

STATEMENT OF EXPECTATION

Hawthorn Community Consolidated School District 73's mission statement is "Inspiring all students to embrace learning in an ever-changing world." That statement guides the activities of all members of the Hawthorn Community Consolidated School District 73 ("Hawthorn" or the "District") community -- board members, administrators, teachers, parents/guardians, students and the wider community. Our goal is to go the extra mile to help our students achieve academic and life success both today and into their future.

In order to create a positive, supportive learning environment for all members of the learning community, Hawthorn follows the rules, guidelines and procedures set forth in this Student/Parent Handbook. Hawthorn also looks to current law and law enforcement directives with regard to appropriate student and staff behavior. Schools may also develop and communicate procedures specific to their populations. If a specific situation is not included in this Handbook, the matter will be handled on a case-by-case basis taking into account current law, common sense, best practice and other resources that apply to the matter under consideration.

In general, it is Hawthorn's expectation that all individuals behave in a way that is respectful and safe. Actions that are harmful to yourself or to others, or which otherwise disrupt the learning environment, will not be tolerated. This expectation applies not only within the school building and during the school day, but also outside the school day and in any instance where a student or staff member is involved in a situation that is harmful, inappropriate or disruptive.

Board Policy: Hawthorn follows applicable federal and state statutes and guidelines, including those set out by the U.S. Department of Education, Illinois State Board of Education, U.S. Department of Health and Human Services, and other applicable organizations. Applicable statutes include the Illinois School Student Records Act (ISSRA), federal Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). Hawthorn also follows best-practice industry procedures. The complete Board Policy Manual is available on the Hawthorn website.

MISSION: Hawthorn School District 73 is dedicated to achieving academic excellence. We believe in inspiring all students to embrace learning in an ever-changing world.

VISION STATEMENT: In partnership with our community, Hawthorn School District 73 will:

- support and sustain high expectations for growth and achievement.
- foster creativity, collaboration, communication and critical thinking.
- develop the social, emotional, and intellectual growth of the whole child.
- create an environment that supports joyful learning.
- promote global awareness in each child.
- recognize and celebrate success!

The District website offers additional information, including access to each school website as well as teacher contact information, updated calendars, school board meeting agendas and meeting announcements.

Handbook Availability and Amendment: This Handbook is a summary of the District's rules and expectations; and is not a comprehensive statement of school procedures. This Handbook is available on the District website, www.hawthorn73.org. It is also available in our schools and the District office. The District reserves the right to amend this Handbook during the school year without notice. Please refer to the most updated copy, as indicated by the revision date.

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HAWTHORN SCHOOLS AND OFFICES

Hawthorn District Office

841 West End Court, Vernon Hills, IL 60061
Phone: 847-990-4200; Fax: 847-367-3290
<http://www.hawthorn73.org>

Elementary North (K – 5)

301 Hawthorn Parkway, Vernon Hills, IL 60061
Phone: 847-990-4500; Fax: 847-367-3297
Health/Attendance: 847-990-4524
<http://en1.hawthorn73.org>
Hours: 8:40 a.m. – 2:55 p.m.

Elementary South (K – 5)

430 N. Aspen Drive, Vernon Hills, IL 60061
Phone: 847-990-4800; Fax 847-918-9251
Health/Attendance: 847-990-4815
<http://es.hawthorn73.org>
Hours: 8:40 a.m. – 2:55 p.m.

Aspen Elementary (K – 5)

500 N. Aspen Drive, Vernon Hills, IL 60061
Phone: 847-990-4300; Fax: 847-816-6931
Health/Attendance: 847-990-4314
<http://as.hawthorn73.org>
Hours: 7:55 a.m. – 2:10 p.m.

Townline Elementary (K – 5)

810 N. Aspen Drive, Vernon Hills, IL 60061
Phone: 847-990-4901; Fax: 847-990-4999
Health/Attendance: 847-990-4915
<http://t11.hawthorn73.org>
Hours: 8:50 a.m. – 3:05 p.m.

Hawthorn School of Dual Language (K – 5)

Housed at Townline: 810 N. Aspen Drive, Vernon Hills, IL 60061
Phone: 847-990-4900; Fax: 847-990-4999
Health/Attendance: 847-990-4915
<http://dl.hawthorn73.org>
Hours: 8:50 a.m. – 3:05 p.m.

Middle North (6 – 8)

201 Hawthorn Parkway, Vernon Hills, IL 60061
Phone: 847-990-4400; Fax: 847-367-8124
Health/Attendance: 847-990-4415
<http://msn.hawthorn73.org>
Hours: 7:40 a.m. – 2:10 p.m.

Middle South (6 – 8)

600 N. Aspen Drive, Vernon Hills, IL 60061
Phone: 847-990-4100; Fax: 847-816-9259
Health/Attendance: 847-990-4118
<http://ms1.hawthorn73.org>
Hours: 7:40 a.m. – 2:10 p.m.

Hawthorn Early Learning Center at Lincoln

200 W. Maple St., Mundelein, IL 60060
Phone: 847-990-1670; Fax:
<http://www.hawthorn73.org/hawthorn-early-learning-center-at-lincoln/>
Hours: AM: 8:15 a.m. – 10:45 a.m.
PM: 12:45 p.m. – 3:15 p.m.

John Powers Center for Hearing Impaired (SEDOL)

201 Hawthorn Parkway, Vernon Hills, IL 60061
Phone: 847-680-8320; Fax: 847-680-8918
<http://www.sedol.us/schools/john-powers-center>

CONTACT INFORMATION

Hawthorn works hard to foster an environment of communication among students, parents/guardians, staff, administrators, board members, and the wider community. If a parent/guardian has a question or concern about their student, please contact the student's teacher. All of our staff members have email accounts and in-classroom telephones with voicemail. Contact information is listed on the District website (www.hawthorn73.org), on each school website, and in information provided by your school.

Board of Education

Sonali Patil, President – patils@hawthorn73.org 847-362-8783
Jayson Tran, Vice President – tranj@hawthorn73.org 847-287-7306
Wesley Polen, Secretary – polenw@hawthorn73.org 847-680-1442
Victoria Helander-Heiser – helander-heiserv@hawthorn73.org 847-431-0318
Robin Cleek – cleekr@hawthorn73.org 847-816-4988
Matt Jacobs – jacobsm@hawthorn73.org 630-258-6787
Julie Simpson – simpsonj@hawthorn73.org 847-525-5295

District-level Administrators

Mark Friedman, Ed.D., Interim Superintendent – friedmanm@hawthorn73.org 847-990-4244
Joseph Porto, Ed.D., Interim Superintendent – portojo@hawthorn73.org 847-990-4244
Allison Stein, Director of Teaching & Learning – steina@hawthorn73.org 847-990-4251
Abe Singh, Director of Finance & Business Operations – sangha@hawthorn73.org 847-990-4221
Arturo Abrego, Director of Bilingual Education and Language Acquisition – abregoa@hawthorn73.org 847-990-4231
Dmitry Andrievsky, Director of Technology - andrievskyd@hawthorn73.org 847-990-4222
Lynn Barkley, Director of Human Resources – barkleyl@hawthorn73.org 847-990-4218
Renee Ullberg, Director of Special Services – ullbergr@hawthorn73.org 847-990-4273
Karen Maturo, Ed.D., Coordinator of Staff Development – maturok@hawthorn73.org 847-990-4231
Carie Cohen, Ed.D., Coordinator of Special Services AS, EN, TL, MN – cohenc@hawthorn73.org 847-990-4352
Alma Tamayo, Coordinator of Special Services DL, MS, ES, Lin – tamayoa@hawthorn73.org 847-990-4127

Building-level Administrators

Robert Collins, Middle North Principal, collinsr@hawthorn73.org 847-990-4410
Bill Fredricksen, Aspen Elementary Principal, fredricksenw@hawthorn73.org 847-990-4310
Jennifer Haack, Ed.D., Townline Elementary Principal, kiefferv@hawthorn73.org 847-990-4911
Jill Martin, Ed.D., Elementary South Principal, martinj@hawthorn73.org 847-990-4810
Rob Natale, Middle South Principal, nataler@hawthorn73.org 847-990-4110
James Tohme, Ed.D, School of Dual Language Principal, tohmej@hawthorn73.org 847-990-4910
Katie Waggoner, Elementary North Principal, waggonerk@hawthorn73.org 847-990-4510
Megan Goldman, Elementary North Assistant Principal, goldmanm@hawthorn73.org, 847-990-4520
Christy Hunter, Elementary South Assistant Principal, hunterc@hawthorn73.org 847-990-4811
Jamie Kahn, Middle South Assistant Principal, kahnj@hawthorn73.org 847-990-4112
Charity Trowbridge, Middle North Assistant Principal, trowbridgec@hawthorn73.org 847-990-4411

ROLES AND RESPONSIBILITIES

Board of Education Makes the Policy

The duties of the Board of Education (“Board”) are broad in scope. The Board's foremost function is to set policy for the District and delegate implementation to the Superintendent.

A policy is a course of action or direction that the Board has decided it wants the District to take. The Board establishes policies that describe how the District will operate to accomplish its mission. The Superintendent, teachers and school staff function within the parameters of the Board's policies. The Board then acts as the observer, monitor and evaluator of the Superintendent. After the Board establishes strategic direction for the District and sets policy, the Board delegates implementation of these matters to the Superintendent. The Superintendent has responsibility to oversee all day-to-day operations of the District.¹

The Board has these important responsibilities:

- The Board hires the Superintendent
- The Board meets the needs of students and community through the District's mission and vision.
- The Board develops and monitors strategic plans.
- The Board monitors and approves finances.
- The Board supports the Superintendent.

Board meetings are open to the public. An agenda for each meeting is posted on the District's website and at the District Office, located at 841 West End Court in Vernon Hills. In general, meetings are held the second and fourth Mondays of each month at the District Office. More information is posted on the School Board pages of the District website, www.hawthorn73.org.

Administrators Implement Procedures

The administrative team, including the Superintendent, district-level administrators and building-level principals, works within the parameters set by Board policy to develop procedures for our District, our schools and our classrooms. The administrative team is responsible for determining how our goals will be reached. Administrators are charged with identifying appropriate resources to support teachers and staff so that they may effectively educate the students. Administrators are also charged with reporting to the Board on recommendations and efforts.

Teachers and Staff Provide Education

Teachers and all Hawthorn staff work within the Board's policies and the administrative team's procedures to create an effective learning environment for each student. Teachers are charged with meeting the learning expectations set forth by the comprehensive Hawthorn Curriculum Guide while providing appropriate differentiation to meet each student's needs. Ongoing, respectful, constructive parental involvement is crucial for teachers and staff to create optimum student learning opportunities. Teachers and staff also look to the administrative team for resources for and support of their efforts.

Parents and Guardians Stay Involved with Their Students and Schools

Parents and guardians play a crucial role in the success of their students and our schools. It is imperative that parents/guardians stay informed about their student's day-to-day classroom activities, as well as about the broader issues related to their school and the District. Hawthorn encourages parents/guardians to communicate with teachers both during formal parent/teacher conferences held each fall and spring, as well as at any time during the school year. Teachers have email addresses and telephone extensions with voice mail features to facilitate communication.

Escalating Communication

If parents/guardians have concerns about their student, the initial contact should be with the teacher. Building- and District-level administrators are available if additional discussion is needed beyond the parent/teacher communication. More information appears in the Grade Reports and Communications section, which follows.

¹ Stratton, Jeff, 2008. *The School Board Member's Manual: The Essential Guide for Effective Services*, Second Edition. Palm Beach Gardens, FL: LRP Publication.

Notice of Disability Accommodation

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others. The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Each service, program, 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. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

HAWTHORN PTO

The Hawthorn District 73 Parent-Teacher Organization (PTO) is an all-volunteer group that provides fundraising, programming and communication services for all Hawthorn District 73 schools and the John Powers Center for the Hearing Impaired. The PTO's mission is to "enhance the education of our children by promoting the connection between home, school and community." The majority of funds raised by the PTO are distributed in May proportionately amongst the schools in the District to be used to further the PTO's mission. The funds not disbursed are used throughout the year on programming and communication services. For information about participation, please visit the PTO website at pto.hawthorn73.org or contact a PTO volunteer listed below.

2018-19 Hawthorn PTO Executive Board

President – Wendy Elman
Executive Vice President – Terri McRae
Secretary – Katie Sultan
Treasurer – Katie Agam
VP Aspen Elementary – Heidi Gutowski
VP Elementary North – Alison Gildemeister
VP Elementary South – Lauren Ayvazian
VP School of Dual Language – Nikki Kuska
VP Townline Elementary – Samantha Burmeister
VP Middle North – Lisa Funke
VP Middle South – Debbie Reinstein
VP John Powers – Ana Huerta
VP Lincoln – Nancy Nocera-Henning

COMMUNITY PARTNERSHIPS AND VOLUNTEER OPPORTUNITIES

Hawthorn values our strong partnerships within the community. Our students benefit from corporate volunteers who support such efforts as Big Brother/Big Sister mentoring, Junior Achievement economics training, career day explorations, special assemblies and classroom presentations. Hawthorn also has forged strong ties with the Vernon Hills Police Department, the Countryside Fire Protection District, the Cook Memorial Library District, the Vernon Hills Park District and others.

Parents/guardians are encouraged to get involved with their student's education and the broader Hawthorn community. Schools and classrooms often have the need for volunteer support. Please contact your student's teacher or school to learn about any upcoming needs. Another way to participate is through the Hawthorn District 73 Parent Teacher Organization (please see above).

Community groups are encouraged to share their opportunities with the Hawthorn community through our Community Notes web page, www.hawthorn73.org/category/community-notes/. Please refer to this webpage for submission guidelines. Note that inclusion on this web page does not mean that Hawthorn endorses any of the listed programs.

GRADE REPORTS AND OTHER COMMUNICATION

Report Cards and Mid-Term Reports

Student progress is formally reported to parents/guardians via report cards, which are sent home with students three times a year at the close of the trimester, and via mid-term reports, which are sent home with students a minimum of once per year at the trimester mid-point in grades K-5 and three times per year at the middle school level. Parents/guardians must sign and return the report envelope to show that they have seen the reports.

Middle School Honor Rolls

At the middle school level, a student's grade point average (GPA) is calculated with the issuance of each trimester report card and based on all class grades. Recognition is given for High Honor Roll (3.5 to 4.0 GPA), Honor Roll (3.0 to 3.49), and Improvement Honor Roll (for GPA improvement of .5 or better). Hawthorn celebrates this achievement by posting the honor rolls in the school newspaper, online, and in the local media. Please note: If a parent/guardian has chosen to not approve celebrations of student work, that student's name will not appear on the honor rolls. For more information, please consult the section entitled Student Privacy Agreement, which follows.

Other Honors

Schools also provide other awards and recognition for academic achievement and responsible behavior, including 8th grade Presidential Education and Hawthorn Academic Awards, Eagle Awards, scholarships, Principal Pride, Soaring Eagle and more. More information is available from your school. Please note: If a parent/guardian has chosen to not approve celebrations of student work, that student's name will not be included in any of these honors. For more information, please consult the section entitled Student Privacy Agreement, which follows.

Parent/Teacher Conferences

Formal parent/teacher conferences are held each fall, with the option for additional conference time in the spring or at any time by request.

Ongoing Teacher Communication

Hawthorn encourages parents/guardians to communicate with the teacher and school whenever they have questions or concerns regarding their student's progress. It is generally most effective to direct your conversation to your student's teacher. All teachers have access to email and telephone voice mail to facilitate your communication.

Online Grade Book for Middle School Students

Parents/guardians with students in middle school have access to an online grade book, which allows them to check assignment completion and grades. Information on accessing the system, including passwords, are provided to 6th grade families with the first trimester report cards. If you misplaced your information or need assistance in accessing the online

grade book, please contact your school. You may also access forms for requesting lost passwords through the portal link, which is available from each middle school website.

Online Connections

Parents/guardians and students can stay updated by going online. The District website (www.hawthorn73.org) provides general news, announcements, resources, forms and links to other websites - including websites and resources for each school and many teachers.

Subscription Email News

Community members are encouraged to sign up for D73Mails, a free email news service from Hawthorn. Select the school from which you would like to receive updates, or select "Hawthorn District 73 News" for more general announcements and reminders. Sign up by visiting www.hawthorn73.org or your school website.

Alert Now Phone Communication

Upon registration, parent/guardian emergency contact information is entered into our emergency calling/texting system. In the event of a school closing or emergency, parents/guardians receive communication through this system.

Meetings and Information Sessions

Throughout the year, Hawthorn holds meetings on a variety of topics. The public is also encouraged to attend Board meetings, which are generally held at 7 p.m. twice each month (once each month during the summer) on Monday evenings at the District Office, located at 841 West End Court in Vernon Hills. Updated schedules are provided at www.hawthorn73.org/schoolboard.

ADDITIONAL AGREEMENTS, NOTIFICATIONS AND PROCEDURES

Student Privacy Agreement: Release of Names, Photos, etc.

Hawthorn believes it is important to celebrate the efforts of our students and schools. Examples of celebrations include being included on honor rolls, academic team updates, spelling bee results, athletic efforts, good citizenship awards and service projects. We also understand the importance of privacy for our families. To that end, we work hard to make sure our communication efforts are in best interests of our students and staff. Further, Hawthorn will never sell or use materials for marketing purposes. That said, some families prefer that the identity of their student is safeguarded from disclosure. For this reason, the online registration process allows parents/guardians to agree to, or opt out of, celebrating student accomplishments. Given the pervasive nature of communication (for instance, an honor roll list, all-class photo or team roster is generally posted on a school website, which is then searchable via the wider Internet), the only way Hawthorn can work to ensure an increased level of privacy for parents/guardians who so choose is to restrict these students from being included in any announcements or documented class activities. When a student's family opts out of celebrations, we will remove that student's name, photo, image or work product out of any communication, including honor rolls, all-class photos, musical ensemble lists, sports rosters, etc. Parents/guardians are encouraged to explain their decision to their students so they can help support your decision. For more information, please contact the Hawthorn District Office at 847-990-4200 or send an email to notification@hawthorn73.org.

Pesticide Application Notification

Pursuant to the *Law Care Products Application and Notice Act* and the *Structural Pest Control Act*, the District maintains a registry of parents/guardians who would like to receive advanced written or telephonic notice before a pesticide application on school grounds. An exception to this notification is permitted if there is an imminent threat to health or property, in which case written or telephonic notice will be provided as soon as practicable. Parents/guardians interested in receiving notification should send an email to notification@hawthorn73.org. Please include your mailing address and telephone number, as well as the fact that you are requesting notification of pesticide application. If you have questions, contact Anderson Pest Control, 630-834-3300. Please note that as a rule, projects such as pesticide application are scheduled when school is not in session.

"Green" Products and Services

Per legislative mandates and common sense, Hawthorn uses "green" practices whenever possible. As of January 1, 2008, Hawthorn's use of green cleaning and maintenance products was at more than 75 percent. We continue to grow in this effort as effective products become available.

Emergency School Closing Notifications

For information on emergency closing notifications, refer to the Emergency Procedures section of this Handbook.

Reporting Absences

If a child will be absent from school, parents/guardians are required to call the school office before 9 a.m. each day of the absence to report and explain the cause of that absence. Please report specific illness symptoms.

Birthday Celebrations: Non-Food Items Only

Elementary families are reminded that students interested in celebrating a birthday with classmates should first check with the teacher and then, if approved, provide inexpensive non-food items only (pencils, stickers, etc.). Students are not permitted to hand out birthday invitations at school.

Peanut/Nut-Free Zones

Our school classrooms are generally peanut/nut-free zones. Other allergies may also be present. Please check with your teacher for specific procedures so that we may keep all students safe. Foods with peanuts/nuts or nut products are allowed in the cafeteria for lunch because a nut-free table is provided for children with nut allergies. However, snacks provided for PTO room parties and the like must be prepackaged with an ingredient label that can be checked by the school nurse. Items cannot contain nuts or be processed in a facility that contains nuts. Other ingredients may also be restricted. No home-baked goods or bakery items may be brought to school to share.

Sex Offender Notification

Pursuant to the *Sex Offender Community Notification Law*, Building Principals shall inform parents/guardians about the availability of information concerning sex offenders during registration and, if feasible, during parent-teacher conferences. Parents/guardians may also seek information regarding criminal offenders via the Statewide Sex Offender Database (a.k.a. Sex Offender Registry) at www.isp.state.il.us/sor, and the Statewide Child Murderer and Violent Offender Against Youth Database at www.isp.state.il.us/cmvo/.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The PPRA affords parents/guardians of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parent; or
 8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor under State law.

The District has developed and adopted policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

CURRICULUM AND LEARNING OPPORTUNITIES

Philosophies and Methods

Hawthorn schools follow a variety of educational philosophies and best-practice teaching methods designed to reach every kind of learner. For an overview of some of these philosophies and methods, please visit www.hawthorn73.org and check the Learning@Hawthorn quick link.

Consistent Curriculum

While teachers differentiate methods to best meet each learner's needs, all teachers follow a guaranteed and viable curriculum. In 2010, Hawthorn and the state of Illinois adopted the Common Core Standards developed in an effort to provide consistent learning across the nation. Curriculum development is a continual process resulting in adjustments designed to ensure an effective educational program for our students. Teachers representing all grade levels and educational areas continually evaluate and revise the curriculum to best meet our students' learning needs. More information about the curriculum and learning goals is available at www.hawthorn73.org/learning.

Homework Guidelines

Homework is considered an essential component of the learning process for all students. Although homework is typically not formally assigned to primary grade students, students are encouraged to read and/or write each night for 20 minutes and/or parents/guardians are encouraged to read to their children. In upper grades, homework assignments are given to reinforce newly introduced concepts or act as an enrichment activity to enhance learning, while helping students learn to plan, prioritize and budget their time wisely. Daily assignments are posted in the classroom and, in many instances, on teacher web pages with the expectation that students will complete them. There are many variables affecting the amount of time individual students will need to complete homework assignments. Specific concerns should be discussed with the teacher giving the assignment.

Suggested guidelines for daily homework follow. Leisure reading should not be counted in the minutes:

Grades K-2: 20 to 30 minutes per day

Grades 3-5: 30 to 60 minutes per day

Grades 6-8: 60 to 80 minutes per day

If a student is consistently exceeding these recommended guidelines for homework, parents/guardians are encouraged to contact the teacher(s) assigning the homework to remedy the situation. For more information, refer to Board Policy #6:290. The "Homework by Design" brochure is available at www.hawthorn73.org/forms.

Enrichment Program

Hawthorn believes that it is important to challenge all of our students at every level. Formal enrichment programming is offered beginning in 4th grade at all of our elementary schools in language arts and mathematics. Enrichment specialists work with classroom teachers, utilizing formal and informal assessments to identify and instruct a core group of students for their full math period. In language arts, our teachers and specialists use a variety of assessments, classroom observations and teacher recommendations to determine groups of students who will participate in enrichment services for a portion of their language arts period. Some of the goals of our enrichment program include: improving higher order thinking skills, engaging students in activities that will challenge their abilities, and encouraging collaboration between students. Once students reach the middle school level, they are placed in language arts and math classes according to their current achievement and ability. All teachers in at the middle school level work to challenge all of our students appropriately in every classroom.

Dual Language Spanish/English Immersion Program

The Hawthorn School of Dual Language provides a Spanish/English immersion program for students in grades Kindergarten through 5. The dual language model integrates Spanish-speaking children and English-speaking children for academic instruction that is presented separately through both languages. For both groups of students, one of the languages is their native language and one is a second language. A dual language education encompasses the following critical components: The program involves instruction through two languages where the target language, Spanish, is used for a significant portion of the students' instructional day. The program involves periods of instruction during which only one language is used. Both native English speakers and native Spanish speakers are participants. Students are integrated for most content instruction. Students completing the School of Dual Language program and moving into middle school have the opportunity to take part in an advanced Spanish and Cultures course.

Optional Music Program

In addition to the regular fine arts opportunities provided to all students, Hawthorn offers the option of participating in band and orchestra beginning in the 4th grade. Chorus is available in some elementary schools and both middle schools. In general, elementary groups meet outside the school day (before or after school). Middle school group practices are scheduled during the school day as well as before- and after-school, depending on the group. Students scheduled for these programs are expected to attend and receive an evaluation on their report card.

Athletic and Extracurricular Activities

Hawthorn students, particularly in the middle schools, have opportunity to participate in a range of extracurricular activities, including interscholastic athletics, yearbook, fine arts, clubs, student council and more. Activities take place before, during and after school. Participants must provide their own transportation.

Eligibility for Athletic and Extracurricular Participation

Students who represent their whole school through such activities as athletic teams, student council and the like are required to maintain good grades and reasonable standards of behavior in order to be eligible to participate. Students must be eligible at time of tryout, and must maintain eligibility throughout the course of the activity. Standards will be clarified through a parent letter or pre-season parent information meeting, as is appropriate. In general, the standard is an average grade of "C" or better in core subjects and no failing grades. Students must attend school all day on the day of any scheduled athletic or extracurricular event or practice in order to participate or perform at the event or practice after school. Any exceptions will be considered by the building administration. All students who plan to participate in interscholastic athletics must have a physical exam form on the.

After-School Learning Activities

Hawthorn offers a selection of after school learning and enrichment activities, including learning opportunities for our parents/guardians. Hawthorn also partners with the Vernon Hills Park District to provide a variety of after school enrichment opportunities for our elementary students. For information about course offerings and fees, please contact your school or the Vernon Hills Park District (847-996-6800).

Alternative Learning Opportunities

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and school-level compacts. For further information regarding these compacts, please contact the Director of Curriculum and Instruction, Allison Stein 847-990-4251.

No Child Left Behind

Parents/guardians are entitled to information about their child's teacher(s), including highly qualified status under the No Child Left Behind ("NCLB") legislation. If you would like information about a teacher's qualifications or certification, please contact the Director of Curriculum and Instruction, Allison Stein, at 847-990-4251. Parents/guardians of students in Title I buildings whose teacher is not highly qualified under NCLB standards will automatically be notified by letter following four weeks of attendance.

Age-Appropriate Sexual Abuse and Assault Awareness and Prevention

In compliance with Erin's Law (105 ILCS 110/3 and 105 ILS 5/10-23.13), the District provides age-appropriate sexual abuse and assault awareness and prevention education to students in grades Pre-K through 8th grade.

SUPPORT SERVICES

Implementation Model

Hawthorn provides a variety of special education and supportive services programs for students. Some of these programs are supported through state and federal funds, while others are District funded. In each building, a group of professionals makes up a Learning Center Team, which supports the school's Response to Intervention (RtI) process, as well as monitors the Individual Education Plans (IEPs) of students who are eligible for any of the services offered. All services are offered in compliance with federal and state guidelines and laws. Further, teachers and other school personnel use a problem-solving model to address academic, behavioral and/or other concerns that arise. That said, parental approval and involvement are necessary to the success of these programs.

Diagnostic Screening for Three- and Four-Year Olds

District 73 offers a range of services to meet the needs of children prior to their entrance into kindergarten. Parents/guardians of preschool-aged children (3, 4 or 5 years old) who have concerns regarding their child's development in the areas of speech/language, motor skills, socialization or overall cognitive ability should contact the District for a free diagnostic screening. Parents/guardians of children younger than age 3 who believe their child may have a developmental delay may arrange for a separate evaluation. Please contact the District's Director of Special Services, Renee Ullberg, at 847-990-4200.

Hawthorn Early Learning Center at Lincoln

Hawthorn offers Pre-Kindergarten and Early Childhood services through Hawthorn Early Learning Center at Lincoln School. Children must be screened and determined eligible for either HELPs classroom situation. If you are interested in participating, please contact the program at preinfo@hawthorn73.org or 847-990-4377.

Psychology

School psychologists serve as part of the Learning Center Teams to assess the academic and psychological needs of students, provide in-service training for staff, and provide support for Response to Intervention (RtI).

Speech and Language

Difficulties with speech and language may inhibit a child's social adjustment, restrict academic achievement and/or interfere with the child's ability to reach his or her potential. Therefore, the Speech and Language program identifies and provides help for those children who do not seem to be developing the communication skills commensurate with ability and/or chronological age. The areas of voice quality, fluency, speech articulation, and the ability of the child to understand and use language appropriate to chronological age are considered. All children are screened for speech and language development as they start kindergarten. Parental permission is obtained before placing a child in a special program. Speech and language screening is also available to all children upon parent or teacher request. This request will be reviewed at the building level. In addition, evaluations are available for some three- and four-year-old children upon parental request by contacting the District's Special Services Department, 847-990-4200.

Social Work

The school social worker is an integral part of the Learning Center Team. Social work services include assessment of emotional, behavioral and academic problems and their possible causes as well as the development of an appropriate treatment plan. Services may be delivered through individual or group counseling.

Health Services

As a Learning Center Team member, the school nurse interprets the students' health and medical needs and the impact on learning. The school nurse will assist in developing a plan to provide appropriate physical and educational accommodations. The nurse works closely with parents/guardians, other health care providers and the teaching team. It is important that parents/guardians provide complete and updated information about any student health concern. A variety of health management plans and documents are available at www.hawthorn73.org/healthservices.

English Language Development (ELD)

Hawthorn is a richly diverse community, with our families reporting more than 60 different languages spoken at home. Many students speak little or no English when they enroll at Hawthorn. In order to support these students, English Language Development (ELD) teachers work in partnership with classroom teachers to provide for the unique educational needs of this student population. For low-incidence foreign languages, a tutor may be utilized. The goal of the ELD program is to assist Limited English Proficient (LEP) students in reaching our rigorous expectations through adjustments to the school setting. These students attend regular classes with their English-speaking classmates as much as possible.

The District will provide information to the parents/guardians of LEP students 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) specific exit requirements of the program; 6) how the program will meet their child's individualized education program, if applicable; and 7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Education of Children with Disabilities

The District provides a free appropriate public education and necessary related services to all children with disabilities residing within the District, from age 3 through 8th grade, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the *Illinois School Code*, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," means children from ages 3 through 21 years for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's *Special Education* rules, that special education services are needed.

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 the 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 Illinois State Board of Education's *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 parents/guardians to examine relevant records, an impartial hearing with opportunity for participation by the student's parents/guardians, and representation by counsel, and a review procedure.

For further information please contact the Director of Special Services, Renee Ullberg, at 847-990-4273.

Special Education District of Lake County (SEDOL)

Hawthorn is a member of the Special Education District of Lake County (SEDOL). As a participating member of SEDOL, we are able to provide for the special educational needs of our students. SEDOL staff members assist in evaluating, identifying and providing for those students who have challenges that interfere with their learning success in a regular classroom. Whenever possible, member districts provide classroom space for special education classes. Hawthorn has housed several SEDOL classes, including behavioral disorders, educable mentally handicapped, and hearing impaired. Hawthorn will continue to include such classes as space permits, and integrate students into art, music, physical education and other programs whenever appropriate.

Learning Disabilities (Resource)

The Learning Disabilities program is designed to meet the specific needs of individual students who have mild to moderate learning disabilities. These children are supported in various classroom settings with specialized services provided by learning disability specialists on a regularly scheduled basis. These specialists provide consultation and collaboration with classroom teachers as needed to enhance student learning.

Instructional Learning Disabilities Classes (ILD)

Hawthorn offers instructional learning disabilities classes for students in 1st through 8th grade. These smaller classes are designed for learning disabled students in need of highly specialized and concentrated teaching. Children receive art, physical education, music, etc., with the children of their own grade level, as appropriate. Students may participate in regular education academic classes when appropriate.

Hearing Impaired

The John Powers Center for the Deaf and Hard of Hearing was opened on the Hawthorn campus in January 1980. This unique facility is funded by the member districts of the Special Education District of Lake County (SEDOL). Approximately 80 elementary students receive specialized education through this facility. It is the goal of the program to mainstream these students into the regular Hawthorn program when appropriate. Upon graduation, the students attend Grayslake North High School's special program for the hearing impaired.

ADMISSIONS AND ENROLLMENT

Attendance Areas

All of the Hawthorn schools have geographic enrollment boundaries beginning in the Fall of 2015, with the exception of the Hawthorn School of Dual Language. Enrollment in the Hawthorn School of Dual Language is based on space availability and classroom demographics. For more information about our recent reorganization, current attendance areas, registration for the School of Dual Language, as well as an interactive map, please visit www.hawthorn73.org.

Admission/Registration

A parent/guardian must appear in person to register a student for entrance into school. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board Policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board Policy 7:100, *Health, Eye and Dental Examinations, Immunizations, an Exclusion of Students*.

Other mandated questionnaires must also be completed during the admissions process. For instance, the U.S. Department of Education and the Illinois State Board of Education require specific race and ethnicity data from each student. Documents must be presented in person at the District Office, 841 West End Court, Vernon Hills, before a child can attend classes.

Any homeless child shall be immediately admitted, even if the child or the child's parent/guardian is unable to produce records normally required for enrollment.

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 State law. 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. Transportation will be provided in accordance with the McKinney

Homeless Assistance Act and State law. The District appoints a liaison to assist families who are homeless. For assistance, please contact the Director of Special Services, Renee Ullberg, at 847-990-4273.

Kindergarten Enrollment

A student must be five years old on or before September 1 in order to be eligible for kindergarten during that school year. A Kindergarten Parent Information Meeting is held each spring to begin the kindergarten enrollment process. The meeting is usually held in late January/early February prior to the start of school. (Call the District Office at 847-990-4200 for the current schedule.) Prior to placement in a class, parents/guardians must submit a certified copy of the child's birth certificate, verify parent identity, verify residency in the District, and provide contact and medical information (including proof of health examination and immunization, dental examination and vision examination). Students will also undergo diagnostic screening to determine academic readiness.

Continuing Student Registration

Each spring, parents/guardians of Hawthorn's current continuing students complete a registration process to update information for the following school year. The bulk of this continuing student registration process is completed online. Students who have not been properly registered within the time parameters will be dropped from enrollment, and a parent/guardian will be required to verify residency and complete a longer in-person enrollment process, including providing documents verifying residency in District. All students must provide proof of residency documentation each year at a Residency Verification event, typically held in early August (Call the District Office at 847-990-4200 for the current schedule), as outlined on the Residency Verification form (found at www.hawthorn73.org/forms). Continuing students in particular grades must also provide health and dental examination documentation, as mandated by the state. (See "Student Health Records" section that follows.)

Classroom Placement

In a district as large as ours, an equal distribution of students in the many classrooms at any given grade level is essential. The building principal and teacher staff develop class lists that provide a classroom "balanced" by academic and social abilities and boy/girl ratios. It is also sometimes necessary to separate certain children. We understand that parents/guardians may have teacher preferences for their child, but principals retain the final authority for classroom placement.

Address Changes

Parents/guardians should promptly notify the school office in writing of any change of address or telephone number.

Student Health Records

State and federal mandates require that students receive a health examination, dental and vision examinations and required immunizations in order to attend public schools. These mandates are designed for the protection of the wider community. Failure to comply or show record of compliance may result in a student being excluded from school. A summary of student health record requirements follows. More information appears in the Health Services section of this handbook.

- Health Exams and Immunizations:** Illinois law requires health examinations for students entering preschool for the first time, kindergarten and sixth grade and for new enrollees from outside Illinois. A copy of the Illinois Child Health Exam report, signed by a physician and dated within the past 12 months, must be on record with the District. Record of immunizations against measles, tetanus, diphtheria, poliomyelitis and pertussis (whooping cough) and varicella must also be present. All preschool students are required to have hepatitis B and Haemophilus influenza type b (Hib). All fifth grade students are required to have hepatitis B inoculations. If health/immunization records are not in compliance with the Illinois School Code by October 15 of the current school year, the student must be excluded from school until the student is in compliance.
- Dental Exams:** Illinois law requires all students in kindergarten, second grade and sixth grade present proof of a completed dental examination.
- Vision Exams:** The state of Illinois requires mandatory vision examinations of all students entering school in kindergarten (or grade 1) or transferring from a school outside of Illinois. Please have your optometrist or

ophthalmologist complete the State of Illinois Eye Exam Report and return it to your school nurse prior to October 15. If you are unable to obtain the required vision examination, please complete the Illinois Eye Exam Waiver Form, which is available at www.hawthorn73.org or from your school nurse.

- **Sports Physicals:** Participants in interscholastic activities offered through the middle schools must have an annual sports physical on file with the school. Students will not be allowed to attend tryouts until a current physical is on file.

FEES AND PAYMENTS

Instructional Materials Fees

Illinois schools are allowed to assess an instructional fee, or "registration" fee, which is assessed during the registration process. Current fees are posted at www.hawthorn73.org/fees or available from the District or your school office.

Optional Band/Orchestra/Chorus Participation Fees

Students have the option to participate in band or orchestra (beginning in 4th grade) and chorus. There is a participation fee, which is posted at www.hawthorn73.org/fees or available from the District or your school office.

Athletic Participation Fees

Participants in our Middle School athletic program are assessed a participation fee. More information about the available athletic programs and associated fees are available through the middle school offices.

Food Service

Hawthorn provides a full-service meal program in each building, including before-school breakfast as well as lunch. Families may purchase meals and/or beverages (milk, juice, water) through their school. Details about the program, including prices and menus, are available at www.hawthorn73.org or through your school.

Middle School Locks and Lockers

While all students are assigned a locker or other area to keep their coats and materials, our middle school students are assigned two lockers (hallway and gym) which must be secured at all times.

Middle School Gym Uniforms

Students in grades 6-8 are required to purchase and wear Hawthorn gym uniforms.

Optional Accident Insurance Coverage

Hawthorn purchases a student accident insurance program that covers students for injuries incurred while participating in school sponsored and supervised activities, including sports. There is no charge to you for this coverage. Optional 24-hour accident coverage is available for you to purchase for your child. Note that **this is not health insurance coverage** for routine or sick call visits to a doctor, but rather accident insurance, only. For information about this optional accident coverage insurance, or for contact information for filing a claim on that optional coverage, please contact the Hawthorn Business Office at 847-990-4200.

Late Payment

Fees are due at registration. Fees that are past due may be assessed additional late-fee penalties and/or sent to collection.

Check Policy

Hawthorn does accept checks, which should be written to Hawthorn District 73 with a notation describing the payment. Checks returned for insufficient funds will be assessed a return check fee as set forth by law (generally \$25) and referred

to our collection vendor. For more information on the check policy, please contact the Hawthorn Business Office, 847-990-4200.

FEE WAIVERS AND ASSISTANCE

Free and Reduced-Price Meal Program

Hawthorn participates in the federal free and reduced-price lunch and breakfast program. Students unable to pay full price for meals may be eligible for free or reduced-price breakfasts and lunches. 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. Contact your school or the District Office at 847-990-4200 for further information and an application. Applications, which are available in early fall, are also posted online at www.hawthorn73.org.

School Fee Waivers

In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay school fees, the following school fees are waived for students who meet the eligibility criteria for a fee waiver:

- Required textbooks and instructional materials (including laboratory fees and workbooks)
- All charges and deposits collected for use of school property (e.g., locks, towels, laboratory equipment).
- Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extracurricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences).
- Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.
- Charges for supplies required for a particular class (e.g., shop or home economics materials, laboratory or art supplies).
- Graduation fees (e.g., caps, gowns).
- School records fees.
- School health services fees.
- Driver's education fees.

Students receiving a fee waiver are NOT exempt from:

- Library fines and other charges made for the loss, misuse, or destruction of school property (e.g., musical instruments).
- Charges for the participation in band, orchestra, and chorus, as well as extracurricular sports.
- Charges for the purchases of class rings, yearbooks, pictures, diploma covers or similar items.
- Charges for optional travel undertaken by school club or group of students outside of school hours (e.g., a trip to Chicago for a musical or a senior class trip).
- Charges for admission to school dances, athletic events or other social events.
- Optional community service programs for which fees are charged (e.g., preschool, before and after school care, recreation programs).

School fees will be waived for students who currently live 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. Fees may also be waived for a student who is unable to pay due to significant loss of income by the student's parent or guardian because of severe illness or injury in the family; circumstances such as fire, flood or storm damage; a parent/guardian serving in the Armed Forces; or other emergency situations that the Director of Finance deems to justify a fee waiver. School fee waiver applications are available in each building, and the fee waiver form is attached at the end of the Handbook. All District students receiving services outside the school district are required to register and pay fees.

Payment Plans

Payment plans are available through the Hawthorn Business Office, 847-990-4200.

ATTENDANCE

Illinois Pupil Attendance Guidelines

Following are the state guidelines for creditable pupil attendance:

- Kindergarten: 2 instructional hours for a full day of attendance
- Grade 1: 4 instructional hours for a full day; 2 hours for a half day of attendance;
- Grades 2-8: 5 instructional hours for a full day; 2.5 hours for a half day of attendance.

Middle School Promotion Requirements

To receive a certificate of completion from 8th grade, a student must pass (year average) at least three academic subjects in the areas of language arts, mathematics, social studies and science. The student must also pass required units in government and health education. Exceptions must be approved by the Superintendent or designee. Students who do not meet the requirements may be advanced to high school after successful completion of an alternative learning plan or retained to 8th grade. A final decision will be made by the Superintendent or designee.

Absence from School

Student absences for reasons other than illness are strongly discouraged. We urge parents/guardians to arrange doctor, dentist, orthodontist and all other appointments for times when school is not in session. All other non-educational reasons for a child's absence should be avoided.

Reporting Absences

If a child will be absent from school, parents/guardians must call the school office before 9 a.m. each day of the absence to report/explain the cause of the absence. Report specific symptoms if the student is ill. This also applies to extended vacations taken during the school year. Note that vacations are not excused absences under Illinois School Code.

Absence Call Back System

Schools are required to call a parent/guardian to inquire about a student if the student has not been marked present when attendance is taken and his/her parent/guardian has not notified the school that the child will be absent. If a child's whereabouts cannot be determined, the police will be called. "Call in, call back" systems are designed to alert authorities as soon as possible that a child is missing after not reporting to school so that a search can begin quickly.

Absence for Religious Observance

By law, students with excused absences for religious reasons are counted absent on our official records.

Unauthorized Absences

Students must attend all classes unless an absence is authorized. Daily attendance required by the Illinois School Code, and is essential for the successful completion of the student's schooling. Hawthorn will respond to every unauthorized absence. If a student begins to accumulate excessive absences, the principal may require a doctor's verification for subsequent absences. Examples of unauthorized absences include class cutting, oversleeping, missing the bus, car problems and leaving the school grounds without following proper procedures. Unauthorized absences will require a conference with parents/guardians and an administrator. Students who exhibit excessive absence patterns will be referred to the counselors for possible referral to Omni Youth Services and/or Project PASS (Positive Alternative Services for Students) of Lake County. Chronic truancy is referred to the regional office of education (see below).

Truancy

Truancy is defined as absence without valid cause for a school day or portion thereof. Valid cause is defined as illness, death in the immediate family, family emergency, and situations beyond the control of the student as determined by the Board or circumstances that cause reasonable concern to the parent/guardian for the safety and health of the student. When a student is truant, school personnel will initiate action to bring the student back into regular attendance. The schools will offer supportive services, alternative programs and outside resources in an effort to correct the student's

truant behavior. Hawthorn responds to chronic truants in accordance with state law. The regional office of education is notified when a student misses 5% (nine days) or more of the academic year.

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

Enrollment Termination After 10 Days

A student's enrollment will be terminated after any absence exceeding 10 days. The only exception is when the absence is medically documented. Upon return, the student and guardian must complete the in-person re-registration process at the District Office. This process requires parents/guardians to prove residency and provide additional documentation, as would be required by a new enrollee. Students will re-enrolled and placed in a classroom based upon space availability. There is no guarantee that a student will be placed in the same classroom upon re-enrollment.

Homework for Absentees

Parents/guardians are asked to adhere to the following guidelines when requesting homework assignments for students who will be absent from school:

- If it appears that the student will be absent for only one day, homework will not be sent home. Work deemed absolutely essential to a student's progress will be given upon the student's return to school.
- A request for homework may be made on the second day of absence if it appears the absence will be prolonged.
- Please allow 24 hours for staff to gather assignments. Please call before coming to the school to pick up the work to ensure that it is available. This is particularly important if a student has more than one teacher.
- If it is necessary to get assignments sooner, consider calling classmates who can provide the needed information.
- Check with your school or teacher for additional guidelines and directives.
- Homework will not be provided to students who are missing school due to an extended vacation.

Tardiness

If a student is late coming to school, a parent/guardian must notify the school and the student must sign in with the office before going to class so that he/she can be counted as present. If a student who is late does not sign in upon arrival, the office is unaware of the student's presence and he/she may not receive credit for attendance. Parents/Guardians: Please stress the importance of reporting to the office if your student is late. Unexcused tardy arrivals will result in disciplinary consequences as determined by your school. A parent/guardian phone call does not necessarily make a tardy arrival "excused."

Permission to Leave School

It is important that the school know the whereabouts of each student at all times. If students are leaving the building prior to dismissal, a parent/guardian (or properly authorized adult with written permission) must come in to the school office to pick up the student. Each student must be signed out of the office and leave in the company of the responsible adult. No student may leave school grounds without permission from the office.

Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. For further information, please contact the Director of Special Services, Renee Ullberg, at 847-990-4273.

Family Vacations During the School Year

Family vacations and other recreational absences during the school year are discouraged. Parents/guardians who are planning a vacation that will require a student's absence from school are asked to discuss the matter first with the teacher(s) and principal, well in advance of the date of the absence. The principal and teacher(s) will discuss the probable effects upon your child's academic progress. Absences for vacation purposes are not considered excused under the Illinois School Code. Homework will not be provided to students who are absent while on a vacation.

EMERGENCY PROCEDURES

Notification of School Closings

When snow or other circumstances cause our schools to close, Hawthorn will activate an automated call system to send a telephone message to the student's home telephone number as provided by each family. We will also post information on our District website (www.hawthorn73.org), post a message to www.emergencyclosing.com, and send announcements to local radio and television stations, including WMAQ AM 670, WGN AM 720, WBBM AM 780, WBBM FM 96.5, WBLZ FM 103.5, WGN TV Channel 9, WFLD TV Channel 32. We work to have announcements out by 6 a.m.

After School Cancellations

Due to the age of our student population and the importance of having parents/guardians/childcare present when children are home, Hawthorn only calls for an unscheduled early release in extremely extenuating circumstances. Our preferred procedure is to cancel school for an entire day, with that cancellation notice being provided prior to 6 a.m. Threatening weather or other circumstances may, however, require that all after school and evening activities be cancelled. When this is the case, the activities of all organizations using our buildings are also cancelled (i.e., Park District basketball, scout meetings, etc.).

Severe Weather Dismissal Procedure

If at dismissal time a tornado watch (forecast of possibility of tornadoes across a large area) is in effect, students will be dismissed per the usual procedure. Students will be reminded to go straight home from the bus, or in the case of students who walk, they will be reminded to proceed home quickly. In the case of a tornado warning (tornado spotted somewhere in the immediate area), students will not be dismissed or permitted to board the bus. Rather, the disaster drill procedures for each building will go into effect, with students proceeding to designated areas until an all-clear is sounded. Students will be dismissed when the warning is over.

Severe Weather/Emergency Decisions

To stay aware of the most current weather and security information, Hawthorn looks to the Illinois severe weather warning system, which is provided through the combined efforts of the Illinois Emergency Services and Disaster Agency, the Illinois State Police and the National Weather Service. Administration is in communication with all surrounding school districts when making decisions about snow day school closings. With regard to all emergencies, the Vernon Hills Police Department works in close partnership with us, providing information and recommendations.

Communication During Emergencies

In cases of emergency, please refrain from calling the school office or coming to the school so that personnel can focus on resolving the issue. Keep in mind that in some instances, law enforcement procedures call for powering off all wireless communication, including cell phones. As appropriate, Hawthorn will communicate and update information and directives through school websites, automated call systems and other methods, as directed by law enforcement.

Parent Determination

Even if the schools are open, the final decision about a child's attendance remains with the parent/guardian. A decision to close or open school cannot take into account every circumstance. We can best protect the safety and welfare of all students if parents/guardians decide what is best for their student with regard to attendance.

Impact of Severe Weather/Snow on Travel

On days with inclement weather, buses may run very late. In addition to traffic jams, heavy snow generally results in unplowed roadways, narrowed streets and reduced corners, which can significantly impact bus progress. Some housing areas may become inaccessible to the school bus for extended periods. It is up to you to decide if alternate transportation is possible or desirable. If you decide to drive your child to school, consider carpooling with neighbors to help reduce traffic congestion. Also, please shovel your bus stops and sidewalks so that our students can walk safely.

Emergency Procedures and Drills

Hawthorn works in conjunction with emergency responders, including the Lake County Office of Emergency Services, the Vernon Hills Police Department, Countryside Fire Protection District and other organizations to develop and practice policies and procedures to ensure student safety. During the course of the school year, students and staff practice different types of drills to ensure rapid, appropriate response. Drills include fire/evacuation, tornado/shelter-in-place, lock-down, bus evacuation, and other drills as deemed appropriate.

Calendar Adjustments

When school is cancelled for an emergency day, that missed day will be added back in to the end of the school calendar, unless the District has applied for waivers for certain school holidays during the year. If this is the case, then it will be indicated on our calendar, and in the event that school is canceled prior to one of these designated holidays, students will be expected to attend on that holiday. Please check with your school or the District for calendar updates as the year progresses.

BUILDING/STUDENT ACCESS

Restrictions

In order to support a secure environment, Hawthorn reserves the right to restrict access to our buildings and surrounding grounds at any time.

Buildings are Locked

In order to support a secure environment, Hawthorn buildings are locked during the school day. The front entrance of each school features a buzzer and camera system; visitors must press the button and may be asked to identify themselves. Visitors must then proceed to the office area to sign in. Valid identification is necessary to enter the buildings. This will be checked against a database to ensure the safety of our students and staff.

Messages for Students

Only emergency messages can be relayed to students. Messages must be relayed through the school office. Please keep in mind that by policy, cellular phones and other electronic devices must be turned off during the school day. Parents/guardians are asked to plan ahead with their children for unusual weather conditions or other situations that might alter the method by which children return home.

Parent/Guardian Visitors

Hawthorn welcomes parents/guardians as visitors and volunteers. For security reasons, all visitors must sign in at the building office and obtain a pass that must be worn the entire time they are in the building. It is necessary for parents/guardians to coordinate their visits with teachers in order to not disrupt any educational activities. When arranging visits with the teacher, parents/guardians are encouraged to clarify the purpose for the visit and be understanding of the teacher's expectations. If the visitor desires specific information or discussion time with the teacher, a separate conference should be arranged. The Building Principal has the right to restrict the number of visitors to a classroom at any given time, and may also determine a reasonable period of time for the visit. Schools reserve the right to ask for photo identification and/or restrict access.

The *School Visitation Rights Act* permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work to attend necessary behavioral or educational conferences at their child's school.

Student Visitors

Students are discouraged from bringing guests to school. Approval for student guests to visit school must be obtained from the Building Principal. These requests must be made at least one day in advance. Specific guidelines for visitors may vary from building to building. Please check with your school.

HEALTH SERVICES

Role of the School Nurse

Nurses in each building provide direct services to children requiring immediate first aid and medical care. Parents/guardians are notified in case of illness or emergency. School nurses also collaborate with other school personnel and parents/guardians on matters of students' health needs. The health services department maintains records of health examinations and immunizations required by Board policy and State of Illinois rules and regulation.

Mandatory Health Exams and Documentation

Information about mandatory health examinations and documentation appears in the Admission and Enrollment section.

Emergency Treatment Authorization

Upon enrolling students at Hawthorn, parents/guardians authorize emergency treatment and if necessary, permission for their child to be transported to the nearest hospital or doctor. Families agree to pay all fees in connection with such treatment or service not covered by insurance and to authorize school personnel to contact persons named as emergency contacts if parents/guardians are not reachable. Student health information will only be available to Hawthorn staff, or other authorized adults, who are directly involved with the student. Further, parents/guardians agree to hold harmless and indemnify the District, its employees and agents, either jointly or severally, from and against any and all claims, demands, damages, causes of action, or injuries, including reasonable attorneys fees and costs in the defense thereof, resulting from or arising out of the provision of emergency medical treatment by school personnel or by a physician and/or other medical personnel.

Vision Screening

Routine vision screening is done annually, as mandated by the state, for the following children: preschool, kindergarten, 2nd grade, 8th grade, IEP and speech students. New students will be screened when they enroll. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Otherwise, vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated group will be screened.

Hearing Screening

All students in preschool, kindergarten, grade 1, grade 2, grade 3, IEP and speech students will be screened annually for hearing.

Physical Restrictions

A statement from a physician explaining any physical restrictions must be kept on file in the school health office for any student requiring special considerations (i.e., casts, crutches, diabetes, heart conditions or seizure disorders). Parents/guardians may request in writing that their child be excused from physical education and/or recess for up to 3 consecutive days. For a student to be excused from participation in physical education class or to be kept in from outdoor recess for longer than three days, an explanatory note from the physician must be on file in the school health office.

Medication Administration

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(s)/guardian(s) 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.

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* is submitted by the student's parent(s)/guardian(s). 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.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a *School Medication Authorization Form*. 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and/or medication, or the storage of any medication by school personnel.

A *School Medication Administration Form* is available at www.hawthorn73.org or from your school nurse.

Keep Sick Children Out of School

Children who appear ill should not be sent to school. In order for your child to be available for learning and to maintain a healthy environment, it is very important for you to keep your child at home if he or she:

- Has an oral temperature of 100 degrees or more. He or she should not return to school until fever-free for 24 hours, without fever-reducing medications, since many children experience a recurrence of fever.
- Has become sick with flu-like symptoms, or experiences fast or troubled breathing.
- Is not drinking enough fluids.
- Is not waking up or interacting
- Shows severe irritability.
- Experiences a return of flu symptoms with a fever and worsening cough.
- Has a fever with a rash.
- Has been diagnosed with a bacterial infection, such as strep throat, conjunctivitis or impetigo. He or she should be on an antibiotic medication for at least 24 hours before returning to school.
- Has vomited more than once or has had persistent diarrhea during the night or into the morning. He or she should be without these symptoms for 24 hours before returning to school.
- Has chicken pox, He or she must be excluded from school until all lesions are crusted over.
- Has head lice. See the No Nit Policy that follows.
- Has a rash of unknown origin.
- The school nurse may require a note from the doctor stating that your child is not contagious and/or is clear to attend school.

Lice Procedure

Hawthorn follows a "No Live Lice" procedure. We recommend that parents/guardians treat children who are found with head lice using a pediculicide shampoo and that procedures are followed at home to ensure that lice do not remain on furniture, pillows, etc. The school nurse will help check students before returning to class. Students may return to class if no live lice are found, however, we recommend that parents/guardians continue to treat their child until no nits can be found, as well.

Communicating Outbreaks

School nurses follow public health guidelines with regard to communicating illnesses and outbreaks. In general, guidelines call for notification if other students in close proximity can benefit from increased vigilance and the administration of medication. For example, if a student is exposed to strep throat (a bacterial infection) and develops similar symptoms, a parent can alert the doctor who can then prescribe antibiotic treatment. Public health protocols do not call for notification

of every type of illness, particularly if such knowledge cannot result in treatment, as is the case for most viral infections. Further, public health protocols call for protection of privacy for students and families.

Reminder: Wash Hands and Cover Coughs

The best way to prevent illness and infection is by proper hand washing. People should also remember to cover their cough into their arm or a tissue. Please follow these guidelines and teach your children to do the same.

TRAVEL AND TRANSPORTATION

Expectation

Hawthorn works to maintain a safe and orderly environment and students are expected to behave in a safe and appropriate manner at all times, even when traveling to and from school. We ask parents/guardians and students to work together with school and transportation staff to ensure that the beginning and end of our school days are safe and orderly. Please review the following information with your students.

Walkers

Walking is a fun and healthy way to spend time with your child while teaching them skills that will serve them throughout life. Student who walk to school are held to the same expectations as if they were on school grounds and must follow all the District's rules and policies with regard to student behavior. Sidewalks are available in the boundaries of the school and crossing guards are in place at main intersections. For more information on walking to and from school, please read the "Student's Guide to Safe Walking" located on our website at www.hawthorn73.org. Note that while it is not illegal (but dangerous) for pedestrians to cross railroad tracks or walk beside the tracks in the railroad right of way, it IS illegal to cross the tracks if the gates are down.

Bicycles, Scooters, Skateboards, Rollerblades, etc.

The use of bicycles, scooters, skateboards, rollerblades, etc., is prohibited on District property. Students who travel to school in this manner must use extreme care and are encouraged to wear helmets. Students must also be aware and respectful of other riders, pedestrians and vehicular traffic. Once on District property, students must walk with their equipment. Hawthorn takes no responsibility for bikes or other equipment, which should be chained and locked in the available racks. Equipment is not to be used during the school day. Students are not allowed to ride motorized vehicles. In addition, shoes with built-in wheels are not allowed to be in the rolling position while students are on District property.

Car Pick Ups

Vehicles dropping off or picking up students at the beginning or end of the day will be directed into a line. Adults are asked to stay in their vehicles at all times. For drop off, students must exit the vehicle quickly (curbside) and head directly into the building. At pick up time, adults must stay in their vehicle and display a student name card (if provided by your school). School staff will release students. Please check with your school for specific vehicle line configurations and procedures.

Rules of the Road in School Zones

All families are required to follow Illinois law when on school property, and are encouraged to do so at all times. Students getting into vehicles must be secured in an approved safety restraint system in accordance with Illinois law. Driver and passengers must wear seat belts. In general, state law states that drivers may not text while driving or talk on cell phones while traveling through school zones. State law requires that any use of a cell phone must be hands-free. In addition, our schools request that you refrain from talking/texting at any point when children are present, whether your car is moving or not. Our parking lots are very busy places. For those parents/guardians waiting in the car line, we ask that once the doors open and children are present, please turn off your phones so we can all devote our undivided attention to their safety.

BUS SERVICE

Bus Rider Expectations and Conduct

Our expectations for safe and respectful behavior in school also apply to time students spend waiting for or riding on the bus. Whether is coming from or going to school, a field trip or for any other school athletic club activity, bus service is a

privilege and appropriate bus behavior is imperative for the safety of all of our students. Safety is the shared responsibility of students, parents/guardians, school staff, bus contractors and drivers. It is essential that the bus driver is not distracted by disruptive behavior. Therefore, our bus environments require the same behaviors as our classrooms, as outlined in the Behavior and Discipline section of this handbook. In addition, bus riders are asked to review and sign a Bus Responsibility Pledge (see Bus Responsibility Pledge). Parents/guardians are responsible for addressing behavior concerns while students wait for the bus. Severe problems at any bus stop may be directed to the Police Department. Also, per the Illinois School Code, Hawthorn reserves the right to deny the use of the bus to students whose conduct places other riders in jeopardy. To ensure order on the bus, drivers are authorized to assign seats as well as write up conduct reports. Conduct reports are provided to the school, which is responsible for investigating and providing disciplinary responses.

Bus Riding Rules

Students are expected to display appropriate behavior whenever they ride the bus, whether during their daily commute, traveling to competitions, or on field trips. Please review the following basic bus riding rules with your student, as well as all of the student expectations set forth in the Behavior and Discipline section of this handbook:

- Be at your bus stop 10 to 15 minutes before the scheduled pick-up time.
- Respect the property of others while waiting for your bus.
- Parents/guardians are responsible for the discipline of their students at the bus stop. Severe problems will be directed to law enforcement.
- While waiting for a bus, stay off of the road and several feet back from where the bus will stop.
- Do not approach a bus until it comes to a complete stop and the door is opened.
- If you need to cross the street, wait for the driver to signal that it's OK to cross, then cross in front of the bus.
- Line up to enter the bus, then find your seat quickly and quietly.
- Remain seated and facing forward at all times, keeping your hands, head and objects inside the bus.
- Keep the aisles clear of coats, backpacks, instruments and any other objects.
- Talk quietly and be respectful of others.
- At railroad crossings, you should be silent so the driver can check the tracks before crossing.
- No eating, drinking or gum chewing on the bus.
- Distracting or disrespectful behavior will not be tolerated.
- Do not stand up until the bus stops.
- When exiting, move in a quick, orderly fashion off and away from the bus so that the driver can see you.

Please remember:

- All students must ride on their own bus and use their assigned bus stop.
- Students will not be released from a bus until it reaches its destination, unless directed by a Hawthorn representative.
- Parents/guardians are not allowed on the regular bus.

Bus Responsibility Pledge

The Bus Responsibility Pledge applies to all students transported by a bus to and from school, for school sponsored field trips, and for after school activities. Bus riders and their parents/guardians are asked to review and sign a Bus Responsibility Pledge. This pledge states that riding the bus is a privilege, that <http://ceraulil.wufoo.com/forms/report-abully/> all school rules apply while the student is riding the bus or waiting for the bus, and that if good behavior choices are not made, that privilege may be revoked. Specifically, riders agree to follow directions given by the bus driver; stay in their assigned seat facing forward; use positive talk and appropriate tone and volume; respect themselves and others, including property, as they keep their hands to themselves; take responsibility for keeping their own possessions safe; help keep students with food allergies safe by not eating or drinking on the bus; and tell a responsible adult if they see or hear something that is unsafe.

Bus Service Area

The District provides free transportation for all students in the District: (1) who live 1.5 miles or more from their assigned schools, or (2) who live within 1.5 miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. Such students are automatically assigned a bus stop according to their permanent home address, not an alternate location such as a babysitter or daycare address.

Families who do not live within the free transportation zone may complete and submit the Option-to-Pay Form and payment to the District Office Transportation Department. Requests received before the transportation freeze begins will be processed to take effect the first day of school. The form, along with additional information, appears in the Transportation Information document and on the website at www.hawthorn73.org.

Bus Route and Stops

Routes and stops are created based on transportation industry standards to ensure safety and efficiency. Stops are generally within a two-block walk, which is well within the mandated 1.5 mile limit. As a rule, bus stops are at corners or corner-like positions that remain constant from year to year.

Bus Route Timing

Bus routes take substantially longer to run during the first several weeks of school as routes are adjusted and students get used to their schedules. At the beginning of the school year, students should be at their assigned stop 15 minutes before their scheduled pick up. As students become more familiar with the bus-riding process, route timing will change and become more consistent, allowing students to adjust accordingly. The weather, traffic and students not riding on a particular day will affect the timing of the route; therefore, as the year progresses, students are asked to be at the bus stop 5 to 10 minutes before the scheduled pick-up time.

Dismissal times vary at each school. Hawthorn schools follow a detailed dismissal schedule to ensure that each child reaches his or her destination safely and comfortably. Elementary classrooms are dismissed in separate waves, and staff check bus passes as students are walked to each bus. At the beginning of the year, buses may not leave the school grounds until 20 or 25 minutes after the final bell in order to complete all safety checks. As students become more comfortable with the dismissal routine, the holding time shortens substantially.

Bus Freeze

From mid-summer through the first weeks of school, Hawthorn "freezes" bus routes. The transportation freeze is a planning tool which allows us to fine-tune routes and provide more practice time for our drivers, resulting in a smooth transition into the school year. Alternate requests may not be processed during this time. For specific dates of the bus freeze, you may contact the District Transportation Department at 847-990-4260, check the website www.hawthorn73.org and refer to the Transportation Information Document.

Alternate/Childcare Stops

Bus transportation to an alternate/babysitter/daycare stop can be accommodated if the stop is within the attendance area of the school your child attends. Students are allowed one alternate stop, and requests must be made in advance of the start of the school year (prior to the bus freeze) in order for it to be included in the initial fall schedule. After the bus freeze has concluded, the Before and After School information form must be completed a minimum of three school days prior to the requested start dates. Request forms are posted at www.hawthorn73.org. For information, contact the District Transportation Department at 847-990-4260.

Bus Security Procedures

For safety and security, students must use their assigned bus and bus stop. Students are not allowed to ride other buses or use other stops. Students are not allowed to exit the bus until it reaches its destination, unless authorized by a school representative. Parents/guardians or unauthorized persons are not allowed to board a bus at any time. Drivers are not able to change routes or stops unless directed by the District or a transportation company official.

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. Students are prohibited from tampering with electronic recording devices.

Bus Passes

At the beginning of each school year, students are provided with a student ID/bus pass that includes the student's name, route number and other information. Students should have their ID/bus passes with them at all times. Students in elementary grades should have their bus pass attached to their backpack. Middle school students attach their IDs to their backpacks. Although bus drivers will get to know students, it is important that students have their ID/bus passes available in the event of a substitute driver and/or any questions about a student riding the appropriate bus. Students will be issued a temporary bus pass as necessary.

Bus Accessibility

Parents/guardians with concerns about bus accessibility for their student should contact the District Transportation Department at 847-990-4260.

Items Left on Bus

Personal items are the responsibility of each student. Neither Hawthorn nor the transportation company is responsible for lost or stolen items. However, it is generally the practice of the bus company to keep common items such as lunch bags or jackets on the bus for the student to retrieve during the next ride. More valuable items, such as cell phones, are taken to the bus company headquarters where they are secured in a locked facility until the parent/guardian appears in person to pick them up. To inquire about lost items, please call Lakeside Transportation at 847-263-7619.

Accident Procedure

Safety is the number one priority for all of our students and buses. In the event of any accident (no matter how minor), our transportation provider is instructed to immediately contact the local police, the District Office, and the school office. An Administrator will arrive at the location and stay on the scene until students are released from the scene. The school office will contact the homes of students on the impacted bus route to let them know of any delay. To maintain the security of the site and the safety of our students, students will not be released from the bus to their parents/guardians without authorization of a Hawthorn administrator.

Transportation Questions and Concerns

All transportation questions and concerns should be directed to the District Transportation Department at 847-990-4260. You may also contact your child's school. If you have a need or question after school offices are closed, Lakeside Transportation dispatchers are on duty until all buses have completed their routes and can be contacted at 847-263-7619.

STUDENT RIGHTS AND RESPONSIBILITIES

Philosophy

The Board and District staff are dedicated to providing opportunities for each student to achieve his/her maximum potential. To promote that end, the behavior of all students attending District schools shall reflect the standards of good citizenship demanded of members of a democratic society. Behavior, personal demeanor, attitude and skills suited to efficient learning and the development of self-discipline shall be maintained.

All students, teachers, school personnel and parents/guardians will have protection for the rights to which they are entitled as citizens under the law. Rules governing student behavior stem from state law, Board policy, administrative and Board rulings, and student council regulations. In each of these cases, rules and regulations are established through the deliberative, democratic process. Students, faculty, school personnel and parents/guardians should be fully aware of rules governing behavior. Every student has the right to learn, every teacher the right to teach, and no one has the right to interfere with the rights of others.

Learning Atmosphere

For optimum learning to take place, the atmosphere of the school and classrooms must have certain characteristics conducive to learning. Respect must be the basis of discipline in maintaining order. Respect for teachers, fellow students, and all school personnel will be shown at all times. This is a primary ingredient in creating an atmosphere affording

maximum equal opportunity to learn. Respect for the rights of others is the basis for maintaining a safe and orderly learning environment. Students are entitled to this same respect by all staff.

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, gender, religious beliefs, sexual orientation, ancestry, age, gender identity, physical and mental handicap or disability, status as homeless, order of protection status, actual or potential marital or parental status, including pregnancy.

Gender Equity

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

Any student, parent/guardian, employee or community member may file a discrimination grievance by using the *Uniform Grievance Procedure*, Board Policy 2:260.

Bullying, Intimidation and Harassment of Students Prohibited

Pursuant to Board Policy 7:180, *Bullying, Intimidation and Harassment of Students Prohibited*, no person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon the basis of actual or perceived: race, color, national origin, sex, sexual orientation, gender-related identity or expressions, ancestry, religion, age, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, any other protected characteristic, or association with a person or group with one or more of the aforementioned actual or perceived characteristics.

The District will not tolerate harassing, intimidating conduct, cyber-bullying, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a District employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal, physical, or electronic (for example, sexting) conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Making a Complaint

Students who believe they are victims of harassment, intimidation, bullying and/or sexual harassment or have witnessed such conduct, are encouraged to discuss the matter with their Building Principal, Assistant Building Principal, or any school employee. A student may choose to report to a person of the student's same sex. Anonymous reports of bullying

may be filed by <http://ceraulil.wufoo.com/forms/report-a-bully/> (link found in the Hawthorn 73 website under Curriculum/Student Resources).

Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Reprisal or retaliation against anyone who reports an act of bullying is strictly prohibited. Falsely accusing any person of bullying and/or knowingly providing false information regarding a bullying investigation is strictly prohibited. A person who is found to have engaged in either of these activities will be treated as having engaged in bullying in violation of this policy for purposes of determining any consequences or other appropriate remedial actions.

Complaint Investigations and Interventions

The District promptly and thoroughly investigates and addresses reports of bullying incidents, making all reasonable efforts to complete the investigation within 10 school days after the date the report is received.

Interventions that can be taken to address bullying 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. Consistent with student privacy laws, parents/guardians of all students involved in an alleged bullying incident will be promptly notified of the alleged incident and, if appropriate, of the availability of these interventions.

Dress Code

Student dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. The District's Dress Code includes the following requirements:

1. Shirts and shirt straps must cover a minimum of two inches at the top of the shoulder. Tank tops with spaghetti straps and low-cut or midriff tops are not permitted.
2. Undergarments should be concealed at all times.
3. Skirts and shorts may be no shorter than mid-thigh.
4. Clothing, jewelry, body art or other aspects of appearance that detract from the learning environment or violate District policy are prohibited.
5. Hats and/or headwear (except for religious purposes) are not to be worn in buildings.
6. Any garments that include offensive or inappropriate language or ideas are prohibited.

Students in violation of the dress code will be required to change into appropriate clothing before being admitted back to class, and may be subject to disciplinary measures.

Search and Seizure

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 authorities may inspect and search school property and equipment owned or controlled by the school (e.g., lockers, desks) 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.

School authorities may also search a student and/or personal effects in the student's possession (e.g., purse, wallet, knapsack, book bag, lunch box, cell phones, 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 behavior code. 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.

If a search produces evidence that the student has violated either the law or District' policies and 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. Law enforcement, including drug-sniffing dogs, may be utilized to assist in search and seizure efforts.

Student Accounts or Profiles on Social Networking Websites

School officials may not request or require a student or his/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. However, 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 the investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Lost or Stolen Items

Hawthorn is not responsible for lost or stolen items, including cell phones. Any toys or gadgets that students bring to school will not be allowed in the school environment. Students found with property that is not their own will be subject to discipline, per the Behavior Code.

Use of Cell Phones/Electronics

Cellular telephones and other communication devices must be turned off during the school day, unless requested by an educator for instructional purposes. Unauthorized use during the school day is not permitted. Use of personal devices during the school day, or unauthorized/inappropriate use of any electronics (cell phones, cameras, laptops, etc.) at any time (including off-school time) is unacceptable. Schools may develop other rules, for instance, requiring that cell phones be stored in a locker and not on a person. In addition, emergency procedures may require the powering down of all wireless communication devices (including laptops, cell phones, walkie-talkies, etc.), as directed by law enforcement. Failure to comply may result in the cell phone/device being confiscated as well as disciplinary measures consistent with the Behavior Code. Parents/guardians may be required to come to the school to retrieve the device, especially if the device is suspected of containing inappropriate content. Additionally, devices may be turned over to local authorities if suspected of containing inappropriate content. If the violation involves the use of school property, the student may also be restricted from using school technology.

Technology Acceptable Use Policy

Hawthorn believes that the use of technology and 21st century tools is essential to preparing our students for the future. We actively educate our students about Internet safety, ethical behavior regarding online interactions, as well as, acceptable uses of technology in an educational environment. The following outlines the Agreement between Hawthorn District #73 and its students and their parents/guardians with regard to technology use once a student is registered in the district.

The term District Technology System includes all computer hardware/software owned or operated by the District, the District's electronic mail system and District/School websites. "Use" of the District Technology System shall include use of, or obtaining access to, the system from any computer terminal whether or not owned or operated by the District.

All use of the District's Technology System shall be consistent with the District's behavior expectations as outlined previously in this Handbook. Access to the District's Technology System is provided as a resource for learning, however, inappropriate use may result in the cancellation of these privileges (alternative resources will be provided) and/or other disciplinary actions consistent with this Handbook.

No individuals should have an expectation of privacy in their use of the District's Technology System. The District has the right to access, review, copy, delete or disclose (as allowed by law) any message sent, received, or stored on the District's electronic mail system. The District has the right to, and does, monitor use of the System by students and to determine

whether the use is consistent with federal and state laws and District policies and guidelines.

Any user who becomes aware of any security risk or misuse of the System must immediately notify a teacher, administrator or other staff member or risk receiving consequences for involvement in unacceptable use of the District's Technology System.

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained via the System is at the user's own risk. The District will employ filtering software or other technologies to prevent network users from accessing visual depictions that are, obscene, identified as child pornography or otherwise harmful to minors. However, the District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent or of an inappropriate nature.

The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of any breach of this Agreement.

BEHAVIOR CODE: SCHOOL JURISDICTION AND PROHIBITED CONDUCT

"Teachers, other certificated educational employees, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians." *Section 24-24 of the Illinois School Code (105 ILCS 5/24-24).*

Recognizing that the Board cannot review the detailed circumstances of those cases requiring disciplinary action, the responsibility and necessary authority to carry out these policies as set forth here shall be delegated to the Superintendent and, through him/her, to the professional staff.

School Jurisdiction

Students are under the jurisdiction of the District whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Prohibited Student Conduct

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

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

- c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy.
- 5. Using or possessing an electronic paging device or using a cellular telephone, video recording device, personal digital assistants (PDAs), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs everywhere within school grounds, including, but not limited to locker rooms or bathrooms, cheat, signal others, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- 11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truant.

12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
15. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Weapons

A student whom uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for a period of at least one calendar year but not more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent’s determination, on a case-by-case basis.

A “weapon” means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) “look-alikes” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm.

The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in drama, cooking, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

BEHAVIOR CODE: POSITIVE INTERVENTIONS AND DISCIPLINARY MEASURES

Discipline Philosophy

Non-aversive or positive interventions that are designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions. The use of positive interventions is consistent with the educational goals of enhancing a student’s academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint.

Positive Behavioral Interventions and Supports

Hawthorn utilizes a variety of positive behavior supports in each of our schools. Each school utilizes many data sources to develop a plan for their students with regard to behavior and discipline. All students have a variety of opportunities to

be recognized for positive contributions to their school communities and instruction on school-wide expectations for behavior is embedded through classroom instruction. For more specific information, please check your child's school website and communication outlets.

Aggressive Behaviors

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

Disciplinary Measures

Efforts shall be made by the staff to solve disciplinary problems within the school setting. The following actions are suggested for dealing with behavioral problems short of exclusion from school. The list does not preclude the use of other methods or approaches that are reasonable and purposeful.

Removal from classroom to the office: This action may occur when a student is disrupting the learning environment.

In-school detention: This action may deprive students from participating in regular classroom experiences.

Student conference: Student and staff members meet for the purpose of discussing and solving behavioral problems.

Warning: A verbal or written notice to a student that a specific behavior is unacceptable and may result in a stronger action if the behavior is not corrected.

Parent conference: A conference involving the parents/guardians and staff members for the purpose of discussing and solving behavioral problems. The emphasis is on enlisting the assistance of the parents/guardians.

Referral: Referral to an in-school or out-of-school agency or person may be suggested when it is felt the intervention might help resolve a behavioral challenge.

Behavioral probation: A principal or assistant principal may place a student on behavioral probation for a specific period of time. This may include a written contract with the student, representing an agreement between the student and the administrator concerning the specific changes expected. Failure to fulfill the contract or a further infraction of the school rules may result in the imposition of further disciplinary action, as set forth in the contract. Parents/Guardians will be encouraged to discuss and assist in assuring that the intent and terms of the probation are fulfilled.

Detention: A student who violates a school rule or policy may be required to spend a specific period of time after school, before school, or during an unassigned class period at a specific location assigned by the principal or teacher. Such a detention will be actively supervised by a staff member. Students are expected to complete assigned work. It is the parent's responsibility to provide transportation after the detention is over or to give the student permission to walk.

Repeated detentions: The detention process is designed to curb behavior problems. However, if a student continues to receive numerous detentions it may be apparent that some further action needs to be taken.

Alternative disciplinary action: The building administrator may offer an alternate form of consequences, such as exclusion from school events, natural consequences.

In-school suspension: A student will be isolated from classmates and regular assignments will be required. Parents/guardians shall be notified. Students must report to the Detention Room with all books and supplies necessary to complete all assignments. The student may not attend activities after school.

Bus suspension: Suspension of bus riding privileges, provided that appropriate procedures are followed.

Out-of-school suspension: Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.

Expulsion: Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.

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

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

Suspension Procedures

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parents/guardians. A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parents/guardians of their right to a review of the suspension. The Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parents/guardians, a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parents/guardians may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parents/guardians shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
 - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
 - b. The time, date, and place for the hearing.
 - c. A short description of what will happen during the hearing.
 - d. A statement indicating that the Illinois School Code allows the Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
 - e. A request that the student or parents/guardians inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parents/guardians indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parents/guardians may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

In the interest of helping students, the District may assist in providing or locating alternative educational opportunities for a suspended or expelled student. These alternatives could include homebound or telephone instruction, reading lists, adult evening classes or alternative school settings. The Illinois State Board of Education provides information and assistance to school districts and students in educational alternatives within a school or off campus.

Behavioral Interventions Policy for Students with Disabilities

The use of positive interventions is consistent with the educational goals of enhancing a student's academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity and personal privacy and adheres to professionally accepted treatment practices. All of the procedural protection available to students with disabilities and their parents/guardians under the *Individuals with Disabilities Education Act* (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavior interventions.

It is the District's intent that intervention used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. Interventions that are considered nonrestrictive are preferred, when appropriate, because of the low risk of negative side effects and the high priority placed on behavior change rather than behavioral control. These interventions may be used without the development of a written behavioral management plan or inclusion in the student's Individualized Education Program. When a student is significantly, continuously disruptive to the environment, a written individualized behavior management plan will be developed. Prohibited interventions, such as corporal punishment and expulsion with the cessation of services, shall not be used. Interventions that are considered restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed.

When confronted with an emergency situation in which immediate intervention is needed to protect students, other individuals, or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's behavior management plan. The emergency intervention selected shall be the least intrusive to reasonably response to the situation. When an emergency intervention has been used with a student, the parents/guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The District maintains two types of school records for each student: *permanent* record and *temporary* record.

Permanent Student Records

The permanent record includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
2. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations (except that a parent/guardian or eligible student may request, in writing, the removal from the academic transcript of any score received on college entrance examinations), and the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System

3. Attendance record
4. Health record defined by the Illinois State Board of Education as “medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code”
5. Record of release of permanent record information that includes each of the following:
 - a. The nature and substance of the information released
 - b. The name and signature of the official records custodian releasing such information
 - c. The name and capacity of the requesting person and the purpose for the request
 - d. The date of release
 - e. A copy of any consent to a release
6. Scores received on all State assessment tests administered at the high school level

The permanent record may also include:

7. Honors/awards received
8. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations

Temporary Student Records

All student record information not required to be kept in the permanent student record is kept in the temporary student record and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
3. Completed home language survey
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record
6. Health-related information, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs, long-term medications administered during school hours, and other health-related information that is relevant to school participation
7. Accident reports
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement

The temporary record may also include:

10. Family background information
11. Intelligence test scores, group and individual
12. Aptitude test scores
13. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
14. Elementary and secondary achievement level test results
15. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
16. Honors and awards received
17. Teacher anecdotal records
18. Other disciplinary information
19. Special education records
20. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
21. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student’s education

Student Records Rights

The *Family Educational Rights and Privacy Act* (FERPA) and the *Illinois School Student Records Act* (ISSRA) afford parents/guardians with certain rights with respect to the student's education records. These rights are:

1. **Right to Inspect and Review.** Parents/guardians have the right to inspect and review the student's education records within 15 school days after the day the District receives a request for access. Parents/guardians should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent/guardian of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
2. **Right to Request Amendment.** Parents/guardians have the right to request the amendment of the student's education records that they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA and/or ISSRA. Parents/guardians who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent/guardian, the District will notify the parent/guardian of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian when notified of the right to a hearing.
3. **Right to Provide Written Consent.** Parents/guardians have the right to provide written consent before the school discloses personally identifiable information ("PII") from the student education records, except to the extent that FERPA and ISSRA authorize disclosure without consent.

An exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parents/guardians or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual Board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: 1) academic grades, or 2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parents/guardians can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **Right to Copy any Student Record Proposed to be Destroyed or Deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least five (5) years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five (5) years, be transferred to the parents/guardians or to the student, if the student has succeeded to the rights of the parents/guardians. Student temporary records are reviewed every four (4) years or upon a student's change in attendance centers, whichever occurs first, to verify entries and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information.

5. **Right to File a Complaint.** Parents/guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.
6. **Right Contained in This Statement:** No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
7. **Right to Prohibit the Release of Directory Information.** See below.

Non-custodial parents/guardians have the same student records rights as custodial parents/guardians unless specifically denied by a court order. A copy of the court order or custody papers detailing the restrictions established by the court must be on file with the student's record. In addition, the non-custodial parent/guardian may request the District provide by mail copies of all correspondence and reports directly to him or her in the absence of any court order to the contrary. This would include copies of the following: reports of the pupil's emotional and physical health; notices of school-initiated parent-teacher conferences; notices of major school-sponsored events, such as open house, which involve student-parent interaction; and copies of the school calendar.

All 8th grade student records will be forwarded to the receiving high school ten days following graduation. If a parent/guardian challenges the content of the records, the contested records will not be released to the new school until after the hearing procedures specified in state and federal regulations have been completed.

Directory Information

As noted above, FERPA and ISSRA require that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's record. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

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

- Name ●Address ●Gender ●Grade level ●Birth date and place
- Major field of study ●Parents'/guardians' names, addresses, email addresses, and telephone #s
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors ●Period of attendance in school
- Information in relation to school-sponsored activities, organizations, and athletics

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by

delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians is specifically informed otherwise.

If you opt out of the release of your student's name, he/she will NOT be named in any District publications, including yearbooks.

No photograph highlighting individual faces is allowed for commercial purposes (including solicitation, advertising, promotion or fundraising) without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.