE teacher will assign both a PE locker and a padlock. The locker should be used only during your PE class. It is recommended that scholars do not bring books or backpacks to PE as there is no guarantee that you will have space to secure it/lock it up for the period.

SCHOLAR PARKING

There is limited parking available to scholars. Parking passes may be purchased if scholars wish to park in the scholar lot located just west of the faculty lot. Scholar cars not displaying proper identification, parked on school grounds (including Urbana Middle School and the Urbana Aquatic Center) during the school day, may be towed without warning at the owner's expense. Scholars may park on the public streets. UHS sells the number of stickers based on the number of parking spots that are available. Parking permits are \$40 per school year and \$25 per semester. Do not park in the fire lanes as cars will be towed if this occurs.

SCHOLAR FORMS

Scholars and at times their parents/guardians will be asked to sign-off on several forms in order to access various privileges at UHS.

- Blue Form (@Centralized Registration) for Internet and Computer Use in the District
- The Scholar/Parent Guidebook
- The Extra-Curricular Code (must also be signed by their parent/guardian)

MILITARY RECRUITMENT

If a parent does not wish for their child's name to be released to branches of the military, they will need to send a letter to the administration requesting for their child's information not to be made available for military recruitment purposes. Although the letter is addressed to the administration, it should be given or mailed to the secretary who is located in the Main Office.

IMPORTANT PROCEDURES
URBANA HIGH SCHOOL STUDENT DEAN OF STUDENTS
(BY ALPHA/STUDENTS LAST NAME)

Ms. Pentti	A-D
Mr. Sexton	E-La
Mr. Morrow	Le-Re
Mrs. Lueth	Ri-Z

ATTENDANCE

Urbana High School scholars are expected to be in school every day, attending each assigned class. It is the responsibility of the parents or legal guardians to see that their children attend school regularly and promptly. Since regular attendance is essential for academic success, we assume that scholars will always be in school except for cases of illness or serious family crisis. (See Policy 7:70 in appendix)

Attendance Procedures for Reporting Excused Absence:

When a student is absent because of illness, observance of a religious holiday, death in the immediate family, or an emergency in the immediate family, as defined in the district policy, these procedures are to be followed:

The parent or guardian is to call the school attendance office (principal's office in schools other than the middle school and high school) on the morning of the first day of the absence. The parent is to indicate the reason for the absence and the estimated duration of the absence. In special cases where absence is over an extended time or is frequent, the principal may request reasons in writing from the parent and/or a statement from a physician.

Attendance Office: 217-384-3522

All absences, regardless of reason that are not reported by phone will be recorded as unexcused. At Urbana High School, telephone calls must be made between 7:00 a.m. - 4:00 p.m. on the day of the absence, or the absence will be considered unexcused.

What is Mental Health?

The Illinois State Board of Education recognizes that supporting our educators' and students' mental and emotional well-being is vitally important to achieving our agency's vision, mission, and goals.

Public Act 102-0321 (Senate Bill 1577) amends the compulsory attendance article of the School Code by allowing students to take up to **five mental or behavioral health days per year**. Students are not required to provide a medical note and must be given the opportunity to make up any schoolwork missed during such absences. A student may be referred to the appropriate school personnel following the second mental health day.

Excessive Absences:

The maximum number of excused absences allowed **in a school year is eight (8)**. Parents/Guardians may

request that an absence be excused for the following reasons: personal illness, family illness, medical/dental appointments, religious holidays, and funerals.

Once a student has accumulated eight absences per year, any additional absence will be considered unexcused and handled as an unexcused absence. Excluded from this policy shall be absences that are verified by a doctor's statement. The doctor's statement must be an original copy signed by a licensed medical professional. It must include the date(s) of the student's relevant absence(s).

If the instructions above are NOT followed:

- A. The scholar must report to class and will be called down to the Attendance Office.
- B. The scholars' parent or guardian must resolve the absence (if still unresolved) **by 8:00am** on the day of the scholars' return to school, or the absence will be classified as UNEXCUSED.

2. **Leaving During School Hours**

A. **Checking-Out**

Scholars' may not leave the campus during the school day without checking out in the Attendance Office (located by Door #9). If a scholar does not officially check out, the absence will be classified as UNEXCUSED.

- 1. Before a scheduled appointment the scholars' parent/guardian should call the Attendance Center at 217-384-3522 and give the following information:
 - a. Name of Scholar
 - b. Time of appointment and time to be released
 - c. Approximate time of return
 - d. Type of appointment
- 2. On the day of the scheduled appointment, the scholar should:
 - a. Receive a check-out slip in class from the office
 - b. Show check-out slip to the teacher when it is time to leave school
 - c. Report to the Attendance Center again to officially sign out
- 3. Before leaving school if the scholar is feeling ill, the scholar should:
 - a. Ask the teacher for a pass to the Attendance Center
 - b. Call home to receive parental consent to go home
 - c. Follow regular check-out procedures
- 4. If a scholar has open campus lunch, they may leave school without checking out, provided that the scholars' parent/guardian calls the Attendance Center the same day.

B. **Transportation to Appointments**

If a scholar must be excused for an appointment, it is expected that the scholar will return to school after the appointment. Parents/Guardians must provide transportation to the appointment. No scholar will be released to provide transportation for another scholar.

C. **Checking-In**

Upon return to school, the scholar must sign in at the Attendance Office with a written statement verifying the appointment. Failure to do so may result in an unexcused absence.

3. **Excused Absences**

A. **Acceptable reasons for excused absences:**

- 1. Illness of the scholar/family

2. Death of an immediate family member
3. Unavoidable accident or emergency
4. Anticipated absence with prior School Counselor approval - Forms can be picked up from the Counseling Office (room 2117) and must be completed and returned five (5) calendar days prior to the absence.

Types of anticipated absences:

- a. College visits and Career Readiness opportunity
- b. Family vacation is qualified by the phrase: "Accompanied by the scholars' parents or guardians."
- c. Special religious days or events
- d. Other circumstances as determined by the Administrator and/or School Counselor.

Written documentation of the absence (i.e. doctor's note) should be provided for all excused absences to ensure that the scholar will not be penalized under the Excessive Excused Absence Policy listed below.

B. Excessive Excused Absence Policy

The maximum number of excused absences allowed in a school year is eight (8). Parents or Guardians may request that an absence be excused for the following reasons: personal illness, family illness, medical/dental appointments, religious holidays, and funerals. Building administration has the final authority to determine whether or not any absence will be excused. Once a scholar has accumulated eight absences per semester, any additional absence will be considered unexcused and handled as an unexcused absence. Excluded from this policy shall be absences which are verified by a doctor's statement. The doctor's statement must be an original copy signed by a licensed medical professional. It must include the date(s) of the scholars' relevant absence(s). Scholars exceeding five (5) unexcused absences per semester will be reported to the Regional Superintendent as chronically truant. Continued patterns of excessive excused or unexcused absences may result in a parent meeting with the school's Problem-Solving Team and/or a meeting with a building administrator.

C. Make-Up Work

Scholars will be allowed to make up work, within the same number of days they were absent plus an additional day, for all absences. In each instance, the scholar is responsible for (1) contacting the teacher regarding the work missed and (2) returning the make-up assignments to the teacher at the designated time. Failure of the scholar to meet these responsibilities will result in a failing grade for the missing assignments.

D. Homework Requests

In order to ensure that our scholars are successful upon returning to school following an absence, we will give scholars access to the work they are missing during absences. When a parent/guardian reports an absence and requests homework, the homework will be available in the Student Assistance Office (room 2117) after 4:00pm the next school day.

CONSEQUENCES FOR UNEXCUSED ABSENCE

Scholars will be required to make up time missed from class due to an unexcused absence. The scholar may be assigned detentions, Saturday School, Restorative U, may revoke open lunch privileges, and/or participation in extracurricular activities, depending on the number of unexcused absences the scholar has

accrued. Failure to comply with these consequences may result in scholar suspension. Repeated unexcused absences could result in a parent/dean conference, and referral to the Regional Office of Education for truancy. (See Policy 7:70 in Appendix)

TARDINESS

Scholars are expected to be on time to class with required materials. Being prepared and on time contributes to a positive learning environment. Passes will not be issued during the first and last ten (10) minutes of class. Plan your locker stops, restroom breaks, and routes to accommodate passing time. Scholars are tardy if they are not in the classroom when the bell rings.

Any scholar in the halls after the tardy bell rings without a legitimate pass will be issued an automatic 30-minute detention slip. This slip is your entrance into your classroom. A copy of this slip will be turned in to the office and your name will be placed on the detention list. The detention must be served within three days of its issuance. Failure to serve detentions will result in further consequences.

Oversleeping, missing the bus, or experiencing car trouble will not be considered valid reasons for being tardy excused to class. Scholars will need a tardy pass to enter class late without exception. Any hallway station can provide a tardy pass.

At UHS, we believe in rewarding those scholars who are mindful of promptness to class. Therefore, we will have incentives (weekly, monthly, and/or quarterly) for scholars without an office referral for tardies. (See Policy 7:70 in Appendix)

VISITING UHS

1. Parents/Guardians

We encourage parents/guardians to visit school any time they wish. We require that all visitors sign in at the Iowa St. doors (Door #1) and then register in the Principal's Office, room 2128, and obtain a visitor's badge before proceeding within the building. Please review the district's visitor policy on visitors and the requirements to do so. Depending on the type of visit; there may be required paperwork or advance notice to be given to the school.

Under no circumstance should the visit negatively impact or interrupt the learning environment. This is especially vital for plans to observe a class; please contact the teacher(s) ahead of time if possible and fill out the form (3) school days in advance as mentioned in the district school visitor policy.

The principal or their designee will confirm the visit as approved. If you need the form please contact the Main Office at UHS.

2. Scholars Outside of UHS

In an effort to ensure building security, scholars will not be allowed to have other scholars as visitors to school. Any exceptions to this practice will require the approval of the building principal.

3. Middle School Scholars

In an effort to ensure building safety, middle school scholars are considered visitors to the high school and must be accompanied by a parent/guardian. Any exceptions to this practice will require the approval of the building principal.

4. Community Visitors

If you are observing and/or engaging with scholars and are not a scholar's custodial parent or guardian; a release of information/records must be obtained by the building principal or his designee before you visit or observe. The district visitor notification and form must be completed beforehand as aforementioned in the parents section. If you are in need of this form please see the Main Office.

All visitors to school property are required to report to the office and receive permission to remain on school property.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a scholar for purposes of assessing the scholar's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee. (See policy 8:30 in Appendix)

ENTERING THE BUILDING

During the school year the main doors at Iowa Street (Door #1) and Tiger Lane (Door #9) will be open from 7:30am until 8:00 am. After the 8:00 am bell all doors, except the main doors leading to the Attendance Office, will be locked. After 8:00 am scholars may only enter through door (#9) leading to the Attendance Office after 8:00am.

Upon entering the building, scholars must check in at that door. If a student's late arrival to school is unexcused, the scholar will be issued a 30-minute detention, which is to be served within three days of its issuance. The scholar will then be given a detention slip as a pass to class. This consequence is for tardiness to class. Other consequences may be issued if the scholar has missed an entire class period.

Upon leaving the Attendance Office area, the student must show the detention slip to the hall supervisor on duty in order to go to class. Scholars will not be allowed to enter any classroom late without a tardy or late to class blue pass.

UNAUTHORIZED PERSONS ON SCHOOL PROPERTY

Unauthorized persons in the school building may interrupt or disturb the operation of the school. A sign has been placed at each entrance of the building so that all persons can see it. The sign reads as follows:

NOTICE: ALL VISITORS MUST SIGN IN AT THE MAIN OFFICE

Violators will be asked to leave the building. Law enforcement officers may be called by the administration to deal with persistent violators who disregard the sign of warning, for those who use abusive language, or for those committing other offenses. (See policy 8:30 in Appendix)

SEARCH AND SEIZURE

7:140 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 scholars and their personal effects. "School authorities" includes school liaison police officers. (See policy 7:140 in Appendix)

School Property, Equipment, and Personal Effects of Scholars

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 by a scholar, without notice to or the consent of the scholar. Scholars have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to scholar vehicles parked on school property.

In addition, building principals shall require each high school scholar, in return for the privilege of parking on school property, to consent in writing to school searches of his/her/their vehicle, and personal effects therein, without notice and without suspicion of wrongdoing. 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.

Searching of Scholars

School authorities may search a scholar and/or the scholar's personal effects in the scholar'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 scholar has violated or is violating either the law or the District's scholar 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 scholar's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

7:150 Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview scholars at school. Procedures will: (1) recognize individual scholar rights and privacy, (2) minimize potential disruption, (3) foster a cooperative relationship with public agencies and law enforcement, and (4) comply with State law. (see policy 7:150 in Appendix)

VIDEO CAMERA SURVEILLANCE

Use of Video Cameras on School Buses

Video cameras may be used on school buses as necessary in order to monitor conduct and to promote and maintain a safe environment for scholars and employees. (See policy 7:345 in Appendix)

Scholars are prohibited from tampering with the video cameras. Scholars who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement. The content of video recordings are student records and are subject to District policy and procedure concerning school scholar records. Only those people with a legitimate educational or administrative purpose may view the video recordings. If the content of a video recording becomes the subject of a scholar disciplinary hearing, it will be treated like other evidence in the proceeding.

Use of Video Camera Surveillance on School Property

Video cameras may be used in schools and on school property as necessary in order to monitor conduct and to promote and maintain a safe environment for scholars and employees. Scholars are prohibited from tampering with the video cameras. Scholars who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of video recordings may constitute scholar records which would be subject to District policy and procedure governing scholar records. Only those people with a legitimate educational or administrative

purpose may view the video recordings. If the content of a video recording becomes the subject of a scholar disciplinary hearing, it will be treated like other evidence in the proceeding.

ADVERTISEMENTS AND PUBLICATIONS

All advertisements and publications need prior approval by an administrator before posting. These materials include posters, campaign signs, spirit signs, and any extra-curricular signs. These materials may not be taped to any painted surfaces and must be removed immediately by the sponsoring group after the event has taken place.

EMERGENCY PROCEDURES AND EXTRACTION ROOMS (See Policy 4:170 in Appendix)

1. Fire Alarms

- A. The fire alarm signal is a continuous buzzing of the fire alarm.
- B. Anytime the fire alarm is sounded, we must react as though there is a fire in the building. Everyone must evacuate the building at once according to the directions given by the classroom teachers. Traffic patterns for scholars are posted in every classroom in the building.
- C. Setting off a false alarm, failure to respond to an alarm, and the use of firefighting equipment for anything other than fighting a fire are all violations of state law, and violators will be referred to the Urbana Police Department. Disciplinary action will also be taken at school.

2. Extraction Rooms

In case of fire, scholars unable to use the steps will go to one of the following classrooms: 2174, 2224, 3118, and 3165

3. Disaster Alarm – Tornado Warning

- A. The disaster alarm is a series of short sounds on the fire alarm.
- B. Any time the disaster alarm is sounded, we must react as though a disaster is imminent. Shelter locations are posted in all classrooms and will be shared by all classroom teachers.
- C. Setting off a false disaster alarm is a violation of state law, and violators will be referred to the Urbana Police Department. Disciplinary action will also be taken at school.

4. Hard Lockdown

Scholars must be inside a locked classroom or office away from doors and windows and are to wait for further instructions from the classroom teacher. No one is allowed to enter the building from the outside except for school personnel or other authorized individuals.

5. Soft Lockdown

Scholars will remain in the building; passing periods will still function normally. However, scholars may not leave the building. Additional security will be placed at entry points. No one is allowed to enter the building from the outside except for school personnel or other authorized individuals.

6. Power Outages

If a power outage occurs, students are to remain in their location. If the outage includes a passing period, scholars are to remain in class.

GENERAL EMERGENCY CARE

It is the parent/guardian's responsibility to do the following:

1. Provide the school with pertinent medical information regarding each scholar.
2. Provide the school with the following information:
 - Current home and work phone numbers.
 - At least one phone number of a responsible adult who will take charge in an emergency.
 - Current hospital and doctor preference.
3. Assume responsibility for scholar(s) as soon as possible and/or decide course of action.
4. Incur the expenses of emergency care.

ACADEMIC INFORMATION

Please refer to the Course Descriptions and Planning Guide for more information about scheduling, grades, credits, requirements, curriculum policies, etc. You can find the link to this here: <https://bit.ly/UHS25-26>

INTERNET ACCESS TO GRADES

Parents and/or guardians have real-time internet access to their scholars progress report, teacher grade books, semester, and final exam grades. Parents/guardians should refer to the access code and directions provided to them during registration for access to this information. Please go to <http://family.usd116.org> to view the records available for your student. If you were unable to pick up your access code and directions at registration, please contact the UHS Main Office.

Scholars will also have real-time internet access to their progress report, teacher grade books, semester, and final exam grades. Scholars should receive an access code or they can see the technology integration specialist to get their code. Information on using this resource can be found on the UHS web site: <http://www.usd116.org/uhs>. (See Policy 6:235 in Appendix)

STAFF INFORMATION/EMAIL ADDRESSES

All staff emails and contact information will be on the school website as well as on Skyward.

GRADUATION REQUIREMENTS

Forty-five (45) total credits are necessary to earn a diploma. All courses passed at the semester, including P.E., earn one credit. Department Aide earns ½ credit. (See Policy 6:280 in Appendix)

Graduation Requirements

<i>Curriculum</i>	<i>Required Semesters</i>
Composition 9	2
World Studies – Social Science	2
World Studies – English	2
American Studies – Social Science	2
American Studies – English	2
Senior English	2
Consumer Education	1
Mathematics	6
Science	4 (2 Physical Science/2 Life Science)
Health	1
Art/Music/Foreign Language (or Vocational Education)	2
Physical Education	7
Civics	1

EARLY GRADUATION

Early graduation will reduce the number of required P.E. semesters by one for each semester of early graduation. However, total graduation requirements will remain the same. They are eligible to participate in the senior trip, prom, and graduation.

WEIGHTED OPTION

Certain elective courses may offer scholars the option to take the class for weighted credit, enabling students to receive an extra honor point. Scholars have the first eight days of school to decide to take

an elective course as weighted by completing a request form. In all cases, the course descriptions will note if this option is available.

PASS/FAIL

A student may elect to take one course pass/fail per semester. If a student earns an A, B, or C in the course, a “P” will appear on their transcript, and they will earn credit. In this case, the course will not be counted toward GPA or class rank. If the student earns a D in the course, a D will appear on the transcript, and they will receive high school credit, but the class will count toward GPA and class rank. An “F” will not count toward credit, but will count in GPA and class rank calculations. Teachers will not be informed when students are taking a course pass/fail. Arrangements for pass/fail grades need to be made with a counselor by completing and returning a Pass/Fail form **no later than five days after the first progress report**. There will be no pass/fail option in:

- any course required for graduation
- weighted courses

INDEPENDENT STUDY

Independent study courses that will advance the student’s knowledge in an area not offered in the current curriculum may be available to students who are in good academic standing. Students may be asked to pay for additional materials not currently available at Urbana High School such as alternative textbooks and lab supplies. The supervising teacher must be certified in the area of focus and the course will include a semester exam. It is the student’s responsibility to find a supervising teacher. Independent study requests are available in the Counseling Office and must be submitted by the end of the first week of each semester. Final approval of the independent study rests with the principal. This class will receive 1 credit per semester and may be taken within or outside the school day.

COLLEGE/UNIVERSITY CREDIT

Credit accepted from a college/university to be applied to the requirements for graduation from Urbana High School shall be limited to a maximum of three credits. A three-semester hour college course will count as one UHS credit. College courses fewer than three semester hours will equal one-half UHS credit.

GRADE LEVEL DETERMINATION

Scholars who have fewer than 10 credits are classified as freshmen regardless of the scholar’s age or number of years attending school. Scholars with 10-20 credits and who have completed two semesters are classified as sophomores. Scholars with 21-30 credits and who have completed four semesters are classified as juniors. Scholars with 31 credits or more, who have taken the required state testing, and have completed six semesters are classified as seniors. The classification of scholars who have participated in home schooling or other alternative educational placements will be determined by the principal or their designee.

PLEASE NOTE: The classification of scholars who have participated in home schooling or other alternative educational placements will be determined by the administration on an individual basis.

CREDIT RECOVERY

In an effort to ensure that all of our scholars have the opportunity to graduate with their respective classes, Urbana High School enrolls students in online courses throughout the school year that will allow scholars who are behind to recapture lost credits. This program is free and designed for any scholar who has been reclassified or failed a class in the first semester. Due to limited space, students interested in this program should contact their counselor.

PLACEMENT IN COURSES

While parents/guardians are strongly encouraged to follow placement recommendations based on a number of measures and criteria, the placement of scholars in courses is ultimately the decision of the scholar and parent/guardians.

In compliance with recent state legislation, scholars who meet or exceed standards in math and/or reading on NWEA MAP testing, will be automatically enrolled in the most rigorous course. The most rigorous course will be defined as: AP Prep, AP, dual credit or honors course. For more specific information, please contact the scholar's counselor.

MINORITY ENRICHMENT PROGRAM

The Minority Enrichment Program supports minority scholars enrolled in weighted courses by providing them with additional services as they continue to achieve academic success. Services include in-school academic mentoring, an after school study center with University of Illinois student volunteer tutors, and enrichment activities such as content-based monitoring, leadership development, career seminars, and presentations from young professional speakers.

The Minority Enrichment Program Coordinator (MEPC) is responsible for:

- Securing a list of minority scholars enrolled in weighted classes
- Meeting with any of these scholars whose grades fall below or may be in jeopardy of failure
- Providing tutorial assistance to all scholars on the caseload on a weekly basis

IL SEAL OF BILITERACY

The Illinois State Seal of Biliteracy is for Illinois High School graduates who demonstrate a high level of proficiency in four domains of English and a language other than English. The seal is designated on the scholar's diploma and transcript. The commendation toward Biliteracy is awarded to scholars who demonstrate progress toward biliteracy, but do not fully meet the requirements of the Seal of Biliteracy. Participating encourages the study of other languages, benefits the scholar by increasing employment and academic opportunities, benefits the global community by communication with people from other cultures, and allows participants to get a college credit at public universities. For more information on IL Seal of Biliteracy and applications to participate, please click [here](#).

HOME AND NON-PUBLIC SCHOOL CREDITS

Guidelines for receiving credits for home and non-public schooling will be determined by the Principal.

LATE WORK POLICY FOR COURSES

Late work is defined as work turned in after the due date for reasons other than student absence. All late work must be accepted for full credit until the final summative assessment is given for the unit in which the late work was assigned, **unless the teacher extends the timeline due to extenuating circumstances.**

FINAL EXAMINATIONS

Scholars may not take semester exams early unless there are extenuating circumstances. Teachers who have scholars requesting to take the final exam early must get approval from Christine Rinkenberger, Assistant Principal of Curriculum and Instruction. If scholars miss an exam, they may take the exam on the semester exam make-up day or at some other administratively approved, pre-arranged time after the final exams are given.

Scholars are required to take exams during the regularly scheduled time. If unable to do so because of illness, the scholar must obtain a doctor's statement certifying their inability to take the exam.

Scholars who leave before the end of the semester will have their semester grade calculated by one of the following methods:

1. Receive an “incomplete” and take a make-up final exam any time before the first grading period of the following school year. Arrangements are to be made between the scholar and teacher.
2. Take an “F” for the final exam. This will be used in computing the semester grade.
3. Have the semester grade computed on the basis of performance during the quarterly grading periods.

It is the responsibility of the scholar to discuss how the grade will be calculated with their teachers and to make arrangements for each course. The same option will not necessarily apply to all courses. Scholars are to secure an “Anticipated Leave Request” form from the Attendance Office or the Counseling Office; if they plan to leave early. The form will be turned into an administrator.

In the case of a graduating senior, the election of option “1” above will mean that the diploma and graduation will be held-up until the course work is satisfactorily completed.

INSTRUCTIONAL MATERIALS SELECTION

It is the responsibility of parents to inform the building principal or assistant principal if they would prefer their children not use or observe instructional materials that have content that might be offensive to them. The teachers are professional and conscientious, but we recognize that families have a right to determine the appropriateness of materials for their children. It is the responsibility of students or their parents to inform the classroom teachers when they need to use an alternative set of materials for personal reasons. This complies with Board of Education policy 6:40, Curriculum Development. A comprehensive list of core materials and major works that may be used for instruction can be found at each building. This list is reviewed by the Board of Education on an annual basis. This complies with Board of Education policy 6:210, Instructional Materials. Parent/guardian must fill out [the form](#) found here and submit it to the building principal.

SERVICES FOR SCHOLARS

Please refer to the Course Descriptions and Planning Guide for more information about scheduling, grades, credits, requirements, curriculum policies, etc. You can find the link to this here: <https://bit.ly/UHS25-26>

COUNSELING

Some of the services provided by the Counseling Department are the following: counseling with each scholar one or more times a semester; helping the scholar plan and register in the courses desired and needed; and assisting with personal problems, school adjustments, educational and vocational plans. Tests are administered and the results are explained to each scholar. Cumulative records are kept for each scholar and include grades, test scores, health records, activities, recommendations, etc.

The counselors handle college counseling, including the distribution of ACT and SAT registration blanks. Scholarship information is also available. For an appointment with the Counselor, students may sign up on the bulletin board in room 2116. The Counselor will send for the scholar as soon as possible. Scholars are assigned to the following counselor by the first letter of their last name. The counseling alpha list is below for your reference.

Counselors

Ms. Ward	(Last names A-F)
Dr. Motley	(Last names G-Mo)
Ms. Stenzel	(Last names Mu-Z)
Ms. Usoz Aldea	(All multilingual students)

STUDENT RECORDS

In order to comply with revised state and federal legislation, and to better meet the needs of scholars, the Urbana School Board has adopted the following policies regarding scholar records:

1. All records maintained by the schools and any agency within the schools for individual scholars are to be open for inspection by parent or guardian.
2. To review scholar records, parents/guardians are to contact the Principal or counselor in the high school to set up an appointment for this purpose.
3. Scholars in grade nine or of age fourteen and above may review their personal records upon request.
4. If a parent/guardian or scholar feels that a record is inaccurate, misleading, or otherwise in violation of the privacy or other rights of scholars, this concern should be indicated in writing to the Principal. If the school agrees with the parent /guardian and/or scholar concerned, the record will be corrected, deleted, or changed to meet the request. If the school does not concur with the request for change, the written challenge to the records will be placed with the record being challenged along with a statement by the school indicating why the requested change is not being made. A further request for Board review would be the parents/guardian's prerogative.
5. If the written addendum is not satisfactory, parents /guardians and/or scholars may request a formal hearing to challenge the records of the scholar to further ensure that the information is not inaccurate, misleading, or inappropriate and to provide for correction, deletion, or explanation of such information.

(See policy 7:340 in Appendix)

TECHNOLOGY USE

Scholars must read and sign the district's Acceptable Use Policy before using any UHS devices. This policy is received at registration and is filed at the school office. As outlined in board policy and procedures on scholar's rights and responsibilities, copies of which are available in school offices. (See Policy 7:345 in Appendix)

The following are NOT permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging chromebooks, computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing games, IRC (chats), MUDs, MOOs, MUVES or other similar sites without permission from a teacher

**Violations may result in a loss of access as well as other disciplinary or legal actions.

CHROMEBOOKS

- Chromebooks are distributed to each scholar.
- The Chromebook Depot is located on the 3rd floor in room 3128.
- Scholars are responsible for their chromebooks and may be required to pay a fine for damaged or lost chromebooks.

- Seniors may decide to keep their Chromebook after graduation. Scholars will need to notify Mr. Peters in the Chromebook Depot that they will be doing so otherwise it will be disabled if it is not returned. His email is bpeters@usd116.org

OTHER TECHNOLOGY INFORMATION

- After the scholar graduates, they will have access to their email/google drive for only a limited time. Please see the policy outlined here: <https://rb.gy/bpervz>
- Please look here for our chromebook best use and practice guide: <https://shorturl.at/4UUJp>

INFORMATION AND TECHNOLOGY SERVICES (LIBRARY)

The library is open to scholars for reading, study, research, etc. from 8:00 am to 3:15 pm, Monday through Friday. Scholars must have a pass or be with a teacher to use the library during class hours. Scholars may borrow most materials from the library and will be informed of borrowing periods and overdue fines at checkout. Scholars must pay any fines or fees for lost items. Scholars are expected to use the library in a way that does not disturb other library users, and are expected to follow computer lab rules when using library computers. The library is staffed by a certified teacher-librarian who can answer student questions about library usage and rules.

TUTORS

Every attempt will be made to have tutors available to help scholars when requested. These tutors come from a wide variety of sources including, but not limited to: UIUC, mentors, community volunteers, Urban League, teachers, and members of the UHS National Honor Society.

SOCIAL WORKERS

Much of the activity of the school social worker is directed toward two major areas of need. One involves helping scholars who are having difficulty using their present school experiences to their utmost; the other involves helping the school and the community recognize and provide for the special needs of scholars.

HOMEBOUND

A scholar who is absent from school for an extended period of time may be eligible for instruction in the student's home or hospital. Scholars or their guardian should contact the Assistant Principal, Sean Smith; who will provide the necessary forms to be completed by a physician and returned to the school for approval.

PSYCHOLOGICAL SERVICES

Psychological services are provided at all of the district schools as part of comprehensive educational programming. School psychologists help improve the school system through working with children, teachers, parents, and school administrators in a variety of ways.

STUDENT ENGAGEMENT ATTENDANCE ADVOCATE

The duties of the school Student Engagement Advocate are directed toward monitoring and assisting scholars who are having attendance difficulties. The SEA will make home visits and provide assistance to these scholars.

HEALTH SERVICES

Student health services are available through the Promise school-based Health Center. These services include dental, mental health, and physical exams. Contact 217-239-4220 for more information.

SCHOOL NURSE

The school nurse acts as a liaison between physicians, parents, scholars, and the school. The nurse is here between 8 am to 3 pm each day in room 2159.

VISITS BY COLLEGE/MILITARY REPRESENTATIVES

Throughout the school year, college and military representatives are present on the UHS campus. Any scholar can sign up with a counselor to speak with these representatives. The scholar must also get permission from their classroom teacher if the representative is here during class time.

BUS SERVICE

Bus service is provided for scholars that meet the requirements to and from school. There will be bus service for scholars after 7th and 8th periods. Scholars that do not have an 8th period class should ride the bus leaving after 7th period.

LOST AND FOUND

The Lost and Found is located in 2117. Items will be donated at the end of each semester.

GENERAL SCHOLAR INFORMATION

FINES

It is encouraged that scholars stay in good financial standing to participate in athletics, extra-curricular events, organizations, or activities. This includes but is not limited to athletics, special field trips such as the senior trip, prom, dances, and clubs.

DANCES

Scholars who wish to bring a guest are required to obtain approval from their dean prior to the dance. Invited guests must be of high school age. Guests should accompany the host and will be required to present a valid picture I.D. to be admitted. **NO MIDDLE SCHOOL SCHOLARS OR ANYONE 21 YEARS AND OLDER WILL BE ADMITTED AS A GUEST.** Juniors and Seniors who invite 9th and 10th grade Urbana High School scholars to the Junior/Senior Prom must follow the dance guest guidelines as stated above.

GOOD NIGHT RULE

All scholars should be familiar with the “Good Night Rule.” Once a scholar has come to an evening activity (dances or other social functions), the scholar is not permitted to leave the building unless they intend to go home. This is to prevent loitering around the building or in the parking lots. Scholars who leave the building or the event will not be readmitted without administrative permission.

DRAMATICS

Each year a number of activities are planned, rehearsed and produced by the Drama Club. Musicals and plays require a large number of scholar participants. Any scholar interested should contact the drama coordinator.

SCHOOL NEWSPAPER

Urbana High School publishes a newspaper called *The Echo*. Any scholar interested in participating as a writer, photographer, editor, etc. should contact the staff coordinator.

YEARBOOK

The *Rosemary* is published every year at Urbana High School. Many scholars are needed to organize, develop, design and layout the school’s annual. Any scholar interested should contact the yearbook coordinator.

STUDENT GOVERNMENT

Urbana High School has a very active scholar government program called “Student Council.” The Student Council organization meets on a regular basis during the school day. This organization is in charge of all scholar elections and many other school community activities. The Student Council Office is located in room 1208.

EXTRA-CURRICULAR ACTIVITIES

Below is a list of current extracurricular activities at UHS.

[UHS Clubs & Activities](#)

INTERSCHOLASTIC ACTIVITIES

Interscholastic athletics at Urbana High School are an integral part of the total school program. Our athletic teams have a statewide reputation for their skill, their sportsmanship, and their will to win. It is the desire of the school administration, the athletic department and the coaches to maintain this excellent reputation. We, therefore, urge all scholars to join us in our program. The program is organized and conducted according to the rules and regulation set forth by the Illinois High School Association (IHSA) supplemented by our own rules as established by the administration.

The standards are high; but the rewards are great. The opportunity to take part in sports is given to every student enrolled in our high school, providing they are able to carry and pass the required number of academic subjects.

Our athletic activities are seasonal. A scholar may participate in more than one sport in a given season pending coach approval. Scholars who participate in interscholastic athletics must have:

- A physical examination each year
- Proof of registration on the UHS athletic website
- Proof of medical insurance.

IHSA TRANSGENDER POLICIES

[Click here](#)

SCHOLAR CONDUCT CODE

SCHOLAR RIGHTS AND RESPONSIBILITIES

To help the school achieve its mission we have a belief in the rights of the individual that require the school adhere to the following:

7:130 Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the [U.S.](#) and [Illinois Constitutions](#) and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF:

[20 U.S.C. §7904.](#)

[105 ILCS 20/5.](#)

[Tinker v. Des Moines Independent School District](#), 89 S.Ct. 733 (1969).

CROSS REF: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior), 7:330 (Student Use of Buildings - Equal Access)

Adopted: June 16, 2020

PURPOSE OF A DISCIPLINARY CODE

Rationale: Why do we have a general disciplinary code for our school?

Our first responsibility to our students and to our staff is to provide for their safety. Our Scholar Disciplinary Code was designed to enhance the achievement of the school's mission and to protect the safety and the rights of each individual. Also, the Conduct Code was designed to maintain a pleasant, healthy, respectful environment for scholars, staff, and visitors.

The Urbana High School Scholar Disciplinary Code conveys that our school stands for certain core values such as responsibility, honesty, being respectful to others, and good citizenship that are norms for our society. It is the responsibility of our school to teach these core values, to reinforce their importance, and to enforce behaviors that are consistent with them.

The Urbana High School Scholar Disciplinary Code is aimed at teaching and maintaining boundaries of reasonable behavior. It is aimed at teaching scholars that responsibility includes knowing what the possible consequences are before choosing or acting, accepting that consequences accompany choice, and that choosing and acting must occur within the context of considering the impact on others.

STATE LAW

State law requires that schools keep discipline records for serious infractions in the scholar's temporary record for not less than five years after the scholar has transferred, graduated, or otherwise withdrawn from school. A scholar's temporary record must include information regarding serious disciplinary infractions that resulted in expulsion, suspension, or the "imposition of punishment or sanction." A serious disciplinary infraction is defined as "an infraction involving drugs, weapons, or bodily harm to another."

STUDENT EXPECTATIONS

For many years Urbana High School has been building a tradition of excellence. As a scholar of Urbana High School, you are asked to help contribute to that tradition. By maintaining high personal expectations for success, utilizing open communication with staff and fellow scholars, and following the guidelines listed below, you both increase your opportunities for success and help make Urbana High School an excellent school:

- Accept responsibility for your education, decisions, words, and actions.
- Act in a way that best represents your school, parents/guardians, community, and self to promote a safe, healthy environment in which to learn.
- Be active in the school and community.
- Maintain a balance between academics, co-curricular activities, and community projects.
- Support your fellow scholars and their activities.
- Respect cultural diversity, individuality, and the choices and the rights of others.
- Strive to do your best in all things.

1. Hallway Expectations

- Use a respectful volume in the halls
- Respect all adults
- Keep hands and feet to yourself
- Keep food and drink in the cafeteria
- Use assigned lockers
- Be responsible for your belongings.
- Go directly to your destination.

- Use a pass when leaving the classroom.
- Walk on the right side.
- Walk at all times.
- Keep traffic flowing in the hallway.

2. Classroom Expectations

- Be an active listener.
- Be open to new ideas and perspectives.
- Be kind towards each other.
- Make others feel welcome.
- Clean up after ourselves.
- Be on time to class.
- Stay on task and complete assignments.
- Be prepared for class.
- Use a pass when leaving class.
- Remain in supervised and designated areas.
- Keep walkways clear.
- Keep your hands and feet to yourself.

3. Commons/Cafeteria Expectations

- Put trash into the trash cans.
- Use food and silverware properly.
- Be kind towards everyone in the space.
- Make others feel welcome.
- Arrive and depart the Commons on time.
- Remain patient in the food lines.
- Use a pass when leaving the Commons.
- Find a seat quickly.
- Be seated and remain there until your table is dismissed.
- Remain in supervised and designated areas.
- Clean up after yourself.

4. Restroom Expectations

- Use a respectful volume.
- Be accepting of students' space and privacy.
- Put trash in trash cans.
- Use the restroom quickly.
- Depart directly after using the restroom.
- Use restroom equipment appropriately.
- Wash hands after using the restroom.
- Use the closest restrooms to your destination.

5. Gym Expectations

- Respect and take care of all spaces and equipment.
- Be an active listener.

- Keep food and drink in the cafeteria.
- Bring clothes to change for PE classes daily.
- Be responsible for your belongings.
- Use equipment and space safely.
- Remain in supervised area.
- Keep your hands and feet to yourself

IN GOOD STANDING

A weekly check will be made to see if scholars are in good standing. If a scholar is not in good standing they may be restricted from certain activities (I.E. entering sporting events, dances, school sponsored after school activities, etc.). Criteria for in good standing:

1. No more than 2 unexcused absences (periods)
2. No delinquent detentions
3. No offenses that resulted in a discipline referral

Reminder that this is run weekly, so a scholar could lose good standing one week and be back in good standing the next. Administration may also determine good standing as well. Other recognition for scholars in good standing may be added throughout the year.

DISCIPLINE AND BEHAVIOR SUBJECT TO SCHOOL POLICIES

School discipline is defined at Urbana High School as the guidance of the conduct of scholars in a way which permits the orderly and efficient operation of the school, i.e., the maintenance of a scholarly, disciplined atmosphere which provides maximum educational opportunities for each and every scholar. A major goal of the staff and administration of Urbana High School is to maintain an environment that is safe for all scholars so that optimum learning is possible. If at any time a scholar feels endangered, they should report this concern immediately to any staff member including teachers, counselors, deans, and administrators. All discipline and consequences will be assigned following Illinois Senate Bill 100 guidelines. This is just a guidebook and each case/scholar will be considered individually.

The following are examples of unacceptable behaviors that may occur and would be subject to disciplinary action:

BULLYING: Urbana School District board policy prohibits bullying, intimidation, and/or harassment of scholars on the basis of actual or perceived race, color, religion, sex, sexual orientation, gender-related identity or expression, national origin, ancestry, age, marital status, physical or mental disability, military status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying that interferes with a scholar's educational performance, or creates a hostile educational environment.

Bullying, intimidation, and harassment are prohibited:

- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or
- During any school-sponsored education program or activity; or
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Bullying Defined

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a scholar or scholars that has or can be reasonably predicted to:

- Place the scholar or scholar in reasonable fear of harm to the scholar's or scholar's person or property;
- Cause a substantially detrimental effect on the scholar's or scholar's physical or mental health;
- Substantially interfere with the scholar's or scholar's academic performance; and/or
- Substantially interfere with the scholar's or scholar's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of bullying include, but are not limited to: name-calling, using derogatory slurs, harassment, threats, intimidation, stalking, causing psychological harm, threatening or causing physical violence, sexual harassment, sexual violence, theft, public humiliation, threatened or actual destruction of property, wearing or possessing items which depict or imply hatred of or prejudice against individuals based on one or more of the distinguishing characteristics listed in the second paragraph of this policy, or retaliation for asserting or alleging an act of bullying. (See Policy 7:180 in Appendix)

UHS Bullying Policy Statement

Bullying, Intimidation, and Harassment Prevention Policy

Bullying, intimidation, and harassment diminish a scholar's ability to learn and a school's ability to educate. Preventing scholars from engaging in these disruptive behaviors is an important District goal. The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
 - a. Harassment of Scholars Prohibited. This policy prohibits any person from harassing or intimidating a scholar based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.
 - b. Scholar Discipline. This policy prohibits scholars from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other scholars to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
 - c. Restrictions on Publications and Written or Electronic Material. This policy prohibits scholars from: (i) accessing and/or distributing at school any written 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 (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other scholars or staff members.
2. Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each scholar who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.
3. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
4. Includes character education in all grades in accordance with State law and Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.

5. Fully informs staff members of the District's goal to prevent scholars from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Encourages all members of the school community, including scholars, parents/guardians, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
7. Actively involves scholar's parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
8. Communicates the District's expectation that all scholars conduct themselves with a proper regard for the rights and welfare of other scholars. This includes a process for commending or acknowledging scholars for demonstrating appropriate behavior.
9. Annually communicates this policy to scholars and their parents/guardians. This includes annually disseminating information to all scholars and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
10. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
11. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

(See policies 2:270 & 7:180 in Appendix)

CELL PHONES

It is the expectation that student electronic use will not take place in the classroom (I.E.cell phones, earbuds, etc). Students are expected to power down/silence cell phones and place them away for the period (ex:pockets, book bags, or designated areas).

Teachers will remind students of the cell phone policy, having it listed in their syllabus as well as giving a daily reminder at the start of the period. Students will be allowed to use their devices during passing periods and lunch.

****Teacher discretion may be used to allow individual student use for educational purposes****

If students fail to adhere to the cell phone policy in the classroom, the following consequences will apply:

1st offense: warning from teacher to put the phone away

2nd offense: phone call home by teacher and conference with student/teacher

3rd offense: phone call home by teacher and a referral is written

Repeated/Severe offenses: Consequences may exceed those mentioned for previous offenses; including but not limited to additional restrictive consequences and/or loss of cell phone privileges in the building

UNAUTHORIZED VIDEOS/PHOTOGRAPHS TAKEN IN CLASS

Unless expressly authorized by the classroom teacher, scholars may not use cell phones or any other electronic device to record videos or take photographs of themselves, other scholars, teachers, or other persons within a classroom. Examples include, but are not limited to taking videos or photographs of staff while they are teaching, taking videos or photographs of students as they are participating in class, taking videos or photographs of fights, arguments or any other disciplinary incidents occurring in the classroom. Violation of this policy will result in disciplinary action. Chronic violation could lead to more serious consequences.

PUBLICATION OF UNAUTHORIZED VIDEOS/PHOTOGRAPHS TAKEN IN CLASS

Unless expressly authorized by the classroom teacher, scholars may not post on-line, send electronically, or otherwise disseminate unauthorized videos or photographs of themselves, other scholars, teachers, or other persons taken within a classroom as described in part 3 above. Examples include, but are not limited to taking a video or photograph of a teacher while they are teaching and posting it on Facebook or YouTube or taking a video of an incident between scholars which occurred in the classroom and sending it electronically to others. Violation of this policy will result in disciplinary action. Chronic violation could lead to more serious consequences.

DISCRIMINATION AND HARASSMENT ON THE BASIS OF RACE, COLOR, AND NATIONAL ORIGIN PROHIBITED (see Policy 2:270 in Appendix)

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

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining scholars more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning scholars special education services based on a scholar's race, color, or national origin. Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint: Investigation Process

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

Any District employee who receives a report or complaint of discrimination or harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge. Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

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

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to:

<https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

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

Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;

Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action; Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis; Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Policy Posting and Distribution

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

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion consistent with Board policy 7:190, Student Behavior. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited (see Board policy 2:260, Uniform Grievance Procedure). Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF:

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

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

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

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

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

CHEATING/PLAGARISM

Cheating/plagiarism is misrepresenting another person's work or any part of another's work as your own or allowing your work to be used in such a manner. Scholars are expected to perform their own work. Plagiarism and cheating are further described below:

1. Copying: Submitting the work of another as one's own.
2. Direct Quotation: Every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited.
3. Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part. This is true even if the scholar's words differ substantially from those of the source. A citation acknowledging only a directly quoted statement does not suffice as an acknowledgment of any preceding or succeeding paraphrased material.
4. Artificial intelligence: Submitting work that is copied from and/or originated from an AI source (including but not limited to ChatGPT, google translate, etc.). It doesn't matter what program or software is used in this matter.

In cases of cheating or plagiarism, each instance will be documented with a Skyward referral and the following procedures will be followed:

- **First Offense:** Parent contact will be made by the teacher. A restorative conference will be held between the scholar and teacher. Scholars will have an opportunity to redo the assignment for full credit within a time frame set by the teacher.
- **Second Offense:** Parent/guardian contact will be made by the teacher and dean. Scholars will serve time in RU to complete an academic integrity module. Teacher and dean will determine together whether scholars will receive full credit for a redone assignment.
- **Third Offense and after:** Parent/guardian conference will be held with the teacher and dean. Scholars will serve additional time in RU. Opportunity for redo will not be allowed.

DAMAGE OF SCHOOL PROPERTY

Defined as the defacing or destruction of any building or fixture; this includes the willful writing, making marks, drawing characters, etc., on walls, furniture, lockers, and texts. (See policy 7:170 in Appendix)

DISRUPTIVE BEHAVIOR

Defined as behavior that disturbs the educational atmosphere within the classroom, the school at large, or on school grounds; this includes loud and boisterous conduct, running, horseplay, throwing snowballs, etc., which disrupts the orderly, efficient, and normal conditions in the operation of the school.

DRESS/SYMBOL

Scholars at UHS should take pride in their dress and grooming to reflect favorably upon themselves, their parents, their school, and the whole community. In order to do this, they must strive at all times to present a generally neat appearance. School personnel reserve the right to make the determination on acceptable appearance and dress. Administrators also reserve the right to instruct scholars who are dressed inappropriately to change their attire and/or remove accessories that have the potential to be used as weapons.

The UHS dress code pulls from Oregon NOW, an organization that created a Model Dress Code to help schools update and improve their scholar dress code policies and enforcement processes. Scholar dress codes and administrative enforcement should support equitable educational access and should not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity, cultural identity, body size/type, or body maturity. Scholars should never be shamed or reprimanded about perceived dress code violations in hallways, classrooms, or in front of others.

(See policy 7:160 in Appendix)

Allowable Dress & Grooming

- Scholars must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be seen through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- Clothing that keeps staff from identifying students

If the scholar's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with restorative discipline policies for similar violations.

ELEVATOR

Scholars may not use the elevator without a pass from a counselor/administrator/dean for any reason. Not following this rule can result in disciplinary action.

EXPECTATIONS OF COMPLIANCE

Scholars are expected to comply with all reasonable requests from school personnel. These requests may include but are not limited to asking a scholar to report to the office, asking a student to follow directions, asking a student to leave a particular area, and asking a scholar for their name and/or identification. Scholars are expected to respond to requests made by any school personnel using respectful and positive language. Scholars are to refrain from defiance and willful disobedience, and are to follow instructions from authority figures in a timely manner.

FALSE REPORTS

The act of falsely reporting incidents or making false accusations or giving false testimony to school personnel, which would affect the welfare of others. Engaging in this action can result in disciplinary action.

FIELD TRIPS

Urbana High School scholars should always remember that they are representing their school on field trips. We expect all Urbana High School students to act in a responsible manner. All UHS disciplinary regulations and procedures apply during any school-sponsored activity. The administration gives final approval for students on all field trips.

The following criteria apply to the Senior Trip:

- Scholars must be in good standing

FOOD/DRINKS

All drinks must have covered lids outside the cafeteria. Food/drinks should be consumed in an appropriate manner and wrappers/containers disposed of properly. No food/drinks should be left in any locker overnight. Teachers have the discretion to determine the appropriateness of food/drinks in their rooms.

FORGERY/FAKE PHONE CALL

Forgery is the act of altering or forging school forms or being in possession of school forms. A fake phone call is the act of misrepresenting identity for the purpose of excusing a student from any part of the school day.

FRATERNITY/SORORITY

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; (d.) soliciting any other person to join, or be pledged to become a member. Involvement in a fraternity/sorority must be approved by the school administration.

GAMBLING

This is not permitted on school grounds by state law.

GANG RECRUITMENT/REPRESENTATION

Any effort to represent, recruit or encourage membership in gangs or gang related activities will not be tolerated on school grounds.

GROSS MISCONDUCT

Conduct that is vulgar, obscene, and indecent in nature (i.e. mooning, spitting, disrobing, etc.)

HARASSMENT

Any harassment (verbal or written) including comments, bullying/cyber bullying, name calling, hand contact of a sexual nature, and any unwelcome physical contact is not allowed. Sexual harassment is any activity of sexual nature that is unwanted or unwelcome, including but not limited to touching, pinching, patting, verbal comments of a sexual nature, or repeated propositions. Also included is 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. (See policy 2: 270 in Appendix)

TEEN DATING VIOLENCE PROHIBITED

Each scholar has a right to a safe learning environment. 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. (See policy 7:185 in Appendix)

INTIMIDATION AND VERBAL THREATS

Harassing or threatening others, or making it difficult for others to attend school is forbidden. UHS prohibits any form of initiation/hazing (i.e. birthdays, freshman, group/gang, etc.).

Bullying, teen dating violence, intimidation and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The Urbana School District #116 will take disciplinary action against any scholar who participates in such conduct or who retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation or harassment.

INAPPROPRIATE BUS CONDUCT

All scholars must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a scholar from riding the school bus for up to 10 consecutive days for engaging in gross disobedience or misconduct including, but not limited to, the following:

- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a scholar is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the scholar 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 scholar's privilege to ride a school bus.

BUS RULES AND EXPECTATIONS

A safe, orderly, and respectful environment for everyone is the expectation on the school bus. Whenever scholars are riding a school bus, whether on a regular route each day or on a field trip, they are responsible to follow these rules. Parent/guardian's are urged to encourage good bus riding habits so that the driver may direct his or her attention to the surrounding traffic and to safe loading and unloading procedures.

1. To ensure safety, the driver must be totally in charge. Scholars must respond promptly to instructions given.

2. Scholars must get completely quiet when the bus stops at railroad tracks.
3. Animals, oversized objects, glass containers, or any inappropriate materials (i.e. tobacco and related material, alcohol, and other prohibited items) are not allowed on the bus, as designated by School Board Policy.
4. Eating and drinking while on the bus is not allowed, as a step to prevent choking. All food and drinks should be stored away in closed containers or packages during the bus ride.
5. Scholars must observe classroom and school-wide expectations as covered by the Scholar Handbook. Ordinary conversation is permitted. Horseplay, unruly behavior, fighting, abusive and obscene language or gestures are unacceptable. Kicking, hitting, pushing, spitting, yelling or screaming, littering or other inappropriate behaviors are forbidden on the bus, just as they are at school or on the school grounds.
6. Scholars must keep feet, backpacks, book bags and other items within the seating areas at all times. The aisles and stairwell must be clear of items and objects at all times.
7. All body parts must be kept inside the bus window at all times.
8. Scholars must remain seated in the same seat facing forward until they are dropped off at their bus stops. Moving about the bus while it is in motion is unsafe and unacceptable. A student must move out of a seat promptly if requested to do so by the driver or monitor.
9. If a scholar causes damage to the bus, parents will be expected to pay for that damage.
10. Regular schedules must be observed. The bus will not wait for tardy scholars. Scholars must be at the bus stop 5 minutes before the scheduled pickup time.
11. Scholars should get on and off the bus only at their designated stops.
12. Failure to follow these rules may result in a range of consequences up to and including suspension from transportation.

(See policy 7:220 in Appendix)

INAPPROPRIATE ITEMS

Items that should not be brought to school: large and/or long wallet chains, orbeez guns, water guns, toys and games that interfere with the educational process. Other items too numerous to mention that have no acceptable purpose for school should not be brought to school or on buses. If brought to school, any such items will be stored in the principal's office (or designee) and may be reclaimed after regular school hours at the administration's discretion.

LUNCH CONDUCT:

- a. **Cafeteria:** Scholars are expected to enter and exit the Commons in a calm and orderly manner through the designated doors; remain seated except when purchasing or throwing away food; leave tables and floor clean; use proper table manners; clean up after themselves; use appropriate voice and language; wait your turn in line; keep hands; feet and all other objects to yourselves; and place all trash in appropriate containers. Scholars are expected to eat all lunches purchased in the cafeteria inside the cafeteria unless you are under the direct supervision of a staff member.
- b. **Off-Campus:** Scholars are expected to be good neighbors to the area residents when they leave the campus any time during the school day but especially during the lunch hours. Scholars, who behave inappropriately, litter, loiter on or near the neighbors' properties, or smoke on Iowa Street or at the corner of Iowa and Race Street during their lunch time may lose the privilege of leaving the school campus for lunch for a period time that will be determined by the administrative team.
- c. Scholars are expected to have a hall pass in order to be on the 2nd or 3rd floors during their lunch hour (no exceptions).

- d. Scholars are expected to be in the cafeteria or leave the building during their lunch hour if they have open lunch. Scholars are expected not to wander in and out of the Commons/building during their lunch hour. Failure to comply may result in loss of open lunch privileges.
- e. **Scholars are prohibited from ordering lunch out to be delivered to campus.**

PREJUDICE

Prejudice is defined as a public display of racial bigotry or intolerance on the basis of race, gender, religion, creed, or sexual orientation.

PROFANITY/VERBAL ABUSE

Use of vulgar, profane, or obscene language in general or directed at someone is not allowed. The dean will determine the consequence for this based on a variety of factors/severity of the incident.

SEXUAL MISCONDUCT

Conduct that includes, but is not limited to, the following:

- a. Public Display of Affection - Display of affection, which includes embracing, kissing, etc. is inappropriate at school.
- b. Sexual Activity - Sexual activity of any kind is inappropriate at school-sponsored activities or on school grounds.
- c. Sexual Harassment - Sexually oriented comments and/or touching is not permitted. (See Harassment Policy)
- d. Sexting - Sending/receiving sexually explicit messages or photos electronically.

SKATEBOARDING/INLINE SKATING/SCOOTERS (Manual /Motorized)

Scholars may not skateboard, inline skate, or ride scooters (manual or motorized) on school property at any time. Skateboards should be stored in a locker during the school day.

SMOKING/USE OF TOBACCO PRODUCTS/NICOTINE VAPES:

Smoking or use of any tobacco product, including nicotine vapes, is not allowed at any time including during any school sponsored activity on or off the campus. Scholars may not leave campus anytime (with exception of their assigned lunch hour) and, therefore, may not use Carle Park, Iowa Street, or any other off-campus location for the purpose of smoking during passing periods. No part of the Iowa Street areas may be used for smoking, including the residential area on the north side. Scholars should not have lighters or matches on school grounds. Violators will be subject to disciplinary action including suspension.

UNAUTHORIZED PUBLICATION

Publications, which contain material of a libelous, patently obscene nature, or contribute or lead to a substantial and material disruption of the educational process, are prohibited.

DISCIPLINE AND BEHAVIOR SUBJECT TO THE LAW AND SCHOOL POLICIES

The following are examples of criminal behavior that may occur, which will be subject to disciplinary action and possible police involvement:

1. **ARSON:** The intentional setting of fires on school grounds.
2. **ASSAULT:** Assault is threatening to do physical harm to any person. NOTE: Assault may occur even though there is no personal injury inflicted.
3. **BATTERY:** Battery is the successful assault, or the actual unlawful application of force to another person.

4. **DISTURBING PUBLIC ASSEMBLY:** A person disturbs a public assembly whenever they make or incites any disturbance at any public meeting or other place where citizens are lawfully assembled.
5. **EXPLOSIVES AND FIREWORKS:** Possession, use or threat to use any fireworks, explosives, or other such instruments capable of inflicting bodily harm, is strictly prohibited.
6. **EXTORTION:** Forcing a person to give up money or anything of value by threats, intimidation or force will not be tolerated.
7. **FALSE ALARMS:** The act of initiating a fire alarm or initiating a report warning of a fire or of an impending bombing or other catastrophe without just cause will not be tolerated.
8. **FIGHTING:** Physical attack and/or threats of physical attack or physical violence or physical harassment to teachers, to pupils or to any other personnel is strictly prohibited.
9. **LASERS:** Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
10. **MALICIOUS MISCHIEF:** This includes malicious, bodily injury, or possible endangerment to another person as well as damage to buildings.
11. **MALICIOUS THREAT:** False information concerning the placement of bombs. Any person who, knowing the information to be false, willfully conveys or causes to be conveyed to any other person any false information concerning the placement or an attempt being made to place any bomb or other explosive or destructive substance or device in or upon the premises of any school shall be guilty of a felony.
12. **ROBBERY:** Robbery is the taking of the property of another by force.
13. **SUBSTANCE ABUSE/LOOK-A-LIKES:** Anyone found to be under the influence, in possession or control of, selling or delivering any controlled substance including alcohol, drugs, drug paraphernalia, look-a-likes, marijuana, K2, "spice" or "Bath Salts", or other synthetic stimulants while in school, on school district property, or at any school sponsored activity held on or off school property shall be subject to disciplinary action.

To facilitate implementation of this policy, the following terms are defined:

- e. **UNDER THE INFLUENCE:** Any scholar who is under the influence of any alcoholic beverage, marijuana, any controlled substance other than as prescribed by a physician, or any other intoxicating substance shall be subject to disciplinary action. Any scholar who has consumed or used any amount of a controlled substance, marijuana, drugs, or intoxicants, including alcohol, within the past twenty-four hours will be considered to be under the influence, and therefore, in possession of a controlled substance.
- f. **POSSESSION:** Any scholar who has possession or control of any alcoholic beverage, marijuana, any controlled substance other than as prescribed by a physician for that individual, any other intoxicating substance, "look-a-like" substances, or any illegal drug or drug paraphernalia shall be subject to disciplinary action. A substance or item need not be in a scholar's immediate presence to be in his/her possession or control.
- g. **DELIVERY:** Any scholar who delivers or receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, any other intoxicating substance, any drug paraphernalia or any substance that can clearly be represented as a "look-a-like" substance, shall be subject to disciplinary action. Delivery means a transfer of possession or control to another person whether or not the substance or item is in that person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale or other transfer with or without payment or other consideration.
- h. **LOOK-A-LIKES:** A "look-alike substance" is a substance, which by dosage unit appearance including color, shape, size, container and/or packaging, markings or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or a controlled substance.

- i. **DRUG PARAPHERNALIA:** “Drug paraphernalia” means all equipment, products, and materials of any kind that are peculiar to, marketed for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician.

NOTE: If a scholar enters the building smelling as if they have been smoking and or drinking an illegal substance, they will be sent to administration for follow up. Depending upon the findings; the scholar’s parent/guardian will be notified to come pick the scholar up and/or the scholar may be suspended with police involvement.

14. **THEFT/POSSESSION OF STOLEN PROPERTY:** Scholars involved in the taking of property or goods or the possession of stolen property.

15. **UNLAWFUL ASSEMBLY:** The assembly of three or more persons in a disruptive or violent manner to commit unlawful acts toward others.

16. **VANDALISM:** Vandalism is the willful destruction, or attempted destruction, of school or personal property and any other destructive acts. Disciplinary action may include restitution for all charges pertaining to the act of vandalism.

17. **WEAPONS:** the act of possessing, using, controlling, transferring, or threatening to use any weapon. A weapon is any gun or firearm (loaded or unloaded), knife or any object (or look-a-like weapon). Items such as but not limited to, utility and pocket knives, mace, tasers, any type of personal protective device or other items deemed inappropriate by school officials, should not be brought to school.

**Scholars are encouraged to inform any staff member if they hear that someone has a weapon (or see a person with one), or hear someone threatening to use a weapon against anyone.

If at any time a scholar feels endangered, they should report this concern immediately to any staff member. A scholar may also anonymously contact the emergency community service hotline by calling 1-800-477-0024.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

If you violate the rules of Urbana High School, certain consequences will follow. The specific consequences will be determined on the basis of the severity and/or frequency of the offense. The selection of the appropriate consequences for inappropriate behavior will be decided by the dean and may include consultation with the teacher.

The parent/guardian will be informed of the discipline consequence if it involves an assignment to Restorative U, Saturday School, or a suspension. Parents will not necessarily be contacted if a student is assigned a detention. Scholars who are involved in extracurricular activities or athletics may face other consequences in addition to school disciplinary action if their conduct violates the extra-curricular code of conduct.

SENATE BILL 100

Per Senate Bill 100, the administrator/dean consider the following factors:

1. Scholar’s age
2. Seriousness of the offense
3. Frequency of inappropriate behavior
4. Circumstances and intent
5. Potential effect of the misconduct on the school environment
6. Relationship of the behavior to any disabling condition

COUNSELING

Scholars may need counseling services. This service may be provided within the building among support staff or outside the building with community resources.

DENIAL OF PRIVILEGES

The administrators or deans may exclude a scholar from a particular class or extra-curricular activity as a participant or spectator, take away the student's open lunch privilege, exclude the scholar from participating in field trips, or place a student on the restrictive pass list if the student is frequently in the halls.

DETENTION

All certified personnel or designee may assign detentions. A scholar may be assigned detention either before or after school. The sole activity permitted in detention is silent study. Failure to complete detentions within the allotted days given will result in further consequences.

RESTORATIVE U ASSIGNMENT

Scholars may be assigned to the Restorative U (RU) for reasons relating to discipline or attendance. For disciplinary offenses, an administrator in coordination with student support services will determine the time period that the student will spend in RU. Students may be assigned RU if they are not successful with other behavioral interventions. Misbehavior or failure to complete RU assignments could result in an external suspension. In the RU room, the following rules will apply:

- Scholars will arrive on time to avoid consequences for tardiness.
- Scholars will stow or turn in their cell phone to limit distractions.
- Scholars should arrive equipped with all books and materials necessary to work for the entire period of time, otherwise, appropriate work will be provided relative to the scholar's class schedule. This work will count for full credit, but the scholar will still be responsible for any work missed if they were not able to work on the original class assignment. Support services staff may also meet with a scholar during this time.
- Scholars must work on schoolwork while in the RU room, and will not be allowed to sleep, talk to other students, or engage in disruptive behavior. If a scholar's behavior is unsatisfactory, or if he or she fails to attend, the administrator may assign out of school suspension or another form of disciplinary action.
- Scholars assigned to the (RU) will eat lunch during one of the designated lunch hours and will be escorted by the RU supervisor, to and from the commons/cafeteria.
- Scholars will participate in restorative chats, lessons and activities while in RU.
- Scholars will participate in a service activity while in RU.

EXPULSION FROM SCHOOL

In very serious discipline cases, the principal or administrative team may recommend expulsion of a scholar to the Superintendent of Schools, who, in turn, will review this recommendation and may recommend expulsion to the Board of Education. The Board of Education has the authority to expel a scholar for up to two years.

POLICE REFERRAL

Acts, which are illegal under the Criminal Code of Illinois, will be reported to the police. This referral does not, however, forego the application of school disciplinary action for the same incident.

PROBATION

The categories of probation should be written out in detail by the administration and faculty so there will be no misunderstanding on probation, including disciplinary probation, academic probation and social

probation. The Principal and administrative staff may put a student on probation if they feel it is in the best interest of the scholar and student body.

Scholars may be asked to seek counseling. This assignment may be within the building among support staff or outside the building with community resources.

SATURDAY SCHOOL

A scholar may be assigned a Saturday School. This program is an alternative consequence to a suspension and allows scholars the opportunity to fulfill disciplinary consequences without missing valuable class time. Saturday School is held from 8:00 am – 12:00 pm on specified Saturday's. The only activities allowed in Saturday School are doing the work that teachers have sent for students to complete and silent reading.

SUSPENSION OF THE SCHOLAR

Suspension of the scholar to their home is intended to indicate to the scholar and the scholar's parent/guardian the seriousness of the disciplinary problems and to secure their cooperation in solving them. Scholars should make up all work missed due to suspensions and will receive academic credit for that work. A scholar cannot return to school without a parent/guardian for a re-entry conference with the dean or administrator. If needed, the conference may involve other school personnel.

1. **For drug/alcohol offenses**, written documentation of counseling must be presented at the re-entry conference in order to reduce the number of days of suspension. Counseling must be completed within six (6) weeks of the re-entry date. Upon completion, written notification must be forwarded to their dean.

In the event the problem cannot be resolved within the stipulated period stated, the dean or administrator may re-suspend the pupil. Continuation of the acts leading to the suspension of the scholar may result in referral for action by the Board of Education.

2. **Special Education Discipline for Suspensions Over 10 Cumulative Days**

When a scholar who is receiving special education services via an IEP is being considered for a suspension that will take place over 10 cumulative suspension days, the dean will refer the scholar to an Urbana High School administrator. The administrator will make a determination as to whether or not the scholar will be suspended and whether or not the suspension constitutes a change of placement. Upon this determination, discipline procedures will be followed in accordance with the IDEA Amendments of 1997.

SERVICE LEARNING

As an alternative to, or a reduction in, suspension days, the scholar may be given the opportunity to remain in school and instead, complete community service hours. This would include, but is not limited to: picking up trash on school grounds, sweeping hallways, cleaning school facilities, etc. The dean and/or administrator will decide under what conditions this alternative will be an option.

INTERVENTIONS AND SUPPORTS

As part of the Urbana High School MTSS system; disciplinary action may trigger behavioral supports or interventions for scholars to support them in the reduction of disruptive behavior(s). There are both formal and informal supports used for this purpose. Assigning support or interventions to scholars will include notification to the parent/guardian's.

FULL EXTRA-CURRICULAR CONDUCT CODE

Below is a live link to the full Extra-Curricular Conduct Code. Questions regarding any of the policies or procedures should be directed to the Athletic Director.

[Extra-Curricular Conduct Code](#)

Appendix

Student Policies

ATTENDANCE

The following Administrative Procedures and definitions have been developed to deal with excused and unexcused absences. Adjustments were made to insure conformity with the Compulsory Attendance Article as amended in the State of Illinois School Code, the revised guidelines issued by the Illinois Office of Education, and the attendance policy of District #116. These policies and guidelines apply to all levels of K-12.

Absences

The acceptable reasons for excused absences according to Illinois State Board of Education (ISBE) are: "Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, student mental health day, civic event per Public Act (PA) 102-981, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student."

When it is necessary for a student to be absent, the parents/guardians are required to call the attendance office on the first day of absence. Students who are out of school because of illness may be requested to present a medical excuse upon their return to school.

All absences, except absences due to personal illness or death in the immediate family as defined in the policy, are to be recorded and treated as unexcused unless approval for the absence is obtained prior to its occurrence. Procedures for requesting that an absence be classified as excused are outlined in numbers two through four following.

Procedures for Reporting Excused Absence:

When a student is absent because of illness, observance of a religious holiday, death in the immediate family, or an emergency in the immediate family, as defined in the district policy, these procedures are to be followed:

The parent or guardian is to call the school attendance office (principal's office in schools other than the middle school and high school) on the morning of the first day of the absence. The parent is to indicate the reason for the absence and the estimated duration of the absence. In special cases where absence is over an extended time or is frequent, the principal may request reasons in writing from the parent and/or a statement from a physician.

- Attendance Office: Urbana Middle School 217-384-3688
- Attendance Office: Urbana High School 217- 384-3522
- Urbana Sixth Grade Center: 217-384-3670
- M.L. King 217-384-3675
- Leal 217-384-3618

- Dr. Preston L. Williams Jr. 217-384-3628
- Thomas Paine 217-384-3572
- Yankee Ridge Multilingual 217-384-3608
- Urbana Early Childhood School 217-384-3616

All absences, regardless of reason that are not reported by phone will be recorded as unexcused. Written statements are also accepted at all buildings except Urbana High School. At Urbana High School, telephone calls must be made between 7:30 a.m. - 4:00 p.m. on the day of the absence, or the absence will be considered unexcused.

Mental Health Absences:

What is Mental Health?

The Illinois State Board of Education recognizes that supporting our educators' and students' mental and emotional well-being is vitally important to achieving our agency's vision, mission, and goals.

Public Act 102-0321 (Senate Bill 1577) amends the compulsory attendance article of the School Code by allowing students to take up to five mental or behavioral health days per year. Students are not required to provide a medical note and must be given the opportunity to make up any schoolwork missed during such absences. A student may be referred to the appropriate school personnel following the second mental health day.

Excessive Absences:

The maximum number of excused absences allowed **in a school year is eight (8)**. Parents may request that an absence be excused for the following reasons: personal illness, family illness, medical/dental appointments, religious holidays, and funerals.

Once a student has accumulated eight absences per year, any additional absence will be considered unexcused and handled as an unexcused absence. Excluded from this policy shall be absences that are verified by a doctor's statement. The doctor's statement must be an original copy signed by a licensed medical professional. It must include the date(s) of the student's relevant absence(s).

It is crucial for students to be in attendance. We have numerous avenues for support to help you in making attendance a priority. If your student is out for 15+ days, students will be dropped and family will need to re-enroll upon return. All interventions will be attempted when a student has received 15+ unexcused absences, however, this may result in the student being dropped for nonattendance ([105 ILCS 5/26-12](#)).

Continued patterns of excessive excused or unexcused absences may result in a parent meeting with the school's Student Engagement Attendance Advocate, Attendance Review Team, referral to the Regional Office of Education Truancy Officer, and/or a referral to the Champaign County State's Attorney.

Truancy:

Truancy is defined as unexcused absence for any school day or portion thereof.

Habitual or chronic truancy is defined as unexcused absences totaling 5% or more of the previous 180 regular attendance days. Parents will be notified by their school before student absence reaches the 5% level.

Schools will utilize supportive services and other school resources in an attempt to correct the truant

behavior of students who are approaching a chronic truancy classification.

If the positive measures provided by the school fail to correct the behavior of a student, a chronic truancy report will be made to the Truancy Officer at the Regional Office of Education, who will take appropriate action against the parents or the student, whichever is indicated by the situation.

BP 7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students

Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the principal of the school in the school attendance area where the student resides.

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

Students with a Disability

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's individualized educational program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

Nonpublic or home-schooled student, regardless of whether they attend a District school part-time, will not be allowed to participate in IHSA/IESA sponsored extracurricular activities unless the activity is directly related to an/or part of the requirements of a credit class. Any non-eligibility tracked activities are open to all students. A nonpublic or home-schooled student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the

school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to Board of Education policy 7:30, *Student Assignment and Intra-District Transfer*, as well as administrative procedures implementing this policy.

LEGAL REF.:

[105 ILCS 5/10-20.24](#) and [5/14-6.01](#).

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 6:320 (Credit for Proficiency), 7:30 (Student Assignment and Intra-District Transfer), 7:300 (Extracurricular Athletics)

Adopted: October 20, 2020

Updated: 6.6.25

7:60 Residence

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a notarized affidavit, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency. A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Residence of Students with Disabilities

The residence of a child with a disability is determined in accordance with [105 ILCS 5/14-1.11](#), [5.14-1.11a](#), and [5/14-1.11b](#).

Requests for Nonresident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

Admission of Non-Resident Children of Full Time District Employees

The School District may, in accordance with the remaining provisions of this policy, waive tuition for a non-resident student who is the child of a district full-time employee pursuant to [105 ILCS 5/10-20.12a](#)(a). For the purpose of this policy, child means the district employee's biological child, adopted child, foster child, stepchild, or a child for whom the employee serves as legal guardian.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board of Education policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, [105 ILCS 5/10-20.12b](#).

LEGAL REF.:

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

[105 ILCS 5/10-20.12a](#), [5/10-20.12b](#), [5/10-22.5](#), [5/10-22.5a](#), [5/14-1.11](#), [5/14-1.11a](#), and [5/14-1.11b](#).

[105 ILCS 45/](#), Education for Homeless Children Act.

[105 ILCS 70/](#), Educational Opportunity for Military Children Act.

[23 Ill.Admin.Code §1.240.](#)

Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 235 Ill.App.3d 652 (5th Dist. 1992).

Joel R. v. Board of Education of Manheim School District 83, 292 Ill.App.3d 607 (1st Dist. 1997).

Kraut v. Rachford, 51 Ill.App.3d 206 (1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

Adopted: January 23, 2024

7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students

Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the principal of the school in the school attendance area where the student resides.

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

Students with a Disability

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's individualized educational program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

Nonpublic or home-schooled student, regardless of whether they attend a District school part-time, will not be allowed to participate in IHSA/IESA sponsored extracurricular activities unless the activity is directly related to an/or part of the requirements of a credit class. Any non eligibility tracked activities are open to all students. A nonpublic or home-schooled student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to Board of Education policy 7:30, *Student Assignment and Intra-District Transfer*, as well as administrative procedures implementing this policy.

LEGAL REF.:

[105 ILCS 5/10-20.24](#) and [5/14-6.01](#).

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 6:320 (Credit for Proficiency), 7:30 (Student Assignment and Intra-District Transfer), 7:300 (Extracurricular Athletics)

Adopted: October 20, 2020

7:80 Release Time for Religious Instruction/Observance

A student shall be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence(s).

The Superintendent or designee shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons, including how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

LEGAL REF.:

[105 ILCS 5/26-1](#) and [5/26-2b](#).

[775 ILCS 35/](#), Religious Freedom Restoration Act.

CROSS REF.: 7:70 (Attendance and Truancy)

Adopted: March 8, 2022

7:90 Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

Voting

The Superintendent or designee shall specify the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

LEGAL REF.:

[10 ILCS 5/7-42](#)(b) and [5/17-15](#)(b), Election Code.

CROSS REF.: 4:170 (Safety)

Adopted: June 16, 2020

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

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

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, 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 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza and influenza vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the failure to comply with the above requirements by 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 register after the first day 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 the first day of school, the student must present, by the first day of school, 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 registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of school 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.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist, must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental

examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. 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.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.:

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

[105 ILCS 5/27-8.1](#) and [45/1-20](#).

[410 ILCS 45/7.1](#), Lead Poisoning Prevention Act.

[410 ILCS 315/2e](#), Communicable Disease Prevention Act.

[23 Ill.Admin.Code §1.530](#).

[77 Ill. Admin.Code Part 664](#), Socio-Emotional and Developmental Screening.

[77 Ill.Admin.Code Part 665](#), Child and Student Health Examination and Immunization.

[77 Ill.Admin.Code Part 690](#), Control of Notifiable Diseases and Conditions Code.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers to and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

Adopted: January 21, 2025

7:270 Administering Medicines to Students

Students should not take medication during school hours or during school-related activities 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 and otherwise follow the District's procedures on dispensing medication.

The Board of Education authorizes the Superintendent or designee to establish and maintain a parent-teacher advisory committee to develop, in conjunction with the Board guidelines for administering medication in school.

The District will limit its dispensation of medications to situations where failure to take prescribed medication could jeopardize the student's health and/or education and where it is not possible for a parent to administer the medication and the medication cannot be prescribed in doses scheduled for before and after school hours.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian. **Please refer to the following current Agreement between Urbana Education (Support) Association, IEA-NEA and Urbana School District #116 Board of Education.**

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement [105 ILCS 5/22-30\(f\)](#) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a

person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement [105 ILCS 5/22-30\(f\)](#) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement [105 ILCS 5/22-30\(f\)](#) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement [105 ILCS 145/27](#) and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;

- b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
 3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

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

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

The **School District Supply of Undesignated Glucagon** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber, or (2) fill the District's prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

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

LEGAL REF.:

[105 ILCS 5/10-20.14b](#), [5/10-22.21b](#), [5/22-30](#), and [5/22-33](#).

[105 ILCS 145/](#), Care of Students with Diabetes Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Program Act.

[720 ILCS 550/](#), Cannabis Control Act.

[23 Ill.Admin.Code §1.540](#).

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

Adopted: January 23, 2024

7:285 Anaphylaxis Prevention, Response, and Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a Board of Education policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with [105 ILCS 5/22-30](#) and [23 Ill.Admin.Code §1.540](#).
2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training

required by law for those staff members acting as *trained personnel*, as provided in [105 ILCS 5/22-30](#) and [23 Ill.Admin.Code §1.540](#).

3. Implements and maintains a supply of undesignated epinephrine in the name of the District, in accordance with policy 7:270, *Administering Medicines to Students*.
4. Follows and references the applicable best practices specific to the District's needs in the Centers for Disease Control and Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*.
5. Provides annual notice to the parents/guardians of all students to make them aware of this policy.
6. Complies with State and federal law and is in alignment with Board policies.

Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy at least once every three years. The Superintendent or designee shall assist the Board with its review and any necessary updates.

LEGAL REF.:

[105 ILCS 5/2-3.190](#), [5/10-22.39](#), and [5/22-30](#).
[23 Ill.Admin.Code §1.540](#).

Anaphylaxis Response Policy for Illinois Schools, published by ISBE.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips and Recreational Class Trips), 7:180 (Prevention of and Response to Bullying, Intimidation and Harassment), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

Adopted: January 23, 2024

7:305 Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act (YSCSA), that provides, without limitation, each of the following:
 - a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The

- Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
- c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the YSCSA: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussions*, which includes its *Return to Play (RTP) Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
 3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with [105 ILCS 25/1.15](#).

4. Require all student athletes to view the IHSA video about concussions.
5. Inform student athletes and their parent(s)/guardian(s) about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
6. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.
8. Include a requirement for certified athletic trainers to complete and submit a monthly report to the IHSA on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.

LEGAL REF.:

[105 ILCS 5/22-80](#).

[105 ILCS 25/1.15](#), Interscholastic Athletic Organization Act.

[20 ILCS 2310/2310-307](#), Civil Administrative Code of Illinois.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program),

7:300 (Extracurricular Athletics)

Adopted: August 22, 2023

7:260 Exemption from Physical Education

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. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

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

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 must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

LEGAL REF.:

[105 ILCS 5/27-6](#).

[225 ILCS 60/](#), Medical Practice Act.

[23 Ill.Admin.Code §1.420](#)(p) and [§1.425](#)(d), (e).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

Adopted: March 8, 2022

7:260 Exemption from Physical Education

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. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

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

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 must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

LEGAL REF.:

[105 ILCS 5/27-6](#).

[225 ILCS 60/](#), Medical Practice Act.

[23 Ill.Admin.Code §1.420](#)(p) and [§1.425](#)(d), (e).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

Adopted: March 8, 2022

7:140 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. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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 the District'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 the 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 certificated 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 the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, [105 ILCS 75/](#):

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. 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.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6](#), and [5/10-22.10a](#).

Right to Privacy in the School Setting Act, [105 ILCS 75/](#).

Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).

People v. Dilworth, 169 Ill.2d 195 (1996), *cert. denied*, 116 S.Ct. 1692 (1996).

People v. Pruitt, 278 Ill.App.3d 194 (1st Dist. 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).

[T.L.O. v. New Jersey](#), 469 U.S. 325 (1985).

[Vernonia School Dist. 47J v. Acton](#), 515 U.S. 646 (1995).

[Safford Unified School Dist. No. 1 v. Redding](#), 557 U.S. 364 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

Adopted: March 9, 2021

7:150 Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
 - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
 - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, counselor, or any other mental health professional) are present during the questioning; and
 - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

LEGAL REF.:

[105 ILCS 5/10-20.64](#), [5/22-88](#).

[55 ILCS 80/](#), Children's Advocacy Center Act.

[325 ILCS 5/](#), Abused and Neglected Child Reporting Act.

[720 ILCS 5/31-1](#) *et seq.*, Interference with Public Officers Act.

[725 ILCS 120/](#), Rights of Crime Victims and Witnesses Act.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

Adopted: March 8, 2022

7:160 Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists, nor does it prohibit hairstyles historically associated with any other protected status under Board policy 7:10, *Equal Educational Opportunities*. The District also does not prohibit the right of a student to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, [775 ILCS 5/1-103\(Q\)](#). Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

LEGAL REF.:

[105 ILCS 5/2-3.25](#) and [5/10-22.25b](#).

[Tinker v. Des Moines Indep. Sch. Dist.](#), 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

Adopted: January 21, 2025

7:170 Vandalism

The School Board may seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

LEGAL REF.:

[740 ILCS 115/](#), Parental Responsibility Law.

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

Adopted: September 17, 2024

7:185 Teen Dating Violence Prohibited

Each student has a right to a safe learning environment. 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.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 1. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.

2. 2:265, *Title IX Grievance Procedure*. This policy prohibits a District employee, agent, or student from engaging in sex discrimination, including sex-based harassment, in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 3. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 4. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
 3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
 4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
 5. Notifies students and parents/guardians of this policy.

Incorporated

by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

[105 ILCS 110/3.10](#).

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: December 17, 2024

7:220 Bus Conduct

All students must follow the District's *School Bus Safety Rules*.

School Bus Suspensions

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 School Board policy 7:190, *Student Behavior* and the District's Bus Rules and Expectations.
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 School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

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

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 School District for any necessary repairs or replacement.

LEGAL REF.:

Family Educational Rights and Privacy Act, [20 U.S.C. §1232g](#); [34 C.F.R. Part 99](#).

[105 ILCS 5/10-20.14](#), [5/10-22.6](#), and [10/](#).

[720 ILCS 5/14-3\(m\)](#).

[23 Ill.Admin.Code Part 375](#), Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records)

Adopted: October 19, 2021

7:230 Misconduct by Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

LEGAL REF.:

Individuals With Disabilities Education Improvement Act of 2004, [20 U.S.C. §§1412, 1413](#), and [1415](#).

Gun-Free Schools Act, [20 U.S.C. §7151](#) *et seq.*

[34 C.F.R. §§300.101, 300.530 - 300.536](#).

[105 ILCS 5/10-22.6](#) and [5/14-8.05](#).

[23 Ill.Admin.Code §226.400](#).

[Honig v. Doe](#), 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities),

7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200

(Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)

Adopted: October 19, 2021

7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law. State and federal law grants students, parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student 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. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records

custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law. The Superintendent shall fully 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 of their rights regarding school student records.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act; [34 C.F.R. Part 99](#).

[50 ILCS 205/7](#), Local Records Act.

[105 ILCS 5/10-20.12b](#), [5/10-20.40](#), and [5/14-1.01](#) *et seq.*

[105 ILCS 10/](#), Ill. School Student Records Act.

[105 ILCS 85/](#), Student Online Personal Protection Act.

[325 ILCS 17/](#), Children's Privacy Protection and Parental Empowerment Act.

[750 ILCS 5/602.11](#), Ill. Marriage and Dissolution of Marriage Act.

[23 Ill.Admin.Code Parts 226](#) and [375](#).

[Owasso I.S.D. No. I-011 v. Falvo](#), 534 U.S. 426 (2002).

[Chicago Tribune Co. v. Chicago Bd. of Ed.](#), 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: March 21, 2023

7:345 Use of Educational Technologies; Student Data Privacy and Security

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. The Board designates the Chief Information Officer to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, [105 ILCS 85/](#), amended by P.A. 101-516, eff. 7-1-21.

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the

District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family and Educational Rights and Privacy Act; [34 C.F.R. Part 99](#).

[105 ILCS 10/](#), Ill. School Student Records Act.

[105 ILCS 85/](#), Student Online Personal Protection Act.

[23 Ill. Admin. Code Part 380](#).

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

Adopted: March 8, 2022

7:290 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 Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code [Section 5/2-3.166\(c\)\(2\)-\(7\)](#). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements [105 ILCS 5/2-3.139](#) and [105 ILCS](#)

- [5/27-7](#) (requiring education for students to develop a sound mind and a healthy body).
- b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under [105 ILCS 5/3-14.8](#) (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by [105 ILCS 5/10-22.39](#) for all District staff who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
 3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
 - a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and [405 ILCS 49/15\(b\)](#) (requiring student social and emotional development in the District's educational program);
 - b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;
 - c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
 - d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and [105 ILCS 5/10-22.24a](#) and [22.24b](#), which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
 - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
 - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
 - g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act, [405 ILCS 49/](#) (requiring protocols for responding to students

with social, emotional, or mental health issues that impact learning ability); and

- h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Student Confidential Reporting Act, [5 ILCS 860/](#), Children's Mental Health Act, [405 ILCS 49/](#), Mental Health and Developmental Disabilities Confidentiality Act, [740 ILCS 110/](#), and the Individuals with Disabilities Education Act, [42 U.S.C. §12101](#) *et seq.*

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.:

[42 U.S.C. §1201](#) *et seq.*, Individuals with Disabilities Education Act.
[105 ILCS 5/2-3.166](#), [105 ILCS 5/2-3.139](#), [5/3-14.8](#), [5/10-20.76](#), [5/10-20.81](#), [5/10-22.24a](#),
[5/10-22.24b](#), [5/10-22.39](#), [5/14-1.01](#) *et seq.*, [5/14-7.02](#), and [5/14-7.02b](#), [5/27-7](#).
[5 ILCS 860/](#), Student Confidential Reporting Act.
[405 ILCS 49/](#), Children’s Mental Health Act.
[740 ILCS 110/](#), Mental Health and Developmental Disabilities Confidentiality Act.
[745 ILCS 10/](#), Local Governmental and Governmental Tort Immunity Act.
CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program),
6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120
(Education of Children with Disabilities), 6:270 (Guidance and Counseling Program),
7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250
(Student Support Services)
Adopted: January 23, 2024

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from [105 ILCS 5/27-23.7](#)

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below.

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits

- bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
 3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Angi Franklin, Asst. Supt. of Human Resources
1101 East University Ave., Suite B,
Urbana, IL 61802
afranklin@usd116.org
217-384-3641

Complaint Managers:

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217-384-3628

Vacant
Thomas Paine Elementary
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TBD
217-384-3602

Katie Madigan
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217-384-3616

Imani Carr
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Patricia Valente,
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217-384-3607

Melissa Kearns
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217-384-3685

Jesse Guzman
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1002 S. Race,
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217-384-3505

4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

- 6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
- 7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
- 8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
- 9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
- 10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
- 11. Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;

- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District’s website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

- 12. The District’s bullying prevention plan must be consistent with other Board policies.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6\(b-20\)](#), [5/24-24](#), and [5/27-23.7](#).

[405 ILCS 49/](#), Children’s Mental Health Act.

[775 ILCS 5/1-103](#), Ill. Human Rights Act.

[23 Ill.Admin.Code §§1.240](#), [1.280](#), and [1.295](#).

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)
 Adopted: July 22, 2024

Instructional Policies

6:120 Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21

(inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.:

[20 U.S.C. §1400](#) *et seq.*, Individuals With Disabilities Education Improvement Act of 2004.

[29 U.S.C. §794](#), Rehabilitation Act of 1973, Section 504.

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

[34 C.F.R. Part 106](#).

[34 C.F.R. Part 300](#).

[105 ILCS 5/14-1.01](#) *et seq.*, [5/14-7.02](#), and [5/14-7.02b](#).

[23 Ill.Admin.Code Part 226](#).

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

Adopted: March 8, 2022

6:135 Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented.

Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s).
2. Processes that provide a student's parent(s)/guardian(s) with:
 - a. Written notification when their child is eligible for enrollment in accelerated courses; and
 - b. Notification of a decision affecting their child's participation in the APP.
3. Assessment processes that include multiple valid, reliable indicators.
4. The automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under [105 ILCS 5/2-3.64a-5](#), as follows:
 - a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
 - b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
 - c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.
5. Waiver of a course completion requirement under Board policy 6:300, *Graduation Requirements*, if the District determines that the student has demonstrated mastery of or competency in the content of the course or unit of instruction.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

[105 ILCS 5/14A.](#)

[23 Ill.Admin.Code Part 227](#), Gifted Education.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: January 21, 2025

6:140 Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A *homeless child* is defined as provided in the McKinney Homeless Assistance Act and the Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEGAL REF.:

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

[105 ILCS 45/](#), Education for Homeless Children Act.

[23 Ill.Admin.Code §1.241](#).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 4:140 (Waiver of Student Fees), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

Adopted: September 17, 2024

6:160 English Learners

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English language proficiency.

3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (6) specific exit requirements of the program, (7) how the program will meet their child's individualized education program, if applicable, and (8) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

LEGAL REF.:

[20 U.S.C. §§6312, 6314, 6315, and 6318.](#)

[20 U.S.C. §6801 et seq.](#)

[34 C.F.R. Part 200.](#)

[105 ILCS 5/14C-1 et seq.](#)

[23 Ill.Admin.Code Part 228.](#)

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

Adopted: October 19, 2021

INSTRUCTION

6:235 Access to Electronic Networks

Internet Acceptable Use Policy (IAUP)

We are pleased to offer students of the Urbana School District #116 access to the District computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form each year to the school office. Students 18 and over may sign their own forms.

Access to e-mail and the internet will enable students to explore thousands of libraries and databases while exchanging messages with internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Urbana School District #116 supports and respects each family's right to decide whether or not to apply for access.

District Internet and E-mail Rules

Students are responsible for good behavior on school computer networks as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - NOT A RIGHT. Access entails responsibility.

Individual users of the District computer networks are responsible for their behavior and communications over our network. It is presumed that users will comply with District standards and will honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will always be private. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Board policy and procedures on students' rights and responsibilities, copies of which are available in school offices, the following are NOT permitted:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others
- damaging computers, computer systems or computer networks
- violating copyright laws
- using another's password
- trespassing in another's folders, work or files
- intentionally wasting limited resources
- employing the network for commercial purposes
- accessing games, IRC (chats), MUD's, MOO's, MUVE's or other similar sites without permission from a teacher

Violations may result in a loss of access as well as other disciplinary or legal actions.

Top Six Things to Know Prior to Using the Internet

1. The Internet is a network of computers and computer networks that provides access to information contained on millions of computers around the world.
2. Because the information on the Internet comes from all over the world, we need to understand that neither Urbana School District #116 nor any staff member controls the content of this information. Some information may be controversial, offensive, or inaccurate.
3. The Internet is a powerful resource tool. When at school, students should use it under the direction and guidance of professional staff for educational purposes only.
4. Any information that is available on the internet is the product of another individual's work, and must be cited if used. This information is referred to as intellectual property and includes pictures, logos, trademarks, printed materials, computer software, video and sounds.
5. The Internet allows students not only to receive information, but to send it to others. In light of that, students should behave in a responsible manner when communicating electronically.
6. Urbana School District #116 uses a filtering/blocking software, it is important to note that no filtering/blocking software is 100% guaranteed and must be paired with supervision and good parental involvement.

Online Rules

Personal Safety and Respecting Privacy

- I will not share my or any other person's address, passwords, ID's, telephone number, parent's work address/telephone number, the name and location of my school or other personal information. If participating in an approved classroom project, name and location of school may be used.
- I will tell my teachers right away if I come across any information that makes me feel uncomfortable.
- I will never agree to get together with someone I "meet" online.
- I will never send a person my picture or anything else without first checking with my teachers and parents.
- I will not respond to any messages that are mean, use bad language or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my teachers right away.
- I will not give out a credit card number online, subscribe to any services or order any materials or services on the Internet.
- I will respect individual's rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.
- I recognize the limitations to privacy afforded by electronic services.

Illegal Activities

- I will not use the network for illegal purposes such as: arranging for a drug sale or purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- I will not participate in any activity that violates school rules or local, state or federal laws.

Respecting Resource

- I will abide by security restrictions on all systems and information to which access is permitted. I will not attempt to evade, disable, or "crack" passwords or other security provisions. I understand that these activities threaten the work of others

and are grounds for immediate termination or suspension of privileges and possible further sanctions.

- I understand that the following is not permitted:
 - ✓ sending or displaying offensive messages or pictures using obscene language
 - ✓ trespassing in another's folders, work or files
 - ✓ using another's password
 - ✓ using the network for commercial purposes

Acceptable Access

- I understand I may not play non-educational games or use other interactive sites such as IRC (chats), social networks (Facebook, Myspace, etc., MUD's (Multiple User Domains), MOO's (MUD Object Oriented), or MUVE (Multiple User Virtual Environments) unless specifically assigned to do so by a teacher.
- I will not make deliberate attempts to disrupt the computer system, damage or interfere in any way with an individual, a business, or an organization's data by spreading a virus or by any other means. These actions are illegal.
- I am responsible for my individual account and will not share my password with others, nor will I access the network or other information source without proper authorization.
- I will not use another person's account to send or receive email.

Plagiarism and Copyright Infringement

- I will not plagiarize any materials (documents, web pages, software, graphics, etc.) that I find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- I will respect copyright and other intellectual-property rights. Unauthorized copying of files or passwords belonging to others may constitute plagiarism or theft. Modifying files without authorization (including altering information, introducing viruses, or damaging files) is unethical, may be illegal, and may lead to sanctions.
- **The Urbana School District #116 does not condone and specifically forbids the unauthorized duplication of software.**

Sanctions:

- Violating these rules may result in a loss of access.
- Additional disciplinary action may be taken at the building level in line with existing practice regarding inappropriate language or behavior.
- Legal action will be taken when applicable.

Users Agreement and Parent Permission Form for Internet and Email Access (IAUP)

As a user of the Urbana School District #116 computer network, I hereby agree to comply with the above stated rules - utilizing and communicating over the network in a responsible fashion while honoring all relevant laws and restrictions.

Name (Please Print) _____

Student Signature _____

Date _____

As a parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet.

I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information. If I want to revoke this permission I need to send a written request to the principal of my student's school.

As a parent or legal guardian of the minor student signing above, I do NOT grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet.

(PLEASE PRINT)

Name of Student _____

School _____ Grade _____

Student ID # _____ Date of Birth _____

Street Address _____

Home Telephone _____

Parent Signature _____

Date _____

LEGAL REF.:

[20 U.S.C. §7131](#), Elementary and Secondary Education Act.

[47 U.S.C. §254](#)(h) and (l), Children's Internet Protection Act.

[47 C.F.R. Part 54, Subpart F](#), Universal Service Support for Schools and Libraries.

[115 ILCS 5/14](#)(c-5), Ill. Educational Labor Relations Act.

[720 ILCS 5/26.5](#).

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:210 (Instructional Materials), 6:230 (Media Center), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: October 19, 2021

6:280 Grading and Promotion

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,

- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.:

[105 ILCS 5/2-3.64a-5](#), [5/10-20.9a](#), [5/10-21.8](#), and [5/27-27](#).

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: June 16, 2020

6:300 Graduation Requirements

Unless otherwise exempted, each student must successfully accomplish the following in order to graduate from high school:

1. Complete all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, [105 ILCS 5/27-22](#).
3. Completing all minimum requirements for graduation as specified in State law.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by State law.
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements,
2. Notifying students and their parents/guardians of graduation requirements,
3. Developing the criteria for determining when a student accomplishes number 4 above,
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty, this includes making reasonable adjustments to ensure graduation if possible, or

efforts to ensure that the original (transferor) school district issues the student a diploma, and

5. Taking all other actions needed or necessary to implement this policy.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish six semesters of high school and meet all graduation requirements. Juniors who wish to graduate one year early must notify administration within the first five days of the spring semester of the junior year. Seniors who wish to graduate early in January must notify administration within the first five days of fall semester of the senior year.

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.:

[105 ILCS 5/2-3.64a-5](#), [5/22-27](#), [5/22-87](#), [5/27-3](#), [5/27-22](#), and [5/27-22.10](#).

[105 ILCS 70/](#), Educational Opportunity for Military Children Act.

[23 Ill.Admin.Code §1.440](#).

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: March 8, 2022

6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.

2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students and to the community. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

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

[105 ILCS 10/](#), Illinois School Student Records Act.

[105 ILCS 5/2-3.63](#), [5/2-3.64a-5](#), [5/2-3.64a-10](#), [5/2-3.64a-15](#), [5/2-3.107](#), [5/2-3.153](#), [5/10-17a](#), [5/22-82](#), and [5/27-1](#).

[23 Ill. Admin. Code §§1.30\(b\)](#) and [375.10](#).

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

Adopted: March 21, 2023

Community Relations

8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

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

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special

education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Consume, possess, distribute, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Operate a bicycle, roller-blades, roller-skates, or skateboards on school grounds in a manner that endangers the safety of self or others.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion;
or

2. The offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Please refer to the applicable collective bargaining agreement(s).

For employees whose collective bargaining agreement does not address this subject:

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from or denied admission to school property in accordance with State law. The person also may be subject to being denied admission to school athletic or extracurricular events for up to one calendar year in accordance with the procedures below.

Procedures to Deny Future Admission to Athletic or Extracurricular School Events

Before any person may be denied admission to athletic or extracurricular school events, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

LEGAL REF.:

Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).

[20 U.S.C. §7971](#) et seq., Pro-Children Act of 2001.

[105 ILCS 5/10-20.5](#), [10-20.5b](#), [5/10-22.10](#), [5/22-33](#), [5/24-25](#), and [5/27-23.7\(a\)](#).

[115 ILCS 5/3\(c\)](#), Ill. Educational Labor Relations Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Program Act.

[410 ILCS 705/](#), Cannabis Tax and Regulation Act.

[430 ILCS 66/](#), Firearm Concealed Carry Act.

[720 ILCS 5/11-9.3](#), [5/21-1](#), [5/21-1.2](#), [5/21-3](#), [5/21-5](#), [5/21-5.5](#), [5/21-9](#), and [5/21-11..](#)

CROSS REF.: 2:200 (Types of Board of Education Meetings), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette; Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community

Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

Adopted: January 23, 2024

8:70 Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

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.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.:

Americans with Disabilities Act, [42 U.S.C. §§12101 et seq.](#) and [12131 et seq.](#); [28 C.F.R. Part 35.](#)

Rehabilitation Act of 1973 §104, [29 U.S.C. §794](#) (2006).

[105 ILCS 5/10-20.51.](#)

[410 ILCS 25/](#), Environmental Barriers Act.

[71 Ill.Admin.Code Part 400](#), Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Building Programs)

Adopted: August 22, 2023

8:90 Parent Organizations and Booster Clubs

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

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

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

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

CROSS REF.: 8:80 (Gifts to the District)

Adopted: October 19, 2021

Operational Services

4:130 Free and Reduced-Price Food Services

Notice

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

If State funding is available for the Healthy School Meals for All Program, the Board will annually determine if it will participate in the program.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. From

time to time, the income eligibility guidelines and standards may not be necessary when reimbursements for students' free breakfasts and lunches are claimed through the U.S. Depts. of Agriculture and Education's Community Eligibility Provision (CEP). When claiming the CEP, the District will follow its requirements.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in [7 C.F.R. §245.7](#), Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

LEGAL REF.:

U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, [7 C.F.R. Part 210](#).

U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, [7 C.F.R. Part 245](#).

[105 ILCS 125/](#) *et seq.*, School Breakfast and Lunch Program Act.

[105 ILCS 126/](#), Childhood Hunger Relief Act.

[23 Ill.Admin.Code §305.10](#) *et seq.*

Adopted: January 23, 2024

4:140 Waiver of Student Fees

The Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials,

extracurricular activities, and other school student fees. Students must also pay fines for the loss of or damage to school books or other school-owned materials.

All school student fees and fines as defined by the Ill. State Board of Education (ISBE) are waived for students who meet the eligibility criteria for a waiver contained in this policy.

Notification

The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines, and that applications for waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee and fine waiver when:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program;
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act ([42 U.S.C. §11434a](#)).

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees and fines in accordance with State law requirements.

If a student receiving a waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

LEGAL REF.:

[42 U.S.C. §11434a](#), McKinney-Vento Homeless Assistance Act.

[105 ILCS 5/10-20.13](#), [5/10-22.25](#), [5/27-24.2](#), and [5/28-19.2](#).

[23 Ill.Admin.Code §1.245](#) [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:140 (Education of Homeless Children)

Adopted: March 21, 2023

4:160 Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds.

Pesticides

Pesticides will not be applied on the paved surfaces, playgrounds, or playing fields of any school serving grades K-8 during a school day or partial school day when students are in attendance for instructional purposes. Additionally, the application of any restricted use pesticides is prohibited on or within 500 feet of school property during normal school hours. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, [225 ILCS 235/](#), and the Lawn Care Products Application and Notice Act, [415 ILCS 65/](#).

Coal Tar Sealant

Before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

LEGAL REF.:

[105 ILCS 5/10-20.17a](#); [5/10-20.48](#).

[29 C.F.R. §1910.1030](#), Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, [56 Ill.Admin.Code §350.700\(b\)](#).

[29 C.F.R. §1910.1200](#), Occupational Safety and Health Administration Hazard Communication Standards, as adopted by [820 ILCS 255/1.5](#), Toxic Substances Disclosure to Employees Act.

[20 ILCS 3130/](#), Green Buildings Act.

[105 ILCS 135/](#), Toxic Art Supplies in Schools Act.

[105 ILCS 140/](#), Green Cleaning School Act.

[105 ILCS 160/](#), Pesticide Application at Schools Act.

[225 ILCS 235/](#), Structural Pest Control Act.

[415 ILCS 60/14](#), Illinois Pesticide Act.

[415 ILCS 65/](#), Lawn Care Products Application and Notice Act.

[410 ILCS 170/](#), Coal Tar Sealant Disclosure Act.

[820 ILCS 255/](#), Toxic Substances Disclosure to Employees Act. (*inoperative*)

[23 Ill.Admin.Code §1.330](#).

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

Adopted: January 23, 2024

4:170 Safety

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and

5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act ([105 ILCS 128/](#)):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, school support personnel, or a parent/guardian.

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act ([105 ILCS 128/](#)) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE).

Automated External Defibrillator (AED)

At least one automated external defibrillator (AED) shall be present in each District attendance center during the school day and during any District-sponsored extracurricular activity on school grounds. In addition, the Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one AED to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,

2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.:

[105 ILCS 5/10-20.2](#), [5/10-20.57](#), [5/18-12](#), and [5/18-12.5](#).

[105 ILCS 128/](#), School Safety Drill Act; [29 Ill.Admin.Code Part 1500](#).

[210 ILCS 74/](#), Physical Fitness Facility Medical Emergency Preparedness Act.

[225 ILCS 320/35.5](#), Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; Management; and Recovery), 4:190 (Targeted School Violence Prevention Program), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

Adopted: January 21, 2025

4:190 Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate.

Providing students and staff with access to a safe and secure District environment is an important Board goal. While it is not possible for the District to completely eliminate threats in its environment, a Targeted School Violence Prevention Program (Program)

using the collective efforts of local school officials, staff, students, families, and the community helps the District reduce these risks to its environment.

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

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

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

LEGAL REF.:

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

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

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

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

CROSS REF.: 2:240 (Board Policy Development), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention), 7:340 (Student Records), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

Adopted: June 18, 2024

Board of Education

2:265 Title IX Grievance Procedure

Discrimination on the basis of sex, including sex-based harassment, affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from discrimination on the basis of sex is an important District goal.

The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations ([34 C.F.R. Part 106](#)), including against applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sex Discrimination Prohibited

Sex discrimination as defined in Title IX (Title IX Sex Discrimination) is prohibited. A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Title IX Sex Discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

Sex-based harassment is a form of Title IX Sex Discrimination. Sex-based harassment occurs whenever a person engages in conduct on the basis of sex that satisfies one or more of the following:

1. A District employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditions the provision of an aid, benefit, or service on a person's participation in unwelcome sexual conduct; or
2. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined in [34 C.F.R. §106.2](#).

Definitions from 34 C.F.R. §106.2

Complainant means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination and who was participating or attempting to participate in the District's education program or activity at the time of the alleged Title IX Sex Discrimination.

Complaint means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX.

Respondent means a person who is alleged to have violated the District's prohibition on Title IX Sex Discrimination.

Retaliation means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a Complaint, or participated or

refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

Making a Report

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

School employees who receive information about conduct that reasonably may constitute Sex Discrimination under this policy shall promptly forward the report or information to the Title IX Coordinator. An employee who fails to promptly make or forward a report or information may be disciplined, up to and including discharge.

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

Title IX Coordinator:

Angi Franklin, Assistant Superintendent of Human Resources
1101 East University Ave., Suite B,
Urbana, IL 61802
afranklin@usd116.org
217-384-3641

Processing and Reviewing a Report or Complaint

Upon receipt of a report of conduct that reasonably may constitute Title IX Sex Discrimination, the Title IX Coordinator and/or designee shall offer and coordinate supportive measures, as appropriate, for a Complainant.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it.

For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:10, *Equal Employment Opportunity and Minority Recruitment*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 7:10, *Equal Educational Opportunities*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action under those policies.

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

Title IX Complaint Grievance Process

The Superintendent or designee shall implement procedures to ensure the prompt and equitable resolution of all Complaints according to a grievance process that fully complies with [34 C.F.R. §106.45](#). See the District's Title IX Complaint Grievance Process (Grievance Process) under administrative procedure 2:265-AP2, *Formal Title IX Complaint Grievance Process*.

When a Complaint is filed, the Title IX Coordinator will investigate it and make a determination regarding the outcome of the Complaint, or appoint a qualified person(s) to undertake the investigation and make a determination regarding the outcome of the Complaint.

Enforcement

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

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

Retaliation Prohibited

The District prohibits any form of retaliation, including peer retaliation, in its education program or activity. Any person should report claims of retaliation using this Board policy 2:265, *Title IX Grievance Procedure*.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:200 (Terms and Conditions of Employment and Dismissal), 5:240 (Suspension), 5:290 (Employment Termination and Suspension), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

Adopted: December 17, 2024

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

NEW

Discrimination and harassment on the basis of race, color, or national origin negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal. The District does not discriminate on the basis

of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

Examples of Prohibited Conduct

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

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

Making a Report or Complaint; Investigation Process

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

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

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

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

Federal and State Agencies

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

Prevention and Response Program

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

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;

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

Policy Posting and Distribution

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

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

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

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

Retaliation Prohibited

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

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

LEGAL REF.:

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

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

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

[775 ILCS 5/1-101](#) *et seq.*, Illinois Human Rights Act.

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

Adopted: June 18, 2024

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM



2025-2026

To: All Urbana High School Scholars

From: Mr. Jesse Guzman, Principal

You have been given a copy of the 2024-2025 Urbana High School Student Handbook, a hard copy and electronically. This handbook contains the building's procedures, rules, policies, and general information important for you and your parents/guardians.

Please be aware that the information contained in this manual may be changed during the school year. The most current information can be found on the school website: www.usd116.org/uhs. For a complete copy of all district policies and procedures, please refer to the District Board Policy Manual on the district website: www.usd116.org.

Please sign below acknowledging that you have received a copy of this handbook.

Please feel free to contact any dean or administrator if you have any questions regarding the information listed in this guidebook.

Thank you for your cooperation.

I acknowledge receiving the Scholar Handbook inclusive of the School Board policies on *Student Behavior* and the *UHS Scholar Code of Conduct*. I pledge to follow the *Scholar Handbook* policies and procedures and the *UHS Scholar Code of Conduct* and to help maintain a safe and positive school environment.

Student Name (PRINT): _____

DEAN (CIRCLE ONE): Pentti Sexton Morrow Lueth
 A-D E-La Le-Re Ri-Z

Student Signature: _____

Date: _____