



# *Unity Starts With "U"*

## **CRETE-MONEE SCHOOL DISTRICT 201-U**

690 W. Exchange St. | Crete, Illinois 60417 | (708) 367-8300 | [www.cm201u.org](http://www.cm201u.org)

Dr. Kara Coglianese, Superintendent of Schools

# **STUDENT CODE OF CONDUCT & PARENT HANDBOOK**



# **Crete-Monee School District 201-U Student Code of Conduct & Parent Handbook 2023-2024**

**Adopted by the Board of Education  
August 18, 2017**

**Updated Jul 17, 2023**

## **Mission Statement**

Empower each student to positively impact the world for a bright new future.

## **Disclaimer**

*This handbook and resource guide are intended to assist students and families in understanding the policies, procedures, rules, and guidelines that govern our school district. It is structured to help bring awareness to what is considered acceptable and unacceptable behaviors and consequences to those behaviors. All discipline and interventions are used to protect, guide, and monitor behavior to help ensure the safety of all students and promote activities that are conducive to learning. The resources in the back of the book is to assist families with resources beyond the school's scope.*

**690 W. Exchange St. | Crete, Illinois 60417  
P: (708) 367-8300 | F: (708) 672-2698 | [www.cm201u.org](http://www.cm201u.org)**

## TABLE OF CONTENTS

INTRODUCTORY INFORMATION & GENERAL NOTICES.....	3
CENTRAL ADMINISTRATION STAFF IN CRETE-MONEE SCHOOL DISTRICT 201-U.....	3
SCHOOLS IN CRETE-MONEE SCHOOL DISTRICT 201-U .....	8
PARENTS NEED TO KNOW.....	9
SCHOOL ADMISSION .....	16
SCHOOL FEES .....	20
MEDICAL REQUIREMENTS .....	20
CAFETERIA .....	24
TRANSPORTATION.....	25
ATTENDANCE & TRUANCY .....	26
CM 201-U REPORTING SYSTEMS .....	34
LAWS/POLICIES.....	35
STUDENTS NEED TO KNOW.....	66
STUDENT APPEARANCE .....	69
CSK UNIFORM POLICY 2023-24 .....	70
STUDENT-ATHLETE CODE OF EXPECTATIONS .....	74
ADMINISTRATIVE PROCEDURES .....	77
GENERAL PROCEDURES .....	78
EXPULSION PROCEDURES AND NOTIFICATION .....	78
SUSPENSION PROCEDURES AND NOTIFICATION .....	79
SPECIAL EDUCATION GENERAL PROCEDURES AND DISCIPLINARY ACTIONS .....	80
RANGE OF INTERVENTIONS/CONSEQUENCES.....	82
BUILDINGS AND GROUNDS NOTIFICATION/REQUEST FORM .....	112
INTERNET AND TECHNOLOGY USE AGREEMENT .....	115

# INTRODUCTORY INFORMATION & GENERAL NOTICES

## General District Information

This handbook is a summary of the district's rules and expectations and is not a comprehensive statement of district policies and/or procedures. The Board's comprehensive policy manual is available for public inspection through the District's website at ([www.cm201u.org](http://www.cm201u.org)) or at Central office, located at 690 W. Exchange St., Crete, Illinois.

The School Board governs the school district and is elected by the community. Current School Board members are:

- Mr. Maurice Brown, President
- Dr. Todd C. Hall, Vice President
- Mrs. Cheryl Roop, Secretary
- Mr. Nelson Albrecht, Member
- Mr. William Sawallisch Jr., Member
- Mr. Jamie Zite-Stumbris, Member
- Mr. Alejandro "Alex" Gallegos, Member

## CENTRAL ADMINISTRATION STAFF IN CRETE-MONEE SCHOOL DISTRICT 201-U

The School Board has hired the following Central Office Administrative staff to operate the district:

**Dr. Kara Coglianese**

Superintendent  
708-367-8310

**Mrs. Ghanter Perkins**

Assistant Superintendent of Teaching & Learning  
708-367-8340

**Eric Melnyzenko**

Assistant Superintendent of Personnel & Culture  
708-367-8338

**Mr. Kenneth Surma**

Assistant Superintendent of Business & Operations  
708-367-8320

**Mr. Eric Bertram**

Director of Technology  
708-367-8362

**Mr. Keith McLean**

Director of Buildings and Grounds  
708-367-8210

**Mrs. Pam Pansa**

Director of Food Service  
708-367-2928

**Mrs. Janice VanKuiken**

Director of Special Education  
708-367-8350

**Mr. Robert Genardo**

Director of Teaching and Learning  
708-367-8347

**Ms. Keeyana Riley**

Director of Behavior Intervention Programs  
708-367-8329

**Mr. Robin Tobias**

Director of Safety and Security  
(708) 367- 8330

**Dr. Lisa Luna**

Director of Personnel and Culture  
708-367-8325

**Mr. Jason Okrasinski**

Interim Director of Operations/CSBO

**Mrs. Calla Lowry-Erickson**

Digital Marketing and Communications Specialist  
708-367-8328

**Contact the Superintendent's Office at (708) 367-8310 regarding:**

- Unresolved Student Discipline Matters
- Freedom of Information Act Requests
- District Policies
- Concern Resolution Process
- Emergency School Closing

**Contact the Office of Teaching & Learning at (708) 367-8340 regarding:**

- Instructional Programs
- Student Assessment and Achievement Data
- Professional Development
- Instructional Materials
- Instructional Technology
- School Improvement Plans
- Instructional Grants
- Coretta Scott King Magnet School Admissions
- Promotion and Retention
- Summer School
- District Calendar

**Contact the Department of Personnel & Culture (708) 367-8330 regarding:**

- Background Check Application
- Employment Availability & Requirements
- Issues regarding professional ethics and behavior of staff
- Substitute Teaching Availability and Qualifications
- Summer Help
- Volunteering in Schools Application
- Discrimination

**District Truancy at (708) 367-8307 regarding:**

- Unresolved truancy matters
- Resources on student attendance
- Law regarding attendance in school
- Court matters regarding truancy

**District Behavior Interventions at (708) 367-8329 regarding:**

- District-wide PBIS/MTSS implementation
- Student Code of Conduct
- Classroom Management Resources
- Restorative Practices
- PBIS Coaches
- Supports for Guest Employees
- Professional Development/Training

**District Safety and Security at (708) 367-8330 regarding:**

- School Security
- Emergency Management/School Safety

**Director of Personnel and Culture at (708) 367-8325**

- Personnel/Title IX complaints
- Sexual Harassment
- Discrimination
- ADA
- Substitute teaching
- Professional Development

**Contact the Department of Business & Operations at (708) 367-8320 regarding:**

- Accounts Payable Questions
- Annual Audit
- Attendance reporting questions
- Bidding process and laws
- District Budget
- District Tax Levy
- Payment/Refund questions
- Payroll related questions
- Purchasing
- Request for Proposals
- Student Account Balances
- Vendor Contracts and Agreements

**District Homeless Liaison (MV) at (708) 367-8369 regarding:**

- Rights of homeless students
- Student enrollment
- Resources available
- Qualifications
- School placement
- Registration/Transportation needs

**District Registrar at (708) 367-8392 regarding:**

- Registration needs
- Enrollment questions
- Residency complaints
- Proof of residency
- Foreign Exchange Students (must have a valid and appropriate Visa)

**District Transportation at (708) 367-8348 regarding:**

- Bus Stop & Route Information (if it cannot be resolved at the school)
- Road Closures
- Bus Company Information
- Daycare Transportation
- Paid Ridership
- School Boundary Questions

**Contact the Technology Department at (708) 367-2930 regarding:**

- Skyward Family Access if building has been contacted with no resolution
- Family Email Access if building has been contacted with no resolution
- District Technology Plan
- Technology User Agreement
- 1:1 Devices
- Software

**Contact the Buildings & Grounds Department at (708) 367-8210 regarding:**

- Facility Rental Policy and Procedures
- District Wide Energy Conservation Policy and Procedures
- District Wide Recycling Procedures
- Building Maintenance & Operations Questions
- Grounds Maintenance & Operations Questions
- Custodial Operations Questions
- Construction Project Questions
- Maintenance and Custodial Equipment & Supply Bidding Questions
- District Wide Pest Management Plan

**Contact the Food Service Department at (708) 367-2928 regarding:**

- School Nutrition and Wellness Policies
- School Menus
- Free & Reduced regulations/policies
- Unity Kitchen (Food Pantry)
- Summer Meal Program
- Food Allergy guidelines and procedures

**Contact the Department of Special Education at (708) 367-8350 regarding:**

- A student's IEP program or related services (ie: Social Work, Speech Therapy, Occupational Therapy, Physical Therapy)
- Child Find process for students ages 3-22
- Detailed information concerning any mandated health requirements for school attendance such as vaccinations, physical & dental examinations, health care accommodations or plans
- General Counseling and Social work services
- Information concerning student accommodation plans/504 plans
- Information regarding intervention services and implications for special education eligibility
- Inquiries about special services available to students attending private/parochial, or homeschooling
- Pandemic Policy and Prevention
- Policy and procedures regarding the dispensation of medication for students at school
- Special education programs for students ages 3-22
- Vision and Hearing screenings

**Contact the Digital Marketing and Communications Specialist at (708) 367-8328 regarding:**

- Crete-Monee School District Website Community and Media Relations
- District Communication & Marketing Materials
- District Event Planning
- Publicity for Student or Staff Achievements/Events
- School Messenger Notification System
- Virtual Backpack, Peachjar, & District Awards



## SCHOOLS IN CRETE-MONEE SCHOOL DISTRICT 201-U

### **Balmoral Elementary School**

1124 W. New Monee Road  
Crete, IL 60417  
708-367-2500  
Lisa Haley-Miller, Principal

### **Crete Elementary School**

435 North Street  
Crete, IL 60417  
708-367-8430  
Kathleen Prado, Principal

### **Early Learning Center**

1500 Sangamon Street  
Crete, IL 60417  
708-367-2770  
Kelly Chesta, Director

### **Monee Elementary School**

25425 Will Center Road<sup>o</sup>  
Monee, IL 60449  
708-367-2600  
Dr. Kiwana Sanders, Principal

### **Talala Elementary School**

430 Talala Street  
Park Forest, IL 60466  
708-367-2560  
Dr. Kristin Elliott, Principal

### **Coretta Scott King Magnet School**

1009 Blackhawk Drive  
University Park, IL 60484  
708-367-4700  
Bryon Mane, Principal

### **Crete-Monee Middle School**

635 Olmsted Road  
University Park, IL 60484  
708-367- 2400  
Kokona Chrisos, Principal

### **Crete-Monee High School**

1515 West Exchange Street  
Crete, IL 60417  
708-367-8200  
Lamont Holifield, Principal  
**Bridges/Alternative Education Program**  
Christina Pitkin, Assistant Principal

## PARENTS NEED TO KNOW

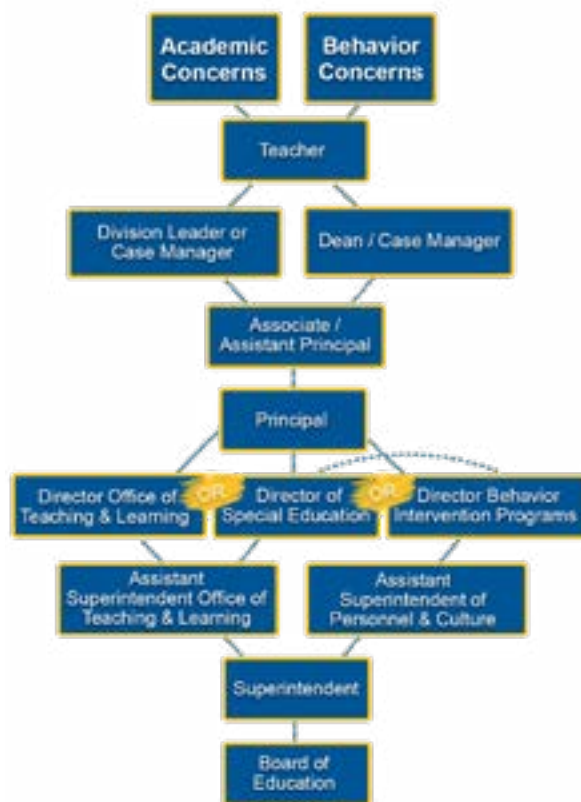
### Emergency School Closing

On inclement weather days, it may be necessary to cancel school or delay the start time of the school day. On such occasions, the school district encourages parents to listen to the radio, watch local newscasts, or check in with the Emergency Closing Center. In addition, the district will utilize its mass notification system, SchoolMessenger, to alert parents and staff of any alteration to the school day due to inclement weather. Login to Family Access and customize which phones receive Weather Alerts from District 201-U.

The district will make every effort to inform parents by 7:00 pm the evening before regarding school closures or delayed start times due to weather. However, weather is very unpredictable, so we ask for your patience and understanding if we are unable to inform you by 7:00 pm the evening before. If the possibility exists that a parent or older sibling will not be home, we encourage parents to make other arrangements for their children in the event school dismisses early due to inclement weather or an unforeseen circumstance.

### Procedure for School Problems

Parents and visitors to schools must first report to the school office upon entering the building for any reason. When problems arise, parents shall make every effort to reach a resolution with the child's teacher. If no satisfactory solution is found, **the channel of appeal is:**



### Parents Right to Know Qualifications of Educators Notification Letter

A federal law requires districts to inform parents/guardians that they may request information about the professional qualifications of any teacher that is teaching your child. If you have any questions or need additional information, please feel free to contact the Department of Personnel and Culture at 708-367-8331.

### Protection of Pupil Rights Act

Parents have the right to inspect all instructional materials, including teacher's manuals, films, tapes, or other supplementary material, which will be used in connection with any survey, analysis, or evaluation of their child (**such instructional materials do not include academic tests nor assessments**).

Parents shall have the right to inspect a survey created by a third party before it is administered and distributed to their student. Said surveys may be obtained by contacting the appropriate school office and/or teacher. Parents shall have the right to be informed of the arrangements made to protect student privacy with regard to surveys requesting particular personal information.

Parents shall have the right to inspect any instructional material used as part of their child's educational curriculum by contacting the appropriate teacher to establish a mutually convenient time for viewing. Instructional material does not include academic tests or academic assessments.

Parents shall have the right to notification of any physical examinations or screenings which the district may administer to the student.

Parents shall have the right to inspect any collection instrument used for the purpose of marketing or selling of personal information. Parents may opt-out of this process by filing with the appropriate school office a non-disclosure request form by September 1st of each school year.

Parents shall have the right to refuse consent for their child to submit to and/or to request protections of student privacy for any survey that reveals the following information:

- a. Political affiliations or beliefs of the student or the student's parent;
- b. Mental or psychological problems of the student or parent;
- c. Sex behavior or attitudes;
- d. Illegal, anti-social, self-incriminating, or demeaning behavior;
- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or the student's parent; or
- h. Income (other than that required by Illinois law to determine eligibility for participation in a program or for receiving financial assistance).

Any parent interested in further information concerning the exercise of these rights shall contact the Superintendent or designee.

### **Student Identification (ID)**

In order to provide a safer school environment, the district will provide student identification (ID) cards to students at the middle and high schools. Student IDs are part of the district's dress code and should be worn and visible at all times. IDs also allow for admittance into the schools and admission at extracurricular activities.

### **Extracurricular and Co-Curricular Activities**

The Superintendent or designee shall approve all District-sponsored extracurricular and co-curricular activities. Selection of members or participants is at the discretion of the sponsors or coaches. The student must meet the academic criteria set forth in the Board policy 6:190, Extracurricular and Co-Curricular Activities. Student and his/her parent/guardian(s) must provide written consent to random drug and alcohol testing as outlined in Board policy 7:300, Extracurricular Athletics.

Students in grades 9-12 must satisfy the Illinois High School Association (IHSA) Scholastic standing requirements as well as each standard required by Crete-Monee High School.

### **School Student Records**

This notice contains a description of your and your student's rights concerning school 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. Not included in this description are the following types of records: 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. For additional information on school records, please contact your Building Records Custodian (Building Principal). School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely disclose directory-type information without consent. Directory information is limited to: name, address, gender, grade level, birthdate and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organization, and athletics; major field of study; period of attendance at school; and 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. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

## **PARENTS NEED TO KNOW**

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State and Federal law gives parents and eligible students certain rights with respect to student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion of student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

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

### **School Student Records Disposal**

In accordance with Illinois School Code 105 10/4, upon graduation, transfer, or permanent withdrawal of a student from school, the school must maintain the student's permanent records and information contained therein for a minimum of 60 years. Each school must maintain student temporary records and the information in those records for at least 5 years. Special Education records and other information contained in the student's temporary record that may be of continued assistance to the student may, after 5 years, be transferred to the parent's custody or the student if the student has succeeded to the rights of the parents.

### **Search and Seizure**

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects. "School authorities" include but are not limited to; SROs, school liaison, police officers, security guards, and/or administrative staff.

### **Search and Seizure of Property**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks and parking lots), as well as personal effects left there by a student,

without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent or a designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use manual hand wands and or the use of specially trained dogs, metal detectors, and/or wands.

## **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives.

When feasible, the search shall be conducted as follows:

- outside the view of others;
- in the presence of a school administrator or adult witness; and
- by a certified employee or liaison police officer of the same sex as the student.

Immediately following a search, if the search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. A written report shall be made by school authorities that conducted the search and given to the Superintendent when drugs or weapons are found.

## **Visitors to the School**

The District allows visits by School Board members, parents/guardians, citizens, and taxpayers to all school district buildings. All visitors must report to the main office and sign a visitor's log, show identification, and wear a visitor's badge. When leaving the building, visitors shall sign out and return the visitor's badge. If the purpose of a visit is to meet with staff, visitors must call and schedule an appointment. Teacher conferences outside of Parent/Teacher Conferences scheduled by the District will be held outside school hours or during the teacher's planning period. Visitors causing a disruption to the educational environment will be removed by the building administrator or designee and appropriate authorities may be notified.

## **Rights Under the School Visitation Rights Act**

Parents of students attending Illinois Schools who work for employers who employ at least 50 or more individuals in Illinois have certain rights under the School Visitation Rights Act (820 ILCS 147/1).

Employed parents who have worked for an employer for at least six consecutive months, who work at least half-time, and who are unable to meet with educators because of a work conflict must be given leave of up to 8 hours during the school year to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. However, no more than 4 hours of this time can be taken on any given day and leave under this Act may not be taken unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours' notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer. The District will provide documentation for parents' use confirming the date and time of each school visitation upon a parent's request for such documentation. For regularly scheduled, non-emergency visitations, the District will make time available for visitation during both regular school hours and evening hours, when it is practical and the District is readily able to do so.

### **Parent Participation**

Each school in Crete-Monee School District 201-U seeks to involve parents as active partners to assist students to reach their academic goals. The Parent-Teacher Organization (PTO) and formal Booster Clubs welcome parents to be part of their organizations. Volunteers are welcome to assist in the classrooms and with a variety of activities within the schools.

Schools with Title I programs have developed formal School-Parent Compacts. The Compact is intended to identify the role that students, parents, teachers, and administrators will provide in order to enhance student achievement.

Each Title I school has developed a Parent Involvement Policy/Procedure which outlines how parents may actively participate in the education of their child(ren). The District's Parent Involvement Policy is outlined in Board Policy 6:170, "Title 1 Programs," with exhibits for both the district level and school levels. This policy may be accessed on the District's website <http://www.cm201u.org> and by clicking on the "Board of Education" tab and the "Board Policies" tab.

### **Animals on School Property**

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

## **A.L.I.C.E**

Alice protocols cover potential active threats from humans. It may be an active shooter situation, a knife-wielding subject, or any potentially life-threatening situation the school may encounter. Traditionally considered the lockdown, situations have shown that minimizing the potential victim pool can reduce the number of casualties. Situations are fluid and varied, and as a result, no one specific procedure can be prescribed. The goal is to provide options to the occupants to evaluate what they are experiencing and make the best decision for the safety of themselves and those around them within policy and best practices identified during staff training.

**A-LERT-** Alert is your first notification of danger. It is recognizing the signs of danger and receiving information about it from others.

**L-OCKDOWN-** If evacuation is not a safe option, barricade entry points. Prepare to evacuate or counter if needed.

**I-NFORM-** Communicate real-time information on shooter location. Use clear and direct language using any communication means possible.

**C-OUNTER-** As a last resort, create noise, movement, distance, and distraction to reduce the shooter's ability to shoot accurately.

**E-VACUATE-** When safe to do so, run from danger using non-traditional exits if necessary. Rally points should be predetermined.

\*ALICE may not be followed sequentially but is a guide to determine what is the best option at that time:

### **HOLD IN PLACE- (Low Level)** Incident inside building

- Gather all students into the classroom and hold
- Continue to teach
- Teachers should monitor email and hold until further instructions are given.

### **SECURE THE BUILDING- (Low-Level threat)** Incident outside of the building

- Gather all students into the classroom and hold
- Lock doors
- Close blinds and windows if instructed
- Review ALICE protocols
- Continue to teach
- Monitor your email and hold until further instructions are given
- If the fire alarm is activated, evaluate the situation, listen for announcements, and, If safe, evacuate



## **SCHOOL ADMISSION**

### **Equal Educational Opportunities**

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

Any student may file a discrimination grievance by using the Grievance Procedure. Crete-Monee School District 201-U will, upon request of an individual, make reasonable accommodations in compliance with ADA 504.

### **Residency Requirements**

Only students who are residents of the District may attend a Crete-Monee School District 201-U except as provided below or in State law. A student's residence shall be the same as the person who has legal custody of the student.

All returning students will have their residency status checked and verified by a third-party vendor prior to the beginning of the school year in accordance with Illinois School Code 105 5/10-20.12b. If the student is found to be a resident of our District, no additional information or steps are needed. If the student is found to be a non-resident who is living outside district boundaries, the third-party contractor will provide the parent/guardian with a copy of a letter notifying them of the decision. If the parent/guardian disagrees with the decision of the third-party vendor, the parent will contact the vendor to set up an informal meeting. At the informal meeting, a school representative, a representative from the third-party vendor, and the parent will review residency documentation, residency laws, out-of-district tuition costs and address any questions the parent/guardian may have about the findings.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without tuition payment. When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. However, the district is not responsible for the student's transportation to or from school.

### **Admission of Non-Resident Students Pursuant to an Agreement or Order**

Non-resident students may attend District schools tuition-free pursuant to whenever any state or federal law or a court order mandates the acceptance of a non-resident student. All students must register for school each year on the dates and at the places designated. Students enrolling in the District for the first time must present a birth certificate or other reliable proof of identity and age, as well as proof of residence.

## Age of Entrance

Crete-Monee School District 201U has a process in place to determine student readiness for early admission into school. Parents who are interested in having their child considered for early entry for Kindergarten or First Grade shall follow the process listed below.

### **STEP 1: Formal Request and Document Submission (Registration Office)**

- Complete Request for Early Entrance Form
- Original Birth Certificate
- Proof of Residency
- Completed Parent Questionnaire
- Academic Records for Pre-School (if applicable)
- Completed Teacher Questionnaire (if applicable)

### **STEP 2: Assessment Process (Assessment Office)**

Once STEP 1 is completed, students will participate in a screening process conducted by Crete-Monee School District personnel. Screenings will be conducted in **May and August** of each year and are scheduled by calling **708-367-8345**.

Assessments:

- NWEA MAP for Reading and Math
- STEP Literacy Assessment
- Math Concept Assessment
- Developmental Indicators for the Assessment of Learning (DIAL-4)
  - ♦ Motor
  - ♦ Language
  - ♦ Concepts
  - ♦ Social
  - ♦ Self-Help

### **STEP 3: Data Review and Recommendation (Office of Curriculum and Instruction)**

Crete-Monee School District 201U personnel will review parent and teacher questionnaires, previous academic records, and assessment results. Based on that review, a recommendation for or denial of early entry will be submitted to the Assistant Superintendent of Teaching and Learning. The Assistant Superintendent will contact parents to review the results and finalize the decision. (Effective July 1, 2018)

## Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent or designee. To be eligible for admission, a child must be 5 years old on or before September 1. Children ages 3 to 21 years with exceptional needs who qualify for special education are eligible for admission.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. Upon the failure of a person enrolling a student to provide a 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, and Exclusion of Students*. Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

### Homeless Children

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

You are considered homeless if you live in a shelter or motel, share housing because you lost your housing for economic reasons, live in a campground, car, old building, temporary shelter, or you do not have a permanent address. You have the right to:

- Enroll your child in school immediately.
- Get help from the district liaison with immunizations and/or medical records.
- Choose your child's old school or school closest to where you are living now.
- Get transportation to school for your child under certain circumstances.
- Dispute enrollment or transportation decisions.
- If you need help, please contact our Homeless Liason at 708-367-8392. **Note:** Reporting false information is a Class C misdemeanor which could result in a criminal record.

## **Student Transfers To and From Non-District Schools**

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. The Superintendent is delegated all authority granted to the Board of Education in order to implement this policy, subject to specific Board action to the contrary. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

## **Foreign Students**

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship as outlined in policy 7:60, *Residence* and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools and attendance may not exceed 12 months.

The Board of Education may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

## **Re-enrollment**

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities in Education Act or accommodation plans under the Americans with Disabilities Act.

## **Emergency Phone Contact**

In any school emergency, parents are immediately notified. The State of Illinois requires parents to provide a working telephone number of two responsible adults to be contacted when parents are not available.

## SCHOOL FEES

### High School Parking Fees

Students that drive to high school will need to purchase a parking pass. Students should see their guidance counselor to start the process. **Please note:** *All students must be approved for a parking pass before driving to school.*

### Senior Graduation Fees

Senior graduation fees are separate fees and do not include other senior expenses. Other parent expenses include but are not limited to:

- Cap and Gown
- Pictures (price is based on parent's selection)
- Class ring and graduation announcements (price based on parent's selection)
- Prom

### 8<sup>th</sup> Grade Recognition Ceremony/Graduation Fees

- Cap and Gown
- Certificates

## MEDICAL REQUIREMENTS

### Health Requirements

Parent(s)/guardian(s) shall present proof of their child's examinations and immunizations as required by the State of Illinois and the District. **Requirements shall be submitted before the first day of school.** All health forms are available at the individual schools and district website.

**Medical** examinations shall be performed by a physician licensed to practice medicine in all of its branches, or an Advanced Practice Nurse, or Physician's Assistant, and recorded on the State of Illinois Certificate of Child Health Examination form. Sports physical forms are not acceptable for this requirement. Examinations shall be conducted within one year prior to the date of first entry into:

1. Pre-K
2. Kindergarten
3. Sixth grade
4. Ninth grade
5. Enrolling in an Illinois school for the first time, regardless of grade

**Dental** examinations shall be performed by a licensed dentist, and recorded on the Proof of School Dental Examination form. Examinations shall be conducted within 18 months prior to May 15 of the year your child enters:

1. Kindergarten
2. Second grade
3. Sixth grade
4. Ninth grade

**Immunizations** and screenings against preventable communicable diseases are required per Department of Health rules at the above intervals and/or as specified. All requirements are due by the first day of school. **As of 2016-2017 school year, all 6th grade students must show evidence of receiving one MCV4 (meningococcal vaccine) and 12th grade students must show evidence of receiving two MCV4 (meningococcal vaccine).**

Detailed information on required vaccines can be found in “School Health Guidelines” and the District website.

**Vision** examinations shall be performed by an optometrist or ophthalmologist, and recorded on the appropriate State of Illinois Proof of Vision Examination Form. Examinations shall be conducted within one year prior to the date of first entry into Kindergarten or first entry into an Illinois school, and submitted to the school on or before the first day of school.

A student may be exempted from this policy’s requirements on *religious* grounds if the student’s parents/guardians present to the Superintendent or designee a signed Certification of Religious Exemption explaining the objection, which as of 10/16/15 shall be signed by a health care provider that they have provided education to the parents or legal guardians about the benefits of immunizations and the health risks of not vaccinating students. A student may be exempted from immunizations on *medical* grounds if a physician provides a written verification on the examination form. All statements of medical exemption must be approved by the Illinois Department of Public Health.

### **Homebound Services**

Homebound services may be provided to a student if that student has a medical condition and will be out of school for a minimum of 10 consecutive days or more, or on an intermittent basis due to medical treatment following 10 consecutive days of absence. (Pregnancy does not automatically qualify for homebound services). For homebound services to take place, a conference to determine eligibility must be held with the appropriate school administrator. If it is determined Homebound Services is the best option, parents will be given next steps which will include a Medical Certification Form to be completed by the parent and physician overseeing the child’s medical needs. (Students on homebound services are not allowed to take Driver’s Education and/or Behind the Wheel or participate in after school activities).

### **Care of Students With Diabetes**

The Illinois legislature enacted the *Care of Students with Diabetes Act* (“Act”) effective December 1, 2010 (105 ILCS 145/1 et. Seq). The Act **requires a parent or guardian** to submit a Diabetes Care Plan

## MEDICAL REQUIREMENTS

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to the school for any student who seeks assistance with diabetes care in the school setting or who has been managing his or her diabetes care in the school setting.

Under the Act, specific information must be provided in the Diabetes Care Plan such as physician instructions for the student's diabetes management and designation of appropriate school staff who will provide and supervise services for the student. Therefore, parents and guardians are encouraged to collaborate with the student's physician and school personnel in the creation of the plan.

**The Diabetes Care Plan must be submitted to the school at the beginning of each school year,** upon enrollment, as soon as practical following a student's diagnosis, or when a student's care needs change during the school year. **It is the parent or guardian's responsibility** to inform the school in a timely manner of any changes to the Diabetes Care Plan recommended by the student's physician.

In addition to the Diabetes Care Plan, **parents must also complete forms provided by the school district regarding authorization for the administration of medication** and authorization for designated district representatives to communicate directly with the student's physician regarding the necessary management of the student's diabetes. **Failure to do so may result in a welfare safety call to the Department of Children and Family Services (DCFS).**

To assist the school district in safely transporting the student, the Act also requires that an information sheet be provided to any school employee who transports a student for school-sponsored activities. The information sheet identifies potential emergencies that may occur as a result of the student's diabetes and the appropriate responses to such emergencies. Parents must assist the district in the completion of the transportation information sheet by providing the information and authorizations necessary to complete the form. To begin the process of completing the Diabetes Care Plan and other required documents, the parent or guardian must contact the student's building principal.

### **Anaphylaxis Prevention, Response, and Management Program**

The District has implemented a policy for managing students with life-threatening food allergies (Board Policy 7:285 Food Allergy Management Program). If your student has a life-threatening food allergy, you must inform the building principal, classroom teacher, Director of Food Service, and submit the necessary health information and medication authorization forms to the school. A meeting will then be scheduled to review the health information submitted by the student's physician, assess the student's allergy management needs and develop an individual healthcare plan and emergency action plan for the student. An individual healthcare plan indicates the steps the school will take to accommodate the individual needs of the student with a life-threatening food allergy in school and at school-related activities. The accommodations provided in an individual healthcare plan will depend on the age of the student, the allergens involved and the facilities at the school. An emergency action plan indicates the specific treatment steps school personnel will take if a student has a life-threatening allergic reaction while at school or at a school-related activity. As directed by ISBE, the District will provide an annual notice to the parents/guardians of all students to make them aware of this policy.

## **Communicable Diseases**

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

- Parents are required to notify the school nurse if they suspect their child has a communicable disease
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian
- The school will provide written instructions to the parent and guardian regarding procedures for the communicable disease
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease

## **COVID-19 Pandemic Emergency Procedures**

As directed by ISBE, all individuals in school buildings, including all public and nonpublic schools that serve students in pre-kindergarten through grade twelve (12), must wear face coverings at all times unless they are younger than two (2) years of age; have trouble breathing, or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. Face coverings must be worn at all times in school buildings, buses, and school properties even when social distancing is maintained. Students will need to provide a signed doctor's note if the student is unable to wear a mask due to trouble breathing. In the event that a student is unable to wear a face mask, the student will participate in full-time remote learning, unless otherwise stated in an IEP, 504, or other legally mandated individual learning plan.

## **Head Lice**

The school will observe recommendations of the Illinois Department of Public Health and district policy regarding head lice.

- Parents are required to notify the school if they suspect their child has head lice
- Infested students will be sent home following notification of the parent or guardian
- The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation
- A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by designated school personnel and the child is determined to be free of the head lice and eggs (nits)

## **Medications at School**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form." This form can be found in the school office and on the district website.



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

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. Specific procedures will be determined on a case by case basis. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel.

A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

## CAFETERIA

### Cafeteria Services

Students may choose to bring breakfast and lunch from home or participate in the breakfast/lunch program. A complete breakfast and lunch is available in every school to every student. Meals consist of a combination of hot and cold foods prepared to meet two-thirds of the minimum daily nutritional requirements for good health, as established by the U.S. Department of Agriculture under the National School Lunch Act. Students are urged to eat breakfast and lunch each day, thereby assuring themselves of at least two well-balanced meals daily. **NOTE:** Please report all life-threatening food allergies your child may have to the building principal, teacher, and Director of Food Service.

Menus are available in all school offices and on the District website under the Food Service tab.

**Summer Lunch Program:** Food Service has a Summer Lunch Program in the CM 201-U schools that offer summer school classes.

### Cafeteria Conduct

Food Service Staff is part of district personnel and have the same authority as other staff of CM 201-U. Students are expected to be respectful at all times, report to their designated lunch area at the appropriated time, present ID to staff, remain in the cafeteria for the duration of the individual lunch hour, handle all food properly, maintain indoor voices, keep lunch accounts in a positive status, and put away all electronic devices as outlined in policy 7:193. This includes, but is not limited to, the wearing of In-Ear-Monitor(IEM)/Intra-Concha devices, behind-the-neck device, over-the-ear device, on-the-ear device, wireless/cordless devices, clip-on devices, devices used to sync by Bluetooth,

recording others without their permission, the ringing of a telephone, or any other audible alerts emitted from the device.

## TRANSPORTATION

### Transportation Services

Every student who rides a bus is assigned a bus route and bus stop. This assignment is made according to where the child lives and how many students must be transported. Students will only be routed to and from the bus stop.

Students should arrive to their designated bus stop at least 10 minutes early each day. While waiting for the bus, students are not to stand in the road, shall not make any gestures to passing cars, and shall not display inappropriate behavior. Bus drivers are instructed not to wait for students that are late since waiting will cause the driver to be late to other stops and eventually late arriving to school. Only regular students and authorized personnel are permitted to ride the school bus.

Please be advised that Kindergarten students will not be dismissed from the bus unless there is someone home to receive them. It is also strongly recommended that supervision be available for students in grades 1-5 when they get off the bus.

For student transportation information, or to make special arrangements or address changes concerning your child's transportation, **please contact the school** that your child attends. DO NOT call the bus company—all changes **MUST** go through your school office.

Changes made during the course of the school year or families new to the route will take up to a minimum of 3 days to become effective. Parents will be required to provide transportation for the student to and from school during this time.

Parents or legal guardians, who provide transportation to and from school, because free transportation was not available for their students, may be eligible to pay for transportation if there is room available and it does not interfere with the normal routine of the bus. **Payment must be made in advance.**

In order to achieve our goal of safe and prompt transportation, students, parents, teachers, and administrators must work together to ensure appropriate student behavior. The bus driver will notify the school of bus rule violations and the parent/guardian will be notified. Any behaviors that are considered disruptive and jeopardize the safety of those riding the bus may result in loss of bus riding privileges.

### Parking

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police at the owner's expense. Please adhere to all posted signs including designated parking and pick-up spots.

## ATTENDANCE & TRUANCY

### Attendance

State law requires that any person having a child under their control who is between the ages of 6 and 17, shall cause the child to regularly attend school except for listed exceptions (IL School Code Sec. 26-1).

The state law now also requires the parent or guardian of a child who is enrolled in a 5-year-old kindergarten class to cause the child to attend school regularly until the end of the school term. (IL School Code Sec. 26-2, enrolled pupils not of compulsory school age).

Our school district will refer a child to a truancy court to face an allegation of truant conduct in certain circumstances. Such circumstances exist if a child fails to attend school without excuse on a prescribed number of days.

The school in which the child is attending is required to make the referral to the District Truancy Coordinator for processing within 10 school days after the student's 9th absence, and after all resources/interventions have been exhausted.

### Definitions

**Truant** - A child who is subject to compulsory school attendance and who is absent without valid cause for more than one percent (2 unexcused days) but less than five percent (9 unexcused days) or more of the current 180 regular attendance days.

**Chronic or Habitual Truant** - A child who is subject to compulsory school attendance and who is absent without valid cause for 5% (9 days) or more of regular 180 regular attendance days

**At-Risk Absenteeism** - A child who is subject to compulsory school attendance who has missed 5% - 9% (10 -17 excused and/or unexcused days) of the current 180 regular attendance days.

**Chronic Absenteeism** - Illinois law defines "chronic absentee" as a student who misses 10 percent of school days or 18 days of an 180-day academic school year with or without a valid excuse.

**Home Visit** – A physical attempt to contact the family regarding any student whose name is turned over to the Truancy Coordinator by school personnel to ascertain reasons for absences and/or residency status.

**Truancy Officer** – District employee that assists school personnel in interpreting and enforcing compulsory attendance laws and resolving truancy, excessive absences, and tardy problems. This individual can be directed as designee to serve as district liaison to parents, law enforcement agencies, and court personnel.

### Attendance Minute Requirement

Absences are defined by the number of instructional minutes students are in attendance. Lunch and passing periods are not considered instructional minutes.

**Kindergarten and 1st Grade**

240 Instructional Minutes = Full Day of Attendance

120-239 Instructional Minutes = Half Day of Attendance

0-119 Instructional Minutes = Full Day Absence

**Grades 2-12**

300 Instructional Minutes = Full Day of Attendance

150-299 Instructional Minutes = Half Day of Attendance

0-149 Instructional Minutes = Full Day Absence

**Valid Cause for Absence**

A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control or such other circumstances which cause reasonable concern to the parent for the safety or health of the student. A student's parent(s)/guardian(s) must:

- A. Upon their child's enrollment, provide working telephone numbers to registrar and update it as necessary.
- B. Authorize all absences and notify the school in advance or at the time of the child's absence.
- C. A Parent will have 48 hours, (2) school days, to clear an unexcused absence. After 48 hours, the absence will remain unexcused unless documentation is provided.
- D. Absences explained by a parent/guardian note that exceed three days without a doctor's note will not be considered as excused.
- E. Any other reason for absence not included in excused absences, nor approved by an administrator will be considered unexcused.

**Absence Notification**

A student's parent(s)/guardian(s) must: (1) upon their child's enrollment, provide working telephone numbers to the building registrar and update it as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence.

If a student is absent without prior authorization by the parent/guardian(s), parents will receive an automated message from their child's school attendance office. Students with an absence will be allowed to make up work for equal value upon request of the student or guardian. Student will be allowed up to one (1) day for every day the student is absent from school.

### **Excused Absence Criteria:**

- A. Parent/guardian phone call/note verifying illness for son/daughter. After, three consecutive days of absence a doctor's note is required.
- B. Doctor's appointments during school hours will require a verification of the appointment. Student will be required to secure a written excuse from the physician.
- C. Funeral that requires traveling and absences more than three days shall be discussed with building principal or designee to be excused. Also, verification will be needed.
- D. One college day for juniors and two college days for seniors with proof from the college attended.
- E. Court appearances for the student. Documentation will be required.
- F. Family emergencies that do not exceed two days.
- G. Absences due to extenuating circumstances beyond the student's control shall be discussed and approved by the building Principal designee.
- H. Out-of-school suspensions.
- I. Observance of religious holiday.
- J. Voting in State and Federal Elections.
- K. A maximum of 5 Mental Health Days. Following the second mental health day, a student may be referred to the appropriate school personnel.

### **Unexcused Absence Criteria:**

An unexcused absence is when a student miss school for reasons defined under Illinois School Code. Some identified unexcused absence are as follows:

- A. Returning to school without a note from parent/guardian or without prior notification (phone call or note) of absence; student will have 48 hours (2) school days to clear absence.
- B. Overslept
- C. Missing the bus
- D. Staying home to take care of a family member. Special circumstances are subject to administrative approval.

### **Tardy to School**

Tardy to school is a student who is not on the school campus when the tardy bell rings. Regular school attendance promotes school success and is required by Illinois law. Tardies can contribute to difficulties in learning and cause added stress to students. Tardies will start over at the end of each quarter; each semester for High School students.

In cases where students are late, the district will not penalize students if their parents/guardians call the school before the end of that school day. If the tardiness becomes habitual, building administrators or designee will meet with parents/guardians to determine the cause and then begin interventions to assist the child and/or family. Intentional tardiness is considered truancy.

### **Tardy to Class**

Students that arrive to class late without a valid pass disrupt the educational flow of the classroom. Students are strongly encouraged to arrive to class on time to benefit from beginning to end instruction. Students are considered tardy to class if they arrive after the start of class (after tardy bell). Students that are habitually late to class may be subject to discipline. Tardies will start over at the end of each quarter.

### **Early Sign-outs**

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. Compulsory attendance law requires students to remain in school for the entirety of the school day. Students are not allowed to be checked out of school early unless it is for one of the reasons listed under "Valid Cause for Absence." Students with a valid reason for early checkout must be signed out in the school office by the parent/guardian, person authorized by parent/guardian, or student if he/she is 18 years of age. Persons checking a student out must show a picture ID. Early checkouts will be listed as unexcused until proper documentation is received. Early checkouts factor in attendance calculations the same as tardies to school. No student shall be released within the final 60 minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).

### **Student Employment**

The Superintendent or designee shall develop procedures and present them to the Board of Education for its approval for excusing students from attendance those students necessarily and lawfully employed.

### **Truancy**

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The District Truancy Coordinator, truancy officer, Superintendent or designee shall direct the appropriate School District staff to discuss supportive resources to assist with truancy such as:

- Parent-teacher conferences
- Student and/or family counseling
- Information about community agency services
- Truancy Coordinator/Truancy Officer
  - ♦ Regional Office of Education
  - ♦ Juvenile Authorities
  - ♦ Medical Personnel

## ATTENDANCE & TRUANCY

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If truancy continues after resources have been offered, the building principal shall refer the matter to the Truancy Coordinator or designee. Either may call upon the resources of outside agencies such as; the juvenile officer of the local police department or the Regional Office of Education. The school board, superintendent, school district administrators, and/or teachers shall assist and furnish truant student information as they have to aid truancy officials in intervening in truant cases. Truancy could result in legal consequences, and/or fines, or both.

### New Programs

Crete-Monee School District 201-U believes student attendance has a direct link to student achievement. To help address the issues surrounding student attendance, the district is establishing new programs that will be implemented over the next year. The goal is to address absences and/or tardies that can result in truancy. The below programs will have committees that consist of students, building administrators, parent/guardian(s), community resources, and central office administration. The goal is to address barriers that lead to student absence/truancy. This will not take the place of interventions provided by school staff. More information will be provided as the programs fully develop.

**Student Attendance Committee (SAC)** - This Committee is established at the school level for the purpose of establishing awareness throughout the school and is led by students. The Truancy Officer assigned to that school will select students from the district to be mentors and advocates for school attendance. The truancy officer will oversee the student committee and the program. The committee will be collaborative in nature and set goals involving school attendance, challenges related to attendance, and create student-led programs to address those challenges.

**Student Attendance Review Team (SART)** - The Student Attendance Review Team is led by building administration or designee. The team is responsible for reviewing data of individual students who are chronically absent, implementing school-based interventions with fidelity, progress monitoring, and documenting outcomes. Data will drive the decisions made regarding interventions and the length of implementation. Key stakeholders such as students, family members, staff, counselors, etc., will be part of this process.

**District Truancy Review Board (DTRB)** - The mission of the District Truancy Review Board is to help students attend and stay in school. The DTRB will consist of school representation, local social service agency representation, law enforcement representation, and juvenile authority. The DTRB will review truancy cases after all attempts at the building level have been made. This will be the District's final attempt to connect families to appropriate and available resources to assist with attendance and truancy issues. If this attempt is unsuccessful due to student/family failure to comply, the district will move forward with providing proper authorities with data to support a court review which could lead to court action, and/or fines, or both.

### GRADING & PROMOTION

School report cards are issued to students at the end of each grading period. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance. The principal has the responsibility to make a final determination on grading and/or retention.

Promotion of a student having an Individual Education Program (IEP) or receiving reasonable accommodations pursuant to Section 504 of the Rehabilitation Act shall be determined by the student's educational team.

## **High School Graduation Requirements**

High School graduation requirements are contained in Board of Education policy 6:300 Graduation Requirements. A minimum of 22 credit hours is required for graduation from Crete-Monee School District 201-U. Students are required to successfully complete the following to meet minimum requirements for high school graduation:

- 4.0 credits of English (will also fulfill the writing component)
- 3.0 credits of Math
- 2.0 credits of Science
- 2.0 credits of Social Studies (must include U.S. History)
- 0.5 credits of Health
- 3.5 credits of Physical Education/Driver Education
- 2.0 credits of Fine Arts / Music / Career / Technical / Foreign Language
- 5.0 credits of Electives which may include credit for mandatory intervention courses
- Pass U.S./Illinois Constitution Test and Federal Flag Code
- State Required Assessment

## **Homework**

The Crete-Monee Board of Education and its staff encourage the use of homework as an integral part of the academic process. Homework promotes and reinforces learning outside the classroom, and assists in developing independence in study skills and developing a sense of individual responsibility. You help your child when you:

- Check each day to see if your child has a homework assignment and if he/she understands how to do it
- Schedule a specific and uninterrupted time for doing the homework
- Provide a quiet place for study
- Let your child do his/her own work
- Reinforce what was taught at school
- Check the work to make sure your child completes assignments
- Ask your child to tell you what he/she has been studying or has learned
- Check to see that all borrowed school materials are returned promptly and in good condition
- Speak with the teacher on a regular basis regarding your child's performance



### **Education of Children with Disabilities**

It is the intent of Crete-Monee School District 201-U to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district central office.

### **Exemption from Physical Education (PE) requirement**

(Policy 7:260 Exemption from Physical Education)

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

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

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

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

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

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

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

Students in grades 7 and 8 may submit a written request to the building principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program, (organized school-sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader). The building principal will evaluate requests on a case-by-case basis.

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

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

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

### **Service Learning Requirements**

Students are encouraged to complete six (6) hours of service learning for each year they are a student in Crete-Monee High School. Students may not receive compensation for service hours. Projects can be academic or community based.

### **Alternative Course Credit and Course Substitutions**

Correspondence Courses, Distance Learning (including Virtual or Online Courses), Exchange Programs, Summer School, College Dual Credit and Credit Recovery can be earned for credit toward graduation. Credits received from other districts or school systems not affiliated with Crete-Monee School District 201-U will be reviewed by the building principal or designee for credit and/or course compatibility.

### **Early Graduation**

Students may apply to their counselor for early graduation upon completion of all graduation requirements. Notification of the student's request and verification of the student's acceptability for early graduation will be given to the Superintendent or designee by the counselor.

### **Parents Right to Opt-out of Health Education Activities**

No pupil shall be required to take part or participate in any classroom activity that involves Reproductive Health, Diseases, or Sexual Abuse Prevention. Parents can pick up the **Opt-out Form** from the school office.

### **Summer School**

Summer School may be offered for students from pre-kindergarten through grade twelve. Remedial, developmental, and enrichment programs are designed to meet individual student needs. Dates, times and locations of classes vary. Information regarding summer school should be referred to the individual student's administrator.

### **Alternative Education Program**

As a means of progressive intervention and assisting students who may require a more structured environment, Crete-Monee School District 201-U provides a voluntary Alternative Instruction and Social Intervention Services for grades 6-12. The mission of these services is to implement quality instructional practices in a small class environment. Interventions are geared towards social development so students may achieve academic and behavioral success. Students in this program will have the opportunity to return to their respective learning environment upon completion of their Plan of Success. This is a more restrictive environment and is only used when all other attempts for student progress has not met with success. Although the recommendation comes from building administration, final approval is through the Assistant Superintendent of Personnel & Culture.

## **CM 201-U REPORTING SYSTEMS**

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

Under the Right to Privacy in the School Setting Act (P.A. 098-0129 effective January 1, 2014), state law requires the District to notify students and their parents or guardians that school officials may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the school has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy. "Social networking website" means an Internet-based service that allows individuals to: 1) construct a public or semi-public profile within a bounded system created by the service; 2) create a list of other users with whom they share a connection within the system; and 3) view and navigate their list of connections and those made by others within the system. Examples of a social networking website include, but are not limited to: Facebook, Instagram, Twitter, etc.

### **Parent Sex Offender and Violent Offender Notification**

State law requires the District notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public. The Illinois State Police maintains a

statewide Sex Offender Database for the purpose of identifying persons who have been convicted of certain sex offenses and /or crimes against children. Parents/guardians can access the Statewide Sex Offender database by going to the following website: [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). There is a users' agreement to accept and this will take you to this website: <http://www.isp.state.il.us/sor/sor.cfm>. Individual names can be searched by county or town. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at <http://www.isp.state.il.us/cmvo/>.

### Reciprocal Reporting System

Crete-Monee School District 201-U has developed procedures to establish and maintain a reciprocal reporting system between the School District and local law enforcement agencies regarding criminal offenses committed by students. All schools will report to local law enforcement authorities any criminal offenses committed by currently enrolled students and in return will receive from local law enforcement authorities any reports of criminal offenses and/or violations of local ordinances committed by students enrolled Crete Monee 201-U to the extent of the law.

## LAWS/POLICIES

### The Abused Child Law

Whenever there is a cause to suspect that a child (any person under the age of 18 years) is "abused" or "neglected," the Illinois law requires school personnel to report it to the Department of Children and Family Services (DCFS).

**"Abused child"** means a child whose parent or immediate family member, or any person responsible for the child's welfare, or any individual residing in the same home as the child, or a paramour of the child's parent: 1) inflicts or allows to be inflicted upon such child by other than accidental means any of the following: a serious physical injury; death; disfigurement; impairment of physical or emotional health, or loss or impairment of any bodily function; 2) creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death or serious disfigurement or impairment of any bodily function; 3) commits or allows to be committed a sex offense against such child, as defined in the Criminal Code of 1961; 4) commits or allows to be committed an act or acts of torture upon such child; or 5) inflicts excessive corporal punishment.

**"Neglected child"** means any child whose parents or other person(s) responsible for the child's welfare do not provide the proper or necessary support, education as required by law, medical or other remedial care recognized under State law as necessary for his or her well-being; or who is abandoned by his or her parents or other person(s) responsible for the child's welfare.

In addition to the report to DCFS, Crete-Monee School District 201-U personnel will report all real or suspected abuse to juvenile authorities.

### Faith's Law

Under 105 ILCS 5/22-85.5, sexual misconduct is defined as an act, including, but not limited to, any verbal, written, or electronic communication or physical activity by an employee or agent of the school district, charter school, or nonpublic school with direct contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to, any of the following:

1. A sexual or romantic invitation.
2. Dating or soliciting a date.
3. Engaging in sexualized or romantic dialog.
4. Making sexually suggestive comments directed toward or with a student.
5. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature

**"Sexual misconduct"** means any act, including, but not limited to any verbal, nonverbal, written, or electronic communication or physical activity by an employee or agent of the school district, charter school, or nonpublic school with direct contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to, any of the following"

1. A sexual or romantic invitation
2. Dating or soliciting a date.
3. Engaging in sexualized or romantic dialog.
4. Making sexually suggestive comments that are directed toward or with a student.
5. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
6. Sexual, indecent, romantic, or erotic contact with the student.

A person who wishes to make a complaint may contact the Nondiscrimination Coordinator, Building Principal, Assistant Principal, Dean of Students, Complaint Manager, or any employee with whom the person is comfortable speaking.

### Sex Equity

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure provided in Board Policy 2:260. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, therefore, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code). Board Policy 2:260 may be accessed on the District's website, [www.cm201u.org](http://www.cm201u.org) then clicking Board of Education link then selecting policies.

## ■ 6:60 Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. Grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

1. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
2. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
3. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.

4. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include educating students about behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
5. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
6. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.
7. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
8. In all schools, career technical education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
9. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and home ownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
10. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.

11. In all schools, United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, and (g) Illinois history.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

1. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
  2. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
  3. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
  4. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
  5. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.
  6. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
1. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

## ■ 7:20 Harassment of Students Prohibited

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

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable



discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited**

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/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

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

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

### **Making a Complaint**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant

building principal, dean of students, a complaint manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex.

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

The Superintendent or designee shall insert into this policy the names, addresses, and telephone numbers of the District's current nondiscrimination coordinator and complaint managers. at least one of these individuals will be female, and at least one will be male.

### **Nondiscrimination Coordinator**

#### **Dr. Lisa Luna**

Director of Personnel and Culture  
690 W. Exchange St., Crete, IL 60417  
lunal@cm201u.org  
708-367-8325

#### **Complaint Manager**

##### **Bryon Mane**

690 W. Exchange St., Crete, IL 60417  
maneb@cm201uorg  
708-367-8300

#### **Complaint Manager**

##### **Kokona Chrisos**

690 W. Exchange St., Crete, IL 60417  
chrisosk@cm201u.org  
708-367-8300

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

### **Investigation Process**

Supervisors, building principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the nondiscrimination coordinator or a complaint manager. A supervisor or administrator who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

The District shall investigate alleged harassment of students when the nondiscrimination coordinator or a complaint manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

### **Alleged Incidents of Sexual Abuse**

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

### **Enforcement**

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

## **■ 7:90 Release During School Hours**

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

### **Early Dismissal Announcement**

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

### **Voting**

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

special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

## **7:140 Search and Seizure**

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals or designee shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

### **Students**

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

When feasible, the search should be conducted as follows:

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

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

### Seizure of Property

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

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

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

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

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

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

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

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

substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

### **Definitions from 105 ILCS 5/27-23.7**

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

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

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

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

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

**Bullying Prevention and Response Plan**

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

- 1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
- 2. Bullying is contrary to State law and the policy of this District. However, nothing in the District’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

**Nondiscrimination Coordinator**

**Dr. Lisa Luna**

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

2. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

1. The Superintendent or designee shall use interventions to address bullying, which 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.
2. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
3. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
4. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
5. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.



6. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  1. The frequency of victimization;
  2. Student, staff, and family observations of safety at a school;
  3. Identification of areas of a school where bullying occurs;
  4. The types of bullying utilized; and
  5. Bystander intervention or participation.

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

1. The District's bullying prevention plan must be consistent with other Board policies.

### **7:185 Teen Dating Violence Prohibited**

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

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

1. Fully implements and enforces each of the following Board policies:
  - a. *7:20, Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. *7:180, Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:

- a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
- b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

## ■ 7:190 Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### ***When and Where Conduct Rules Apply***

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling by bus or school provided transportation 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 student; 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 or nicotine materials, including but not limited to, 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, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, *or cannabis* (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including but not limited to, pure caffeine in tablet or powdered form.
  - g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student

expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

- h. 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 upon arrival are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession. Parents/Guardians will be contacted to pick up student.

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Students of Crete-Monee School District are permitted to possess cellular radio-communication devices, In-Ear Monitor (IEM) devices, Intra Concha devices, and/or any other electronic device capable of receiving or sending telephonic messages, electronic messages, or text messages while on school property and during school-sponsored functions.

Students are **not permitted** the use of a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic devices, including but not limited to: the wearing of In-EarMonitor(IEM)/Intra-Concha devices, behind-the-neck devices, over-the-ear devices, on-the-ear devices, wireless/cordless devices, clip-on devices, and devices used to sync by Bluetooth during student attendance days during those periods when classes are in session (start of school to the end of school) as this is a disruption the educational environment.

The recording of others without permission, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through a computer, electronic communication device, or cellular phone is in violation of the rights of others and is also **not permitted** in any manner. This includes using the device to take photographs in locker rooms or bathrooms, or to cheat, which are all direct violations of the student conduct rules.

Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered off and out of sight during the regular school day unless: (a) use of the device is provided in a student's individualized education program (IEP); (b) it is used during the student's lunch period if approved by building administration or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

No staff member, Building Administration, Central Office Administration, and/or Board of Education Member will be responsible for Electronic Signaling and Cellular Communication Devices that are lost, stolen, and/or left unattended.

- 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, altering report cards, 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 member or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, but is not limited to, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment of any kind, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school network, or other comparable conduct.
10. Engaging in any sexual activity, including but not limited to, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, and soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including but not limited to, displaying gang symbols or paraphernalia, hazing (initiation) activities of any kind that may include, but not limited to, (a) forcing students to ingest liquids, foods, or foreign matter; (b) incite students to commit acts of violence, and/or assault/battery applied to the body of a student or staff member perpetuated to initiate or humiliate in a group setting and (c) participating in mob action-like activity consisting of two or more students fighting one student or two or more collectively fighting.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. 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.

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. 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.
22. Refusing or failing to wear an appropriate facial cover over the student's mouth and nose unless exempted by a medical provider during any time said action is required by the District or for eating or drinking.
23. Failing to maintain proper social distancing of a particular distance designated by the District.

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

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

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

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, but not limited to, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges such as: sports, extra-curricular activities, dances, prom, etc.
4. Temporary removal from the classroom.

5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities and may also be placed temporarily in an alternative setting.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
15. Temporarily removing the student from their home school and placing them at Pathways, in lieu of an out-of-school suspension, when deemed appropriate by the school administration.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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.

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school may be expelled for a time period not to exceed 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including look-alikes of any firearm as defined above.
3. Illegal drugs, including but not limited to, possessing, distributing, purchasing, selling, or offering for sale any illegal drug or controlled substances. Illegal drugs or controlled substances include but not limited to, marijuana, medical cannabis, look-a-likes, tobacco, inhalants, pills, creams, etc.

The expulsion requirement under either paragraph 1-3 above may be modified by the Superintendent or designee, and the determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

## **Re-Engagement of Returning Students**

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

## **Required Notices**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian.



“School grounds” includes modes of transportation to and from school activities as outlined in this policy (7:190); When and Where Conduct Rules Apply.

### **Delegation of Authority**

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

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

### **Student Handbook**

The Superintendent or designee, with input from the Discipline Review Committee, shall review the Student Code of Conduct for consistencies in discipline, rules, and guidelines pertaining to this policy. These disciplinary rules shall be presented annually to the Board.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students’ parents/guardians within 15 days of the beginning of the school year or a student’s enrollment.

### **Disciplinary Measures**

Students who violate the policy above will be subject to discipline. Discipline measures may include the following:

- Warning through 3 attendance days out-of-school suspension. In some cases, juvenile or police authorities may be contacted.

## **7:220 Bus Conduct**

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

### **School Bus Suspensions**

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in Board of Education policy, 7:190, *Student Behavior*.
2. Knowingly and repeatedly riding on an unassigned school bus may result in grounds for suspension from riding the school buses without prior approval from the school administration.
3. Willful injury or threat of injury to a bus driver or to another rider.
4. Willful and/or repeated defacement of the bus.
5. Repeated use of profanity.
6. Repeated willful disobedience of a directive from a bus driver or other supervisor.
7. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus for gross disobedience or misconduct on a school bus. Gross misconduct or repeated disobedience against the rules that govern student behavior on the bus could result in the Board of Education expelling a student from riding the bus for a period of up to one year. Only the Board of Education can expel or suspend a child off the bus in excess of 10 consecutive school days for safety reasons.

### **Academic Credit for Missed Classes During School Bus Suspension**

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

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

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

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

## **■ 7:270 Administering Medicines to Students**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(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 (SMA 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.

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

### **Self-Administration of Medication**

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

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

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

### **Administration of Medical Cannabis**

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

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

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

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

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

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

### **Void Policy**

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

## **■ 7:290 Suicide and Depression Awareness and Prevention**

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

### **Suicide and Depression Awareness and Prevention Program**

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of

Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
  - a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
  - a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
  - b. Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
  - c. Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - d. State and/or federal resources that address emotional or mental health safety plans for students who are at a potentially increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.

4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

### **Monitoring**

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

### **Information to Staff, Parents/Guardians, and Students**

The Superintendent or designee shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

### **Implementation**

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 *et seq.*

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

### **DISTRICT- LEVEL PARENT AND FAMILY ENGAGEMENT COMPACT**

In order for CM 201-U to achieve its goal of educating our children, the school community has to establish expectations and standards of conduct for its members. All stakeholders play a significant role in the successful operation of our schools. Students, their parents, teachers, and school administrators bear responsibilities and possess rights towards student success. The following Rights and Responsibilities suggest everyone's proper role in the process under this compact and also supports several district policies and initiatives.

### **Rights of Students**

- To attend school in a safe environment conducive to learning.
- To enjoy the full benefit of their educational efforts without disruption from or to other students.
- To have reasonable access to school personnel.
- To be informed of school rules and regulations.
- To be respected and treated courteously by staff members and administration.

### **Responsibilities of Students**

- To attend school and classes regularly, on time, and to leave the school campus immediately at the end of the school day unless supervised by school personnel.
- To be prepared for class with the appropriate materials and work.
- To know and obey school rules and regulations.
- To respect the rights of school personnel, fellow students, and the public in general going to, coming from, and during school.
- To achieve to the best of his/her ability.
- To be accountable for all actions.
- To report any knowledge of infractions to the Student Code of Conduct and Resource Guide to the proper authority
- To appreciate diversity and inclusion in our school community.

Note: Participation in and/or attendance at activities are a privilege and not a right. It is the student's responsibility to maintain eligibility by maintaining appropriate academic and behavioral standards.

**Rights of Parents/Guardians**

- To have their children educated in a safe and orderly environment.
- To have school personnel work cooperatively and in a timely fashion with parents.
- To be informed of district policies, regulations and school rules.
- To review their child's record with appropriate assistance and supervision from staff; according to law.
- To visit school and to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.
- To be respected and treated courteously by staff members and administration.
- To be welcomed into your child(ren)'s classroom during scheduled visits
- To give input on significant school-related issues.
- Be informed as to how they can assist in their child's learning.

**Responsibilities of Parents/Guardians**

- To teach positive behavior to their children.
- To set a positive example for their children by treating and communicating respectfully with school personnel.
- To visit school and to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.
- To become familiar with district policies, school rules, and regulations, and to support reasonable disciplinary measures as applied by school personnel.
- Accept the primary responsibility for your child(ren)'s behavior.
- To cooperate with the school in bringing about improvements designed to enhance the educational climate for all students.
- To provide and update the school with accurate information regarding the legal residence, guardianship, telephone number, medical data, and other facts which may help the school to ensure the safety and welfare of their children.
- To assist their child(ren) with homework and study skills.
- To ensure that their children attend school on a regular basis and arrive at school on time prepared to learn.
- To encourage their child to report any potential safety concerns to the proper authority.
- To appreciate diversity and inclusion in our school community.



### **Rights of Staff Members**

- To expect each student will come to school prepared for class and ready to learn.
- To have parental and administrative support when enforcing rules designed to provide an appropriate learning climate.
- To provide a learning atmosphere where interruptions are held to an absolute minimum.
- To be respected and treated courteously by parents and students.
- To work in a safe environment.

### **Responsibilities of Staff Members**

- To set a positive example for their students by treating parents and students with respect.
- To have high expectations for the achievement and behavior of all students.
- To equip each student with the necessary knowledge, skills, and character to grow into productive citizens.
- To ensure that all students are treated equitably.
- To recognize different ideas, opinions, and expressions objectively and deal with them in a balanced, unbiased manner.
- To inform parents and students with timely or periodic reports, including all pertinent information related to the student's academic success.
- To continuously review their own performance and strive for professional growth.
- To initiate and enforce individual classroom and school rules consistently.
- To maintain a safe, secure classroom climate favorable to learning.
- To appreciate diversity and inclusion in our school community.
- To review discipline handbook, classroom procedures and classroom rules on a regular basis.
- Listen to parental concerns and feedback being provided.
- Review and return all work to students in a timely manner.

**Rights of Administrators**

- To initiate building rules, regulations, and procedures as needed to establish and maintain a safe and orderly environment in which appropriate learning and teaching conditions prevail.
- To expect that all school employees recognize and fulfill their role to provide and ensure an appropriate learning environment.
- To be acknowledged as the leader of the building who will set the tone needed to help ensure the building is culturally responsive, safe, and conducive to learning.
- To be respected by students, staff, and parents.
- To expect staff to come to work daily.
- To expect students to come to school prepared and ready to learn.
- To expect that all students will follow the classroom and building rules.

**Responsibilities of Administrators**

- To set a positive example for their students by treating parents, students, and staff with respect.
- To provide leadership that will establish, encourage, and promote effective teaching and optimal learning.
- To establish, publicize, and enforce school rules that facilitate learning and promote good citizenship attitudes and habits.
- To hold students/staff accountable for their conduct and to take prompt and appropriate action when needed.
- To appreciate diversity and inclusion in our school community.
- To act in the best interests of the students, staff and school.
- To establish procedures to address discipline problems.
- To provide assistance to staff in areas of discipline and classroom management.
- To assist students in meeting the challenge of positive social behavior.
- To enforce the Student Code of Conduct and Parent Resource Guide with fidelity and consistency.
- To provide a line of communication between parent/guardian(s), staff, and administration.

# STUDENTS NEED TO KNOW

## General Conduct

It is necessary for any school community to establish rules of conduct for its staff and students if it is to achieve its goals. The school environment includes not only the school/district grounds, but also includes attendance and participation in all extracurricular activities and other school-related functions scheduled on or off the school campus, or while riding the school bus. Students have the following responsibilities, and failure to carry out these responsibilities may result in disciplinary action:

1. It is the responsibility of each student to conduct himself/herself in the classroom in such a manner that does not interfere with his/her own learning or the learning of others in the class.
2. It is the responsibility of each student to attend class on time and to be prepared to participate.
3. It is the responsibility of each student to help keep the building clean; not to litter, mark on or deface school property and community areas.
4. It is the responsibility of each student to respect all staff and other students, and to be honest, polite and friendly. Directions are to be complied with regardless of whether a student is in the classroom, in the halls, in the cafeteria, at extracurricular activities, or at any other location on the school grounds. The perception that "he/she is not my teacher, so why should I listen to him/her" is to be avoided.
5. It is the responsibility of each student to practice the guidelines of health and safety precautions as it pertains to the spread of a pandemic disease (including COVID 19), by properly socially distancing and wearing face masks at all times while on school property.
6. Students are not permitted to smoke in the building or on the school grounds or at school activities. This includes while sitting in your personal vehicle on school grounds.
7. It is the responsibility of each student to keep doorways, hallways, restrooms and stairs clear at all times.
8. It is the responsibility of each student to leave the area in the event a disruption involving students occurs. The student's mere presence as an onlooker tends to lend support and encouragement to those students causing the disruption.
9. Verbal or physical harassment, bullying, and/or intimidation will not be tolerated while at school. Any student who experiences such a situation shall report the incident to the principal or his/her designee as soon as possible. No student shall try to settle the problem himself/herself by allowing the situation to escalate into a physical confrontation. Parents shall contact building administration.
10. During fire or disaster drills it is the responsibility of each student to move quickly and quietly to the assigned safety areas. Appropriate instructions given by school personnel are to be obeyed. The health and safety of many people depends upon cooperation from students.

11. It is the responsibility of students to observe the same appropriate standards of conduct at extracurricular activities (home or away) as they do at school. Violence, disruptive behavior, involvement with drugs or alcohol at extracurricular activities or on fan buses will result in serious disciplinary action. Such action may include suspension and/or expulsion from school, suspension from attendance and/or participation at future extracurricular activities, and/or police action. Parents may be required to pick up their student at an out-of-town function.
12. Students shall not engage in sexual misconduct which includes but is not limited to; sexual advances, request for sexual favors, exhibit sexually motivated physical/verbal conduct or communications of any sexual nature.
13. All students are entitled to have the opportunity to obtain maximum benefit from their educational experience. Thus, it is necessary to have rules and regulations that provide an educational climate in which learning can best take place. Students who show disrespect for the rights of others and disregard regulations may be subject to disciplinary action, which could include suspension or expulsion. In addition, they may be subject to removal from extracurricular activities and/or positions of leadership (i.e., Student Council, officer of Student Council or class).

### **Discipline of Students with Disabilities**

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

### **Bus Conduct**

According to School Board Policy, certain misbehavior and misconduct will be grounds for suspension from riding the school buses. It will be the responsibility of the parent/guardian to provide transportation to and from school if this occurs. The behavior includes:

1. Prohibited student conduct as defined in the Student Code of Conduct and Parent Resource Guide
2. Willful injury or threat of injury to a bus driver or to another rider
3. Willful and/or repeated defacement of the bus
4. Repeated use of profanity
5. Repeated willful disobedience of the bus driver's or other supervisor's directives
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants. *(Please refer to the Rules of the Road Transportation Guideline.)*

## **STUDENTS NEED TO KNOW**

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Video/audio cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

Students suspended from the school bus who do not have alternate transportation to school shall have the opportunity to complete make up work for equivalent academic credit. It is the responsibility of the parent/guardian to notify the school that the student does not have alternate transportation.

### **Field Trip Conduct**

Field trips are a privilege for students. Students must abide by all school policies and rules during transportation and during field trip activities. Students shall treat all field trip locations as though they are on school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline as these are considered safety violations that could result in harm to students or others.

School Administrators, Central Office Administration, and the Board of Education will not be held accountable for refunds unable to be recovered from a second and sometimes third party due to a student missing a paid field trip as a result of his/her absence or behavior.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive permission from parent/guardian
- Behavioral or safety concerns
- Denial from administration (reasons will be discussed with parent/guardian)
- Suspension from school
- Expelled from school

### **CMHS Prom Criteria**

Crete-Monee High School students that are classified as a Junior or Senior are eligible to attend prom. Students must meet set guidelines which include academic, attendance, and behavioral criteria. Students not in good academic, attendance, and disciplinary standing will not be eligible to attend prom. Additionally, Crete-Monee High School students must adhere to the dress code policy as set forth in the Parent and Student Handbook as well as the prom dress code standards. Information regarding the prom criteria will be made available in the fall semester.

## STUDENT APPEARANCE

The attitude and behavior of the student body are sometimes influenced by student appearance. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Any styles of dress or grooming deemed by the Principal and/or designee that appear to be disruptive to the educational process, or could constitute a threat to the safety or health of a member of the school community, may not be worn.

Students are to use discretion in their dress and are not permitted to wear apparel that disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Administrators shall have the authority to determine if a student's attire is inappropriate and may require that the student change into appropriate clothing. Guidelines for appropriate dress/grooming include, but are not limited to, the following:

1. No article of clothing, jewelry, tattoo, or method of grooming may display, advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, vulgar language, gestures, sexually inappropriate, disrespectful, or offensive in nature.
2. Student dress or grooming (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. No hats or headgear (including hoods) may be worn inside the school building. These items must be removed immediately upon entering the school building, and may not be put on, or carried, until exiting the building at the end of the school day unless cleared by an administrator for religious or medical reasons.
4. Dress and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Outdoor apparel such as coats, jackets, sunglasses, outer vests, gloves, and scarves are to be stored in the student's locker during the regular school day and may not be worn or carried to class.
6. Students are expected to wear all attire properly by keeping appropriate snaps, hooks, buttons, buckles, etc., fastened.
7. Male and female students must be covered from upper shoulder to mid-thigh. Sleeveless tops may be worn as long as the upper shoulder area is covered and undergarments are not visible. Skirts, shorts, skorts, dresses, are to be fingertip length (mid-thigh). Slits (including fabric rips, tears, cuts, splits, holes) in clothing should be modest and ensure appropriate coverage of the body for an academic setting. Students cannot wear pants or shorts that hang below the natural waist.
8. Students are not to wear clothing that exposes their midriff (stomach), back, or bra straps.
9. Students may not display or wear pocket chains and/or other metal objects that may be unsafe.

10. House shoes, and/or slippers, loungewear, and/or pajamas are not acceptable school attire and are not allowed to be worn to school.
11. Leggings, biker shorts, opaque tights and/or nylons are not to be worn alone. When leggings, tights, biker shorts, etc. are worn they are to be covered by a mid-thigh length garment. Refer to number 7 above regarding length of shorts and skirts.

Starting the 2023-2024 school year, all students throughout the district will receive a clear backpack. Large purses can not be substituted for the use of a backpack, and purses that can not fit inside of a student's backpacks are prohibited on school property during a regularly scheduled school day.

All students are required to carry only clear plastic backpacks. Those who participate in sports, band, or other extracurricular activities that require the handling of equipment and uniforms, to and from school, are permitted to carry a nonclear bag, in addition to, their clear plastic backpacks for purposes of equipment and uniforms only. Upon entry into the school, all extracurricular activity bags must be stored in lockers or designated areas. Bags are subject to search if there is reasonable suspicion. Replacements of clear plastic backpacks can be purchased in District for the price of \$20.00 each.

12. If there is any doubt about dress and/or appearance, administration will make the final decision. **Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.**

## CSK UNIFORM POLICY 2023-24

Uniform Colors are as follows:

**SHIRTS** – Black, White, Red (NOT Maroon), Light Blue, or Dark Navy Blue (NOT Turquoise/ NOT Royal Blue)

**PANTS/SLACKS/**

**CAPRIS/SKIRTS** – Solid Dark Navy Blue, Black, or Khaki

**FOOTWEAR** – Solid Black, Solid White, or a combination of Black and White (NOT Grey/NO patterns/NO other colors may be displayed)

A. Pants/Slacks/Capris

- a. Garments must be solid dark navy blue, black, or khaki. Colorful stitching/detailing is not permitted.
- b. Corduroy pants in uniform colors are acceptable.
- c. Garments should be no more than one size larger than the waist.
- d. Garments must be worn at the waist.

- e. Bagging, sagging, and/or dragging of garments are not permitted.
- f. Belts should be worn if needed.
- g. Denim jeans are not permitted.
- h. Knit pants, velour pants, and workout pants (including gauchos, leggings, yoga pants, running pants, spunks, and jogging pants) are not permitted.
- i. Pants may not be rolled up.
- j. Rubber bands are not permitted to be worn on the bottom of garments.

**B. Walking Shorts/Skorts/ Skirts/ Jumpers**

- a. Garments should be solid dark navy blue, black, or khaki. Colorful stitching/detailing is not permitted.
- b. Garments should be no more than one size larger than the waist.
- c. Garments must be worn at the waist.
- d. Belts should be worn if needed.
- e. Garments must be at least fingertip length.
- f. Halter dresses are not permitted.
- g. Boxers, running shorts, and/or denim is not permitted.
- h. Students are only permitted to wear tights or leggings underneath skirts/dresses. Tights/ leggings must be solid dark navy blue, black, red, or white and may never be worn without a skirt or dress.

**C. Shirt Styles**

- a. All shirts should be polo style and must have a collar.
- b. Shirts may have short or long sleeves as long as they have a collar.
- c. Shirts must be solid in color and may only be solid red (NOT maroon), solid black, solid white, solid dark navy blue, or solid light blue (NOT turquoise/NOT royal blue), with the exception of spirit days or when presenting a non-uniform pass.
- d. Logos, designs, or pictures on shirts are prohibited, with the exception of the Coretta Scott King Magnet School logo.
- e. Uniform colored button-down blouses/shirts with collars are acceptable, however they must be buttoned up.
- f. Garments must fit well and should not be oversized or undersized.
- g. Bare waists, exposed midriffs, bare backs, and/or low necklines are not permitted. There is to be no cleavage showing. Tying, pinning, and/or rolling of shirts is not permitted.



- h. Undershirts may be worn; however, they must be a solid uniform color.
- i. Turtlenecks may be worn; however, they must be solid red, solid light blue, solid black, solid dark navy blue, or solid white are permitted.
- j. Foundational garments or undershirts should not be visible.
- k. Spirit Wear: Coretta Scott King Magnet School spirit wear should only be worn on designated spirit day.

**D. Sweaters/ Sweater Vests/ Fleecees/ Sweatshirts**

- a. Sweaters, cardigans, sweater vests, crewneck sweatshirts, zippered sweatshirts, and polar fleece pullovers may be worn, however they must be solid red (NOT maroon), solid black, solid white, solid light blue, or solid dark navy blue (NOT turquoise/NOT royal blue). Crewneck sweatshirts, zippered sweatshirts, and pullover sweatshirts displaying the Coretta Scott King Magnet School emblem may be worn anytime.
- b. Students must wear a collared uniform shirt underneath any of the above-mentioned garments.
- c. Hooded sweatshirts may not be worn, with the exception of designated spirit days or when redeeming a non-uniform pass. Hooded sweatshirts may not be worn on any other day, even those displaying the Coretta Scott King Magnet School emblem.
- d. Spirit Wear: Coretta Scott King Magnet School spirit wear should only be worn on designated spirit days.
- e. Logos, designs, or pictures are not permitted, with the exception of the Coretta Scott King Magnet School logo.
- f. Garments must fit well and not be oversized or undersized.
- g. Outerwear, including but not limited to denim or leather, are not permitted to be worn inside of the building.

**\*\***There may be instances in which it is difficult to determine whether or not clothing is considered outerwear. In these situations, the principal will make the final determination.

**E. Footwear**

- a. Athletic shoes or leather shoes must be solid black, solid white, or a combination of black and white (NOT grey). Shoes may not be patterned. No other colors are permitted. Shoes should not display any color except black and white. This includes laces, logos, stitching, soles, springs, and eyelets.
- b. Sandals are permitted in warmer weather but must be solid black, solid white, or a combination of black and white (NOT grey).
- c. Flip flops are not permitted at any time, including athletic flip flops.

- d. Boots may be worn but must be solid black, solid white, or a combination of black and white (NOT grey).
- e. Athletic shoes must be worn for P.E.
- f. Students should change out of their snow boots during the winter months.
- g. Solid colored socks must be worn with athletic or leather shoes. Socks must be solid white, solid black, solid dark navy blue, solid light blue, or solid red.

F. Accessories

- a. Belts must be black, navy blue, or brown. Patterns, studs, and sparkles are not permitted.
- b. Purses may be worn to school, but may not be worn in the classroom.
- c. Hats, coats, bandanas, sweatbands and sunglasses may not be worn in the building during the school day (unless the student presents a special PBIS Incentive Pass).
- d. Students should refrain from wearing any accessory that may be considered a distraction to the learning environment. The principal will make the final determination on whether or not an accessory is considered a distraction to the learning environment.

## General Policies

1. School uniforms are expected to fit the student appropriately, be cleaned on a regular basis, and cannot deviate from the style and color choices.
2. Belts should be worn as necessary.
3. The school may designate special non-uniform days. Dress requirements for these days will be sent to parents in advance.
4. Scouts may wear their scout uniforms on the days they have a meeting immediately after school.
5. Uniforms may be purchased from local retailers or the uniform company, French Toast. The website is [www.FrenchToast.com](http://www.FrenchToast.com)
6. Clothing cannot deviate from the style and color choices listed in the Dress Code.

\*\*\*Students are expected to comply with the Uniform Policy.\*\*\*

Uniform Policy violations may result in, but may not be limited to, the following:

**First/Second Violations:** A uniform violation notice will be sent home with the student. Parent/guardian must sign and return this notice to school.

**Third Violation:** A uniform violation notice will be sent home with the student. Parent/guardian must sign and return this notice to school. Student will also serve a lunch detention.

Further disciplinary action may be taken for any subsequent violations.

## STUDENT-ATHLETE CODE OF EXPECTATIONS

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Violations accumulate over the course of each individual trimester. Violations will be reset at zero for all students at the beginning of each trimester.

If a student arrives at school completely out of uniform on a uniform day, parents/guardians will be contacted to provide a uniform for the student to wear. If it is not possible for parents/guardians to deliver a uniform to school, the student will be written a uniform violation notice.

## STUDENT-ATHLETE CODE OF EXPECTATIONS

### Athletic Belief Statement

Crete-Monee School District 201-U believes that a quality athletic/extracurricular program is an important part of a student's educational experience. The district is committed to the ideals of promoting sportsmanship, achievement, integrity, leadership, and team competition. By nurturing and encouraging these ideals, we hope to improve the athletic ability and fitness of every student and instill in them the principles of team-work and lifelong fitness. Students who wish to participate in school sponsored athletic programs or extracurricular activities are subject to the Code of Expectations and the Student Code of Conduct & Parent Resource Guide. The Athlete Code of Expectations may address conduct beyond that is applicable to students in general. To further the expectations, purpose, and integrity of all athletic or other extracurricular activities, this expectation is in affect during the regular school day and during school-related activities both at school or away.

### Athletic Mission Statement

The athletic mission of Crete-Monee School District 201-U is to educate students to be critical thinkers and active learners, to challenge students to fulfill their potential, and to prepare students to contribute positively to society. Students and staff will: • **Respect** their physical environment and all members of the school community. • **Focus** on the knowledge and skills necessary for academic achievement. • **Claim** success and work hard to achieve it. • **Demonstrate** responsibility for their words and actions • **Solve** problems and learn from mistakes in order to improve consistently. • **Work** together to maintain a safe and orderly environment conducive to learning.

**When and Where Conduct Rules Apply:** The Code of Expectations is a year-round commitment and applies to the student's entire athletic and extracurricular career, which might involve recognition of conduct both at school and off school grounds. Applicable penalties/discipline will be applied whenever the conduct is discovered. School administration reserves the right to fully investigate conduct that potentially violates the Athletic Code of Expectations and/or Student Code of Conduct & Parent Resource Guide whenever evidence is acknowledged. The grounds for disciplinary action also applies whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, 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.

**Academic Achievement:** Extracurricular activities are open to all full-time students; however, students must attend school in the boundary where they actually live. IHSA and IESA sanctioned sports may impose additional standards. IHSA rules require a student to pass 5 of 6 classes per quarter. In addition, a student is only eligible to participate in IHSA sanctioned athletics during the first four years of high school. Once high school has begun, a student has eight semesters to complete eligibility. A student whose 20th birthday occurs prior to or on the scheduled date of the IHSA state finals in a sport shall be ineligible.

IESA rules (scholastic sports) apply to grades 5 through 8 and require students to be doing passing work. schools that will include but is not limited to, weekly grade checks to ensure eligibility. (See athletic director or coach for additional information on IHSA/IESA related qualifications, guidelines, and/or rules.)

**Attendance:** One half day of school attendance is required for participation in practices, matches, or performances for all extracurricular activities and/or athletic programs held that day. Exceptions include attendance at funerals, required court appearances, college visitation, etc. Any participant suspended (out-of-school), on social probation, or suspended pending expulsion from school will not be allowed to practice, compete or participate. When a student is absent from school for more than three (3) days, a doctor's note must be received before participation in athletic programs may resume.

Students involved in athletic/extracurricular activity will be subject to the following expectations:

**It is expected** that the individual rights of all will be respected and all teammates and participants treated equally. Hazing, harassment, including but not limited to verbal, physical or sexual harassment, intimidation or initiation of athletes or participants in extracurricular activities will not be tolerated.

**It is expected** that athletes and participants in extracurricular activities will not possess, use, consume or be under the influence of tobacco products, alcohol, controlled substances or related paraphernalia. Substance abuse poses an immediate threat to students. Students will be referred to a program at the families' expense as a pro-active approach to a drug-free school and the students' well-being. Violation of these expectations, including detection, will result in disciplinary action.

**It is expected** that athletes and participants in extracurricular activities will adhere to standards of decorum and behavior at the highest level as representatives of Crete-Monee School District 201-U. Theft, acts of violence, fighting, poor classroom behavior, conduct unbecoming, and unlawful conduct will not be tolerated. Students displaying this type of conduct will be discipline accordingly; including but not limited to suspension and/or law enforcement involvement.

## STUDENT-ATHLETE CODE OF EXPECTATIONS

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**It is expected** that athletes and participants in extracurricular activities will follow rules established for that activity, including but not limited to, those regarding tardiness to team or activity meetings, absences from practice, events, or meetings, disrespect to staff, coach or activity sponsor, acts of unsportsmanlike conduct, and verbal abuse of others involved in the activity whether same or opposing teams.

**It is expected** that during any athletic season, an athlete will only participate on one team (unless mutually agreed upon by the two head coaches involved). If an athlete quits a sport once games have started, that athlete will not be allowed to participate (either at practice or in competition) for any other Crete-Monee School District 201-U team during that season. An athletic team has completed its season when that team has advanced one week into tournament play. This rule can be waived at the coach's discretion. An athlete must finish the season in good standing in order to letter, attend banquets, and receive athletic awards.

Uniforms and equipment must be returned and other obligations must be met before participating in the next sport. Uniforms and/or equipment not returned will result in a charge for the cost of replacing the item(s) and will be the sole responsibility of the parent/guardian(s).

**It is expected** that all athletes and participants in extracurricular activities will use transportation provided by the school. Not riding with the team/group should only be done in a family emergency or a situation where undue hardship is caused by traveling with the team/group. In order for an athlete/participant to travel to or from an event by means other than the team/group transportation, he/she must bring a note signed by a parent/guardian stating with whom the athlete/participant will travel. If not, the athlete/participant will only be released to his/her parent/guardian. Friends, or other students **ARE NOT ACCEPTABLE** as travel alternatives. This note must be in the athletic office and with the activity sponsor, as applicable no less than **24 HOURS PRIOR TO THE TRIP**.

### Offenses/Discipline

**Combination of Offenses:** Any combination of violations may result in at least 50% loss of season/extracurricular activity term; multiple violations may result in permanent expulsion from athletic/extracurricular participation.

**Carry over Penalty:** An athlete/extracurricular activity participant must complete the entire season/activity periods in which there is a penalty assessed in order to complete his or her suspension. Example: A fall athlete gets caught with a violation in January. The athlete decides to go out for a spring sport to serve the 33% penalty. After 5 contests the athlete quits the team. It would not count for completion of the penalty.

**Penalty Assessment:** The method used to determine the number of games for a suspension will be varsity total games allowed for a sport. Varsity scrimmages will be counted. Penalty will use scheduled games whether played or cancelled and any calculated suspension of .5 (1/2) contests or more will be rounded up.

**Practice/Travel While Suspended:** Students that are suspended out-of-school will not be allowed to practice, participate, and/or travel with the team/group.

**Parent Assistance:** Any parent seeking help or assistance involving his/her child's use of drugs, alcohol, or tobacco, prior to a report or investigation by the school or law enforcement, should contact school administration. As a result, the athlete/participant may receive a lesser consequence. This consequence may include, but is not limited, to an athletic/participation suspension, out-of-school suspension, in-school supervision, counseling, and/or community service. Discipline is at the discretion of the administrator.

**Self-Reporting:** Athletes and extracurricular activity participants are encouraged to seek help and to self-report substance abuse. An athlete or participant can reduce the penalty for a first offense if he/she (1) reports the conduct to the Athletic Director, Head Coach, Sponsor or Administrator prior to the school's investigation of the conduct and (2) the student successfully completes a substance abuse program. Reduction of penalty through self-reporting can only be implemented on a first offense. Resource Guides are available at all Crete-Monee School District 201-U Schools and at the back of your child's Student Code of Conduct and Parent Resource Guide. Any counseling services will be at the expense of the parent or guardian.

**Counseling:** An athlete/extracurricular activity participant who did not self-report and who is found to have violated the Athlete Code of Expectations for the first time will be offered the opportunity to reduce his/her penalty by the successful completion of a substance abuse program. Resource Guides are available at all Crete-Monee School District 201-U Schools and at the back of your child's Student Code of Conduct and Parent Resource Guide. Any counseling services will be at the expense of the parent or guardian. Reduction of penalty through counseling can only be implemented on a first offense. Students are still subject to disciplinary action as outlined in the Student Code of Conduct and Parent Resource Guide.

## **ADMINISTRATIVE PROCEDURES**

The Student Code of Conduct and Parent Resource Guide outlines specific behaviors that are disruptive to the educational process and subject to disciplinary action. While disruptive conduct will not be tolerated, the Board encourages the use of educational interventions to correct the unacceptable behavior. The Board is committed to creating an environment that is safe for students and staff, and promotes learning.

Crete-Monee School District 201-U considers habitual, disruptive behavior unacceptable. **Should severe or repeated misbehavior occur, the building administrator reserves the right to administer an appropriate discipline in alignment with the range of administrative consequences/interventions.**

## GENERAL PROCEDURES

1. Students may be disciplined in any manner provided in this handbook.
2. Teachers may remove disruptive students from the classroom by sending them to the office or another teacher's classroom. The building administrator will develop a procedure for handling disruptive students when he or she is away from the building.
3. School personnel may use reasonable physical force to restrain a student for the following reasons:
  - ♦ to defend or protect staff from the student
  - ♦ to defend or protect other students
  - ♦ to prevent or stop fights
  - ♦ to prevent damage to the property of the district
  - ♦ to remove a student from any location, room or assembly where his/her continued presence creates a risk or threat of physical harm to himself/herself or others

## EXPULSION PROCEDURES AND NOTIFICATION

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 parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student shall be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall include:
  - a. The time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed two calendar years, as determined on a case-by-case basis.
2. Unless the student and parent(s)/guardian(s) 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 School 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. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his

or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student shall 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 find appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reasons why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration for the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

## **SUSPENSION PROCEDURES AND NOTIFICATION**

### **Out-of-School Suspension**

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
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 possible.
3. A documented attempt to contact the student's parent/guardian(s).
4. Written notice of suspension to the parent(s)/guardian(s) and the student, which shall include:
  - a. Notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Detail the specific act of disruption or egregious conduct resulting in the decision to suspend;
  - c. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his/her act of egregious conduct.



5. Upon request of the parent(s)/guardian(s), 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 parent(s)/guardian(s) 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.

## **SPECIAL EDUCATION GENERAL PROCEDURES AND DISCIPLINARY ACTIONS**

The District shall comply with the provisions of the Individuals With Disabilities Education Act ("IDEA") when disciplining students.

- No special education student will be expelled if the student's particular act of gross disobedience/misconduct is a manifestation of his disability. Any special education student whose gross disobedience/misconduct is not a manifestation of his disability may be expelled pursuant to Expulsion Procedures, except that such disabled student shall receive educational services as provided in the IDEA.
- A special education student may be suspended for an aggregate of ten (10) days of school per school year, regardless of whether the student's gross disobedience/ misconduct is a manifestation of his disabling condition, except that such student shall receive educational services in accordance with the IDEA.
- Any special education student who has or will exceed ten (10) days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer if the exclusion is warranted because maintaining the student in his current placement is substantially likely to result in injury to himself or others.
- A Special Education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his current placement and placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

### **Special Education Suspension Procedures**

1. All suspension notices and suspension review procedures set forth under Suspension Procedures must be followed in suspending a special education student. In addition, a special education student who is suspended from school shall receive educational services in accordance with the IDEA.
2. The parents/guardians shall be informed in writing that they may request a case study evaluation or a due process hearing pursuant to the Special Education Rules and Regulations and the procedural safeguards of the IDEA.
3. No later than ten (10) school days after the decision to suspend the student for an aggregate of 10 or more days, the District shall convene a meeting to review the relationship between the student's disability and the behavior subject to the disciplinary action, in accordance with the provisions described in Paragraphs 2 – 4 below. In addition to reviewing whether the conduct is a manifestation of the student's disability, the team shall also review and, if appropriate, modify

the student's behavior modification plan. If there is no behavior management plan in place, the District shall develop an assessment plan to address the behavior.

### **Special Education Expulsion Procedures**

1. Prior to making a recommendation to expel a special education student, the authorized administrator will convene a Manifestation Determination Review (MDR) to determine whether the student's act of gross disobedience/misconduct is a manifestation of his disability.
2. At the Manifestation Determination Review, the MDR team shall include the members of the student's IEP team and other qualified personnel, including, but not limited to, the authorized administrator familiar with the act of misconduct.
3. In carrying out the Manifestation Determination Review, the team shall consider, in terms of the behavior subject to the disciplinary action, all relevant information, including:
  - a. Evaluation and diagnostic results, including relevant information supplied by the parents;
  - b. Observations of the student; and
  - c. The student's IEP and placement.
4. The team shall make the following determinations regarding whether the student's conduct was
  - a. manifestation of his/her disability:
  - b. the misconduct caused by, or did it have a direct and substantial relationship to the student's disability? OR
  - c. the misconduct the direct result of the LEA's failure to implement the IEP?
5. If, at the manifestation review conference, it is determined that the behavior of the student was a manifestation of his disability, the authorized administrator will not recommend expulsion. The authorized administrator may request a review of the appropriateness of the educational placement of the student in accordance with the Special Education Rules and Regulations. During the period necessary to propose a new placement, the student will remain in his/her then-current placement unless:
  - a. The student has not previously been suspended for a period exceeding ten (10) school days during the same school year, in which case the student may be suspended for a maximum of ten (10) school days less such previous suspension(s);
  - b. Parents and school district agree on an interim placement; or
  - c. The school district obtains an order from a court of competent jurisdiction or a State of Illinois hearing officer changing the then-current placement or providing for other appropriate relief.
6. If, at the manifestation review conference, it is determined that the behavior of the student was not a manifestation of his/her disability, the authorized administrator may recommend

## **RANGE OF INTERVENTIONS/CONSEQUENCES**

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expulsion to the Board. The expulsion notice to the parents/guardian sent pursuant to Expulsion Notification under Expulsion Hearings and Board Suspension Review Hearings, will also include three (3) additional statements that:

- a. The parents are entitled to all rights provided under the IDEA 04 and those set forth in the Special Education Rules and Regulations, as available to the parents from the School District. A copy of parent's rights shall be included with the notice of the expulsion hearing.
  - b. In addition to issues regularly determined at an expulsion hearing, the authorized administrator must present evidence that the manifestation review team met and concluded that the student's misconduct was not a manifestation of his/her disability, which shall be duly noted by the Board of Education.
  - c. The administration shall ensure that relevant special education and disciplinary records of the student are transmitted for consideration by the Board of Education.
7. If a special education student is expelled from school in accordance with the procedures set forth above, the District shall convene an IEP meeting to develop an educational program to deliver educational services to the student during such period of expulsion.

## **RANGE OF INTERVENTIONS/CONSEQUENCES**

At Crete-Monee School District 201-U, we are committed to supporting all students and staff by teaching and promoting positive behaviors throughout the district. District-wide, the initiative Positive Behaviors Interventions and Support (PBIS) is implemented at each building and we make it a priority to help ensure students are supported not just academically but socially and emotionally as well. Restorative Justice (RJ) is a framework for which alternatives are also used for dealing with problematic behavior. Restorative practices involve working with the student using a supportive, encouraging, and nurturing approach rather than a traditional punitive approach.

While Positive Behavior Interventions and Support (PBIS) is a resource used in the District to reinforce the desire of students to be safe, respectful, responsible, and ready to learn, restorative practices focus on three main goals: Accountability, Community Safety, and Competency Development.

- Accountability provides an opportunity for the student to be held accountable for the behavior displayed and allows them to repair the harm done and rebuild the relationship with the party offended.
- Community Safety stresses building relationships with outside agencies such as the Boys and Girls Club, CM 201-U Police Departments, and Youth Advocates as a strategy to empower the community to continue its efforts in healing its community members.
- Competency Development increases the social skills of students and addresses underlying factors that lead to disruptive behaviors in school and often delinquent behaviors outside of school.

Both PBIS and RJ are complementary to one another and together, the tiered interventions are designed to re-teach and reinforce the skills needed to meet positive expectations in and out of the school setting. Staff will work to be proactive, protective, and reinforce positive behaviors.

At Crete Monee School District 201-U, we are committed to approaching discipline as a “teachable moment” in order to empower each student to positively impact the world for a bright new future. By doing so, we have adopted a school discipline approach with a restorative lens, that will take into account situational variables of each incident of inappropriate behavior. Incremental interventions will be utilized to address inappropriate behavior by taking the following into account:

- the students’ stage of growth and development
- the nature and severity of the behavior
- the impact of the behavior on the school climate.

This approach serves as a best practice that is in alignment with Illinois Public Act 99-0456 (formerly known as Senate Bill 100) which emphasizes culturally responsive and developmentally appropriate discipline practices.

The below range of interventions/consequences may be used to address student misbehavior. These interventions/consequences may be utilized in any order at the discretion of the administrator, except where Board approval is required. Parent notification shall occur for all consequences excluding warnings and lunch detentions and shall be made by: writing, email, text, phone, and/or in person. Support Services may occur at any level in the Range of Interventions/Consequences.

Range of intervention/consequences indicate the minimum measure for the first offense. There are two types of offenses; major and minor. Major offenses will most likely result in a suspension. For example: fighting, false alarms, weapons, etc. Minor offenses (unless habitual) will most likely result in In-School Supervision (ISS), detention, and/or parent contact. For example: horseplay, tardies, failure to serve detention, etc. In-school Supervision is used as an intervention and provides a place where remediable services can take place. ISS is no more than 10 consecutive days. More stringent consequences may be used when a student has a major offense or repeated behaviors.

Suspensions are always an administrator’s last choice of discipline as it is the intent of the district to keep students in school.

**Sample Tiered interventions that are used include, but is not limited to, the following:**

<b>TIER 1</b> (All students)	<b>TIER 2</b> (In addition to tier 1)	<b>TIER 3</b> (In addition to Tier 1 & 2)
Reteach behaviors	Self-monitoring	Seclusion/restraint (For safety)
Allow breaks	Social Skills group	Wrap around
Reflection sheets	Daily specific behavior forms	Re-entry

## RANGE OF INTERVENTIONS/CONSEQUENCES

<b>TIER 1</b> (All students)	<b>TIER 2</b> (In addition to tier 1)	<b>TIER 3</b> (In addition to Tier 1 & 2)
Removal from class to minimize disturbance or disruption	Forced choice reinforcement surveys	Wrap-around/RENEW (Resilience, for Empowerment, Natural Supports, Education and Work
Verbal praise	Structured breaks	Formal Restorative Conference
Earned privileges	Check-in/check-out	Individualized counseling/Social Work Services
Alternative seating	Behavior contracts	Mentoring
Non-verbal cues	Functional Behavior Analysis	Behavior meetings
Redirection	Counselor/Social Work referral	Teach coping skills
Classroom Circle	Peace Circles with contracts	Teach conflict resolution skills
Phone call/note home	Discipline Referral	Peer tutoring
Restorative conversation	Post discipline referral for classroom re-entry	Referral to special education if proven strategies are ineffective

Although the district's main goal is to refrain from exclusionary practices, some discipline may result in out-of-school suspension and/or alert of juvenile/police authority. No discipline and/or intervention will be applied in a discriminatory manner. The below caveats apply to all students. However, special education student's disciplinary actions must have no adverse effect on Individual Education Plan (IEP) goals and objectives. Column A represents the action for all students. Column B represents action for special education students.

<b>COLUMN A: All Students</b>	<b>COLUMN B: Special Education Students</b>
Alternative Education Placement	Permissible.
Bus Suspension	Permissible. Counts as part of 10-day aggregate days of suspension, if the child is unable to attend school because of the bus suspension.
Community Service	Permissible
Detention (lunch, recess, after school)	Permissible.

<b>COLUMN A: All Students</b>	<b>COLUMN B: Special Education Students</b>
Emergency Removal	Permissible for up to an aggregate of ten (10) consecutive school days.
Expulsion (Board approval required)	Permissible if act of misconduct is not a manifestation of a student's disability and if educational services are provided to the student.
In-School Supervision (ISS)	Permissible if supervised by a certified special education teacher and/or if the student's IEP is carried.
Internet restriction	Permissible as long it does not interfere with a student's IEP goals and objectives.
Mediation	Permissible.
Out-of-School Suspension	Permissible for no more than ten (10) aggregate school days per year unless discipline is not a manifestation of the child's disability. An IEP team will determine proper procedures and due process.
Parent Contact	Permissible.
Parent Conference	Permissible.
Parent Conference in lieu of suspension	Permissible.
Peace Circle	Permissible.
Physical Restraint	Permissible ONLY if student is a danger to self or others. Must be documented and shared with parent.
Refer to outside agency	Permissible.
Refer to Alternative Education Program	Permissible as long as change of placement is made through the regular IEP process.
Restitution	Permissible
Social Probation (Loss of Privileges)	Permissible as long as it is not central to achievement of student IEP goals.
Social Worker/Counselor (building)	Permissible.
Support our Students (SOS)	Permissible if included in the student's (IEP)/BIP.
Study Carrels	Permissible.
Supervision room/Isolated Time Out	Permissible if included in the student's (IEP) behavior management plan.
Warning (verbal)	Permissible.

### **Alternative Education Placement**

Students may be placed at Pathways/Alternative Education for purposes including: as an alternative to an out-of-school suspension, as an intervention to serve at-risk students, students lacking academic credit, and/or whose needs are not being met in the traditional school setting.

### **Assigned Bus Seat**

As part of the progressive discipline model, students may receive an assigned bus seat as an intervention for de-escalation purposes or in lieu of a more punitive consequence due to their prior behavior during transit on school bus.

### **Bus Suspension**

Students that engage in negative activities on the bus may be suspended for up to ten (10) days. Negative activities consist of but are not limited to: knowingly and repeatedly riding an unassigned school bus without prior approval from the school administration; defacing property, throwing objects out the window, moving about the bus while the bus is in motion, fighting, disrespecting the bus driver (failure to follow reasonable directives or directions given for safety purposes)..

### **Community Service**

As part of the progressive discipline model, students may receive the choice of community service as an optional intervention or in lieu of an exclusionary discipline practice.

### **Detention**

Time assigned the student by a staff member or administrator to be served outside of the academic portion of the school day.

### **Emergency Removal**

Students may be removed from the building due to discipline that cause safety concerns for the individual student and/or other students in the building.

### **Expulsion**

Board of Education approved exclusion of a student for a period of time greater than ten (10) attendance days but not to exceed two (2) calendar years. Expelled students are not allowed on any school property or allowed to attend any activity sanctioned by Crete-Monee School District 201-U until their term of expulsion has been completed, except for the limited purpose of attending an alternative school on district property.

### **In-School Supervision (ISS)**

An alternative to out-of-school suspension which is used as an intervention at the discretion of administration for violations of the student code of conduct such as repeated minor offenses.

Students receive classroom assignments, restorative conversations, and/or Ripple Effects in an effort to remediate the behavior.

### **Internet Restriction**

Students that violate the Technology User Agreement may be suspended from computer privileges for up to ten (10) days. Violations consist of, but are not limited to; inappropriate sites, downloading music, gaining access to teachers' email, chatting, etc.

### **Mediation**

Student that are having a conflict are encouraged to meet with administration, counselors, social worker, or PBIS staff to resolve differences.

### **Out-of-School Suspension**

A temporary exclusion of a student from school (including all activities sanctioned by Crete-Monee Schools), from all school district property, from riding the school bus or from a class or classes for a period of time not to exceed ten (10) attendance days unless approved by the Board of Education. A student may be suspended from riding the school bus in excess of ten (10) attendance days for safety reasons. It is the responsibility of the parent to transport the student(s) to and from school. (Special education students will be referred to the special education team prior to a bus suspension.)

### **Parent Contact**

Parents/Guardians are notified of the discipline concern by phone, mail and/or in person.

### **Parent Conference**

A formal scheduled meeting with parents/guardians to discuss a student's behavior.

### **Parent Conference in Lieu of Suspension**

Parents are given an opportunity to meet with administration and discuss the ongoing behaviors of their student prior to suspension. This is the opportunity to create a plan together in an effort to avoid suspension.

### **Peace Circle**

Students participate in peace circles as another form of restoring relationships and/or repairing the harm that has been done.

### **Physical Restraint**

Students will be restrained to protect them from themselves or from endangering others.



### **Refer to outside agency**

Building administrators will maintain a directory of outside agencies to assist families with needs outside of the school community. Parent/guardian will be responsible for all agencies requiring payment.

### **Restitution**

Students may be required to perform simple work consistent with the nature of the offense committed to remedy the damage which they or others have caused to property or grounds - for example: removal of gum from under desks and seats, repair of damaged property, removal of gang identifiers painted on buildings, repair of grounds damaged by vehicles, etc. Restitution can be assessed based on equivalent replacement or compensation for loss, damage, or injury caused. In cases such as this, police will be contacted.

### **Social Probation (loss of privilege)**

Loss of privilege from participation in and/or attendance at, an extracurricular school-sanctioned activity. This includes but is not limited to; practice, try-outs, prom, dances, etc. (Will not exceed six (6) weeks at a time)

### **Social Worker/Counselor**

Students are referred to the social worker or counselor in their school to assist them with appropriate behavior and/or responses.

### **Support Our Students (SOS)**

Support Our Students (SOS) can be used as an alternative to an Out of School Suspension (OSS). Guidelines/requirements for SOS are established between the sending school, Central Administration, and MEC Administration. Parent/Guardians must consent in writing to the length of stay.

### **Study Carrels**

An intervention used to assist students with staying focused and to provide personal space. This intervention is typically used with special education students or students with 504 Plans.

### **Temporary holding situation/ Isolated Time Out**

Students shall be placed are placed in the Supervision Room for one or two class periods after a staff member has removed them from a class or situation when the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm (ISBE 23 IAC 1.285).

**Therapy Dogs**

CM201-U has implemented a therapy dog program to assist with the social and emotional growth of our students. The “Healing Paws” program is a resource for students that teaches empathy, appropriate interpersonal skills, development of social skills, and approaches to build trusting and positive relationships. This intervention may also be utilized to help reduce student stress and anxiety. Therapy dogs are rescued, trained and receive certification to work in an educational environment.

**Warning**

Students are told verbally to refrain from disruptive behaviors or that continued disruption may result in more severe disciplinary action.

# INFRACTIONS INDEX

*Alcohol Influence/Possession (Major) . . . . .	94	*Physical Attack/Fight - Student (Major) . . . . .	104
*Arson (Major) . . . . .	94	*Physical Attack/Fight with a Firearm - Staff (Major) . . . . .	105
*Bomb Threats (Major) . . . . .	94	*Physical Attack/Fight with a Firearm - Student (Major) . . . . .	105
*Bullying/Harassment (Major) . . . . .	95	*Physical Attack/Fight with a Weapon - Staff (Major) . . . . .	105
Bullying/Harassment Based on Disability (Major) . . . . .	96	*Physical Attack/Fight with a Weapon - Student (Major) . . . . .	106
Bullying/Harassment Based on Gender (Major) . . . . .	96	*Robbery – Staff (Major) . . . . .	106
Bullying/Harassment Based on Race, Color, or National Origin (Major) . . . . .	96	*Robbery – Student (Major) . . . . .	106
Bullying/Harassment Based on Religion (Major) . . . . .	97	*Robbery with a Firearm – Staff (Major) . . . . .	107
Bullying/Harassment Based on Sex (Major) . . . . .	97	*Robbery with a Firearm – Student (Major) . . . . .	107
Bullying/Harassment Based on Sexual Orientation (Major) . . . . .	97	*Robbery with a Weapon – Staff (Major) . . . . .	107
Cheating/Falsifying information (Minor) . . . . .	97	*Robbery with a Weapon – Student (Major) . . . . .	107
Defiance (Minor) . . . . .	98	*Sexual Assault (Major) . . . . .	108
Disruptive Behavior/Horseplay (Minor) (Inappropriate non combative physical behavior that can escalate to more serious incidents.) . . . . .	98	Sexual Misconduct (Major) . . . . .	108
*Disturbance to School Environment (Major) . . . . .	98	Skippping (Minor) . . . . .	108
Dress Code (Minor) . . . . .	99	Tardy to class (Repeated Unexcused) (Minor) . . . . .	109
Electronic Devices (Minor) . . . . .	99	Technology/Network Violation . . . . .	109
Failure to Serve Detention (Minor) . . . . .	99	*Theft . . . . .	110
*False Alarms (Major) . . . . .	100	*Threats to Staff (Major) . . . . .	110
*Fight (Major) . . . . .	100	*Threats to Students (Major) . . . . .	110
*Forced Sexual Misconduct (Criminal Sexual Assault) (Major) . . . . .	101	*Threats to Staff with a Firearm (Major) . . . . .	111
Gambling (Major) . . . . .	101	*Threats to Students with a Firearm (Major) . . . . .	111
*Gang-Like Activities (Major) . . . . .	101	*Threats to Staff with a Weapon (Major) . . . . .	111
*Illegal Drugs/Controlled Substances (Under the Influence, Possession, Sale, or Distribution) (Major) . . . . .	102	*Threats to Students with a Weapon (Major) . . . . .	112
Inappropriate Language/Obscenity . . . . .	103	*Tobacco Influence/Possession/Paraphernalia (Minor) . . . . .	112
*Physical Altercation – Conduct Unbecoming - Staff (Major) . . . . .	103	*Trespassing/Loitering (Minor) . . . . .	112
*Physical Altercation – Conduct Unbecoming - Student (Major) . . . . .	104	*Vandalism (Major) . . . . .	113
*Physical Attack/Fight - Staff (Major) . . . . .	104	Verbal Confrontation (No Physical Contact) (Minor) . . . . .	113
		*Weapons (Major) . . . . .	113



## Suspension Re-entry Form

Student's Name & ID:		Grade
Suspension Return Date:	Re-entry Conference Date:	
Number of suspension days to date:	Administrator:	
Counselor:	# of times for the same behavior	
Parent/Guardian(s) present for re-entry conference?	Yes	No

Dear Parent/Guardian(s)

Upon your student's return from suspension he/she will be given an opportunity to make-up work missed for equivalent academic credit if work was not completed during his/her suspension. In addition, your child will participate in one or more of the following checked interventions to help prevent re-occurrence of his/her behavior that lead to suspension from school. Your child's failure to actively participate in the interventions provided will be documented as attempts made by staff with no results. All documentation will be placed in the student's discipline file.

- ☐ Restorative conversation
- ☐ Parent/guardian(s) conference administration
- ☐ Parent/guardian(s) conference with counselor and/or social worker
- ☐ Parent/guardian(s) conference with guidance counselor
- ☐ Parent/guardian(s) conference with teacher
- ☐ Parent/guardian(s) with team of teachers
- ☐ Mediation between parties involved
- ☐ Student to complete a reflection packet
- ☐ Student will participate in group session with social worker or counselor regarding incident
- ☐ Peace circle with parties involved
- ☐ Behavior contract
- ☐ Complete a check-in/check-out form with team of teachers
- ☐ Behavior intervention plan
- ☐ Peer match
- ☐ Social probation (not to exceed 6 weeks)
- ☐ Other \_\_\_\_\_

### **\*Alcohol Influence/Possession (Major)**

Possession of alcoholic beverages or any substance containing alcohol is prohibited. The term “possession” includes having control, custody, or care of an alcoholic or prohibited substance. Substance can be, on the student’s person, or contained in another item belonging to the student including but not limited to backpack, automobile, locker, desk, etc. A student who is on school property or at a school activity and is under the influence of alcohol will be treated as though he has alcohol in his possession. Students who are under the influence of any prohibited substance upon arrival are not permitted to attend school or school functions or to be on school property, and will be treated as though they had the prohibited substance, as applicable, in their possession. Parents/Guardians will be contacted to pick up student.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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### **\*Arson (Major)**

Arson occurs when a student participates or is involved in deliberately setting fire to school property or property on school grounds. Police or juvenile authorities will be contacted.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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### **\*Bomb Threats (Major)**

Bomb threats occur when a student is involved with making threats to blow up the school, or any portion of the school, or other district property whether it is intentional or a hoax. This may result in criminal penalties for any student who makes a bomb threat involving school or on school grounds.

Police or juvenile authorities will be contacted.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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**\*Bullying/Harassment (Major)**

Crete-Monee School District 201-U will not tolerate harassment, intimidating conduct, bullying, or cyber-bullying that interferes with a student's educational performance, staff's ability to perform their job, or creates a hostile educational environment. Bullying, intimidation, hazing and harassment are prohibited while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or during any school-sponsored education program or activity; or through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or through the transmission of information from a computer that is accessed at a non-school related location, activity, function or program, or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational or orderly operation of the school.

Bullying includes cyber bullying and occurs when a student is involved in any severe or pervasive physical or verbal action or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to:

1. Place the student or students in reasonable fear of harm to the student's person or property;
2. Cause a substantially detrimental effect on the student's physical or mental health;
3. Substantially interfere with the student's academic performance; and/or
4. Substantially interfere with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. Harassment or bullying based on gender, race, religion or sexual orientation is defined below.

Bullying Behavior occur with conduct directed towards a student that can be reasonably predicted to cause fear of physical or mental harm, harm to property, and/or interfere with the student's ability to participate in school or school activities. Examples not limited to: Name calling, insults regarding family members, making fun of a person's clothing, and creating posters with negative language and/or pictures.

**ELEMENTARY (K-5)  
& SECONDARY (6-12)**

1st and Subsequent Offenses:

Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.

**Bullying/Harassment Based on Disability (Major)**

Bullying or harassment based on disability occurs when a student or students perform unwanted actions against another person or group based on their mental or physical disability, perceived mental or physical disability, or medical condition. Examples include, but are not limited to, making threats and/or demands, name calling, cruel comments, taunts, hand or body gestures, written documentation, harassment, intimidation, stalking, physical violence, destruction of property, retaliation for asserting or alleging an act of bullying or attempting to make someone feel fearful in the educational environment.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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**Bullying/Harassment Based on Gender (Major)**

Bullying or harassment based on gender occurs when a student commits an act of non-sexual intimidation or abusive behavior toward a person or group based on the person’s actual or perceived sex, including harassment based on gender identity, gender expression, and non-conformity with gender stereotypes. Examples: making threats and/or sex based demands, cruel comments, taunts, hand or body gestures, public humiliation, communication or attempting to make someone feel fearful in the educational environment.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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**Bullying/Harassment Based on Race, Color, or National Origin (Major)**

Bullying or harassment based on race, color, or national origin occurs when a student or students performs an act of bullying or harassment as defined against another person or group based on their race, color of their skin, facial features, texture of their hair, or national origin. Example: making threats and/or demands, racial or ethnic slurs, cruel comments based on race or ethnicity, taunts, hand or body gestures, written comments or communications, or attempting to make someone feel fearful in the educational environment.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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**Bullying/Harassment Based on Religion (Major)**

Bullying or harassment based on religion occurs when a student or students performs an act of bullying or harassment as defined against another person or group based on their religious beliefs or perceived religious beliefs. Example: making threats and/or demands, religious slurs, cruel comments, taunts, hand or body gestures, written communication, or attempting to make someone feel fearful in the educational environment.

**ELEMENTARY (K-5)  
& SECONDARY (6-12)**

1st and Subsequent Offenses: Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.

**Bullying/Harassment Based on Sex (Major)**

Bullying or harassment based on sex occurs when a student or students make unwanted sexual acts or connotations as defined towards another person or group. Examples: unwanted touching, making sexual jokes or remarks, telling sexual jokes, displaying sexual images, or sexual gestures.

**ELEMENTARY (K-5)  
& SECONDARY (6-12)**

1st and Subsequent Offenses: Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.

**Bullying/Harassment Based on Sexual Orientation (Major)**

Bullying or harassment based on sexual orientation occurs when a student or students perform an act of bullying or harassment as defined against another person or group based on their sexual orientation, or perceived gender or sexual orientation, or for failing to conform to stereotypical notions of masculinity or femininity. Examples: making threats and/or demands, cruel comments such as calling someone "fag", "queer", "homo", "dyke", taunts, hand or body gestures, written documentation, or attempting to make someone feel fearful in the educational environment.

**ELEMENTARY (K-5)  
& SECONDARY (6-12)**

1st and Subsequent Offenses: Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.

**Cheating/Falsifying information (Minor)**

Occurs but is not limited to, students who cheat or plagiarize work; falsify passes, letters, or signatures; or make calls disguised as someone with authority. **Please note that students that** cheat or plagiarize work will receive a zero for the assignment. False 911 calls may result in student's arrest.

**ELEMENTARY (K-5)  
& SECONDARY (6-12)**

1st and Subsequent Offenses: Warning through 6 weeks social probation.



**Defiance (Minor)**

Defiance occurs when a student or students fail to follow reasonable directions of school personnel. Examples: Pull up your pants, report to the office, or sit down.

**ELEMENTARY (K-5)  
& SECONDARY (6-12)**

1st and Subsequent Offenses:                      Warning through 3 attendance days out-of-school suspension.

**Disruptive Behavior/Horseplay (Minor)** (Inappropriate non combative physical behavior that can escalate to more serious incidents.)

Occurs when a student engages in a brief behavior that disrupts the education of others. Examples: tapping their pencil on the desk, singing, pranks, making jokes

**ELEMENTARY (K-5)  
& SECONDARY (6-12)**

1st and Subsequent Offenses:                      Warning through 3 attendance days out-of-school suspension.

**\*Disturbance to School Environment (Major)**

Students participating in an activity or act that results in a major disruption to the school environment or endangers the well-being of all students, staff, or school. For example: picketing, school lockdowns, mob action or sit-ins. Police or juvenile authorities will be contacted.

**ELEMENTARY (K-5)  
& SECONDARY (6-12)**

1st and Subsequent Offenses:                      Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.

## **Dress Code (Minor)**

Dress code violation occurs when a student is determined by a staff member to be out of compliance with the dress code or uniform policy and refuses to become compliant. Dress code includes student ID for secondary students. Students failing to comply with the district's dress code are subject to the below discipline. *Please refer to CSK's policy regarding uniform compliance and violations.*

### **ELEMENTARY (K-5) & SECONDARY (6-12)**

1st Offense:	Warning/parent contact. Allowed to correct or in-school supervision (ISS) the remainder of the day for refusal to correct.
2nd Offense:	Parent contact. Allowed to correct or in-school supervision (ISS) for up to 2 attendance days.
3rd Offense & Subsequent Offenses:	Parent conference through 5 attendance days in in-school supervision (ISS).

## **Electronic Devices (Minor)**

Students are not permitted to use any devices defined in policy 7:193 during student attendance days during those periods of time when classes are in session (start of school to the end of school) unless there is a crisis situation within the school which requires communication to obtain emergency services. Electronic devices include but are not limited to; the wearing of In-Ear Monitor (IEM)/Intra-Concha devices, behind the neck device, over the ear device, on the ear device, clip-on devices, devices used to sync by Bluetooth, recording others without their permission, the ringing of a telephone, or any other audible alerts emitted from the device. **Staff, Building Administration, Central Office Administration and Board of Education will not be responsible for items lost, stolen, and/or left unattended.** See policy 7:193.

Any student found to be in violation of this policy shall be subject to the following consequences:

### **ELEMENTARY (K-5) & SECONDARY (6-12)**

1st and Subsequent Offenses:	Warning through 3 attendance days out-of-school suspension. Administration may confiscate the device until the end of the day in addition to any further disciplinary consequences.
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## **Failure to Serve Detention (Minor)**

Failure to Serve Detention occurs when a student knowingly fails to serve a teacher or administrative detention as prescribed by administration or his/her designee.

## **RANGE OF INTERVENTIONS/CONSEQUENCES**

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### **ELEMENTARY (K-5) & SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent contact through 3 attendance days in In-school Supervision (ISS). Students who refuse to serve ISS may be suspended for up to 3 attendance days of out-of-school suspension.
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### **\*False Alarms (Major)**

False Alarms violation occurs when a student is involved with, but is not limited to, intentionally pulling the fire alarm when there is no fire or threat of a fire, or making calls to 911 or police to report false information (hoax) that results in the disruption of school or school activities. This may result in criminal penalties for any student who makes a threat or false report involving school or on school grounds. Police or Juvenile authorities will be contacted. **False 911 calls may result in student's arrest.**

### **ELEMENTARY (K-5) & SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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### **\*Fight (Major)**

Occurs when two people willfully use physical force and/or blows to hurt or over-power the other. When staff identifies themselves and request that students stop, they should do so immediately. Students caught recording fights and/or instigating a fight will be subject to discipline not to exceed 3 attendance days out-of-school suspension for disruptive behaviors. In extreme cases, police and/or juvenile authorities will be contacted.

### **ELEMENTARY (K-5) & SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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**\*Forced Sexual Misconduct (Criminal Sexual Assault) (Major)**

Forced sexual misconduct (Criminal Sexual Assault) includes an act of sexual penetration through the use of force or threat of force, or when the person commits the act knowing that the victim is unable to understand the nature of the act, or is unable to give knowing consent; or the perpetrator is 17 years of age or over and holds a position of trust, authority or supervision in relation to the victim. Police or juvenile authorities will be contacted.

**ELEMENTARY (K-5)  
& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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**Gambling (Major)**

Gambling occurs when a student is on school grounds, at a school function, or on school transportation and engages in an activity where money, cards, dice, or mutual items of interest are being used as a reward.

**ELEMENTARY (K-5)  
& SECONDARY (6-12)**

1st Offense:	Parent conference through 3 attendance days out-of-school suspension.
2nd and Subsequent Offenses:	Parent conference through recommendation for up to 2 calendar years expulsion.

**\*Gang-Like Activities (Major)**

Gang-like Activities occur when any group of two (2) or more persons, whose purpose includes the commission of any act that violates any school rule or violates any local, state or federal law, are on school grounds, on a school bus or at any school or school-related activity, and engage in any activity including, but not limited to, the following:

Two or more students fighting one student or two or more collectively fighting (mob action);

Wearing, using, possessing, drawing, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, or any other thing(s) that are evidence of membership or affiliation in any gang;

Committing any act or omission or using any speech, either verbal, non-verbal or symbolic (such as gestures or handshakes) showing membership or affiliation in a gang; and

Using any speech or committing any act in furtherance of the interests of any gang or gang activity, including but not limited to: (a) inciting violence or acting in a violent manner where students, faculty, staff or others are placed in danger or placed in a position where danger may be anticipated; (b) acting in a manner or causing others to act in a manner where property is or may be damaged or defaced; (c) intimidating a person to perform or omit to perform an act as defined by Section 12-6 of the Illinois Criminal Code; (d) soliciting others for membership in any gang; (e) requesting any

## **RANGE OF INTERVENTIONS/CONSEQUENCES**

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person to pay for protection with money or items of interest; (f) extorting money, gambling and/or engaging in prostitution; and (g) engaging in an act that violates any school policy or local, state or federal law. Police or juvenile authorities may be contacted.

### **ELEMENTARY (K-5) & SECONDARY (6-12)**

1st and Subsequent Offenses: Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.

### **\*Illegal Drugs/Controlled Substances (Under the Influence, Possession, Sale, or Distribution) (Major)**

Illegal Drugs/Controlled Substances occurs when a student or students are involved in using, being under the influence, possessing, distributing, purchasing, or selling the following on school district property or at any school event or activity:

- a. Any illegal drug, controlled substance, or *cannabis (including THC, edibles, marijuana and hashish)*..
- b. Any substance that contains chemicals which produce effects similar to illegal substances, including, but not limited to, cathinones/bath salts, vapors, and synthetic cannabinoids/Spice and K2.
- c. Any anabolic steroid unless being administered in accordance with a physician's prescription.
- d. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list, unless administered in accordance with a physician's prescription.
- e. 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. Students who are not authorized to have prescription medications at school under the District's Medication at School guidelines may not be in possession of prescription medication on school property.
- f. 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.
- g. "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.

- h. Drug paraphernalia, including all equipment, products and materials of any kind which are intended to be used unlawfully to: (a) ingest, inhale, inject, or otherwise introduce into the human body, cannabis, illegal drugs, controlled substances, synthetic cannabinoids, or look-a-likes thereof, into the body; or (b) process, prepare, test, package, store, or conceal cannabis, illegal drugs, controlled substances, synthetic cannabinoids or look-a-likes thereof.

The term “possession” includes having control, custody, or care of an object or substance, regardless of whether or not the item is on the student’s person, or contained in another item belonging to, or under the control of, the student, such as in the student’s backpack, automobile, locker, desk, or other property. Students who are under the influence of any prohibited substance upon arrival are not permitted to attend school or school functions or to be on school property, and will be treated as though they had the prohibited substance, as applicable, in their possession. Parents/Guardians will be contacted to pick up student. In cases involving marijuana, narcotic drugs, methamphetamines, or similar drugs, police may be contacted..

**ELEMENTARY (K-5)  
& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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**Inappropriate Language/Obscenity**

Inappropriate Language/Obscenity occurs when a student or students use profane and/or obscene language or gestures and/or in possession of magazines/literature with an overt content.

**ELEMENTARY (K-5)  
& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference through 3 attendance days out-of-school suspension.
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**\*Physical Altercation – Conduct Unbecoming - Staff (Major)**

Physical altercation - conduct unbecoming staff is when a student unintentionally, pushes, shoves, or makes physical contact with a staff member during a restraint or similar occurrences. Police or Juvenile Authorities may be contacted.

**ELEMENTARY (K-5)  
& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference through 3 attendance days out of school suspension.
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### **\*Physical Altercation – Conduct Unbecoming - Student (Major)**

Physical altercation- conduct unbecoming student occurs when, but is not limited to, when a student push, shoves, chest-bumps or makes physical contact with another student and the other student does not retaliate.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses: Parent conference through 3 attendance days out of school suspension.

### **\*Physical Attack/Fight - Staff (Major)**

Physical attack/fight with staff occurs when a student or students (mob) intentionally and without warning, makes physical contact with any staff in an attempt to do bodily injury. Prohibited actions include but are not limited to the intentional pushing or hitting of staff, punching staff, wrestling staff, etc. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Students that instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior. Police or juvenile authorities will be contacted.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses: Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.

### **\*Physical Attack/Fight - Student (Major)**

Physical attack/fight with student occurs when a student or students (mob) intentionally and without warning, make physical contact with another student or students in an attempt to do bodily injury. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Students that instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior. Police or juvenile authorities will be contacted.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses: Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.

### **\*Physical Attack/Fight with a Firearm - Staff (Major)**

Physical attack/fight with a firearm with staff occurs when a student cause or attempts to make physical contact with any staff with or while in the possession of any firearm or look-a-like firearm. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Students that instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior. A firearm refers to any weapon that is designed to expel a projectile. Police or juvenile authorities will be contacted.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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### **\*Physical Attack/Fight with a Firearm - Student (Major)**

Physical attack/fight with a firearm with student occurs when a student cause or attempts to make physical contact with another student with or while in the possession of any firearm or look-a-like firearm. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Students that instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior. A firearm refers to any weapon that is designed to expel a projectile. Police or juvenile authorities will be contacted.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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### **\*Physical Attack/Fight with a Weapon - Staff (Major)**

Physical attack/fight with a weapon with staff occurs when a student **intentionally** makes physical contact with staff with or while in the possession of **any object** that can be used as a weapon not including a firearm or explosive device. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Students that instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior. Weapons include but are not limited to: knives, tasers, BB guns, air soft pistols, paintball guns, brass knuckles, billy clubs, pepper spray, or any other object if used or attempted to be used in a menacing manner or to cause bodily harm, including look-a-like weapons. Police or juvenile authorities will be contacted.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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### **\*Physical Attack/Fight with a Weapon - Student (Major)**

Physical attack/fight with a weapon with students occurs when a student **intentionally** makes physical contact with any student with **any object** that can be used as a weapon not including a firearm or explosive device. When a staff member identifies himself/herself and directs the student to stop, the student shall do so immediately. Students that instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior. Weapons include but are not limited to: knives, tasers, BB guns, air soft pistols, paintball guns, brass knuckles, billy clubs, pepper spray, or any other object if used or attempted to be used in a menacing manner or to cause bodily harm, including look-a-like weapons. Police or juvenile authorities will be contacted.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:          Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.

### **\*Robbery – Staff (Major)**

Robbery occurs when a student knowingly takes an item or items not belonging to them from a staff member with the intent to steal the item. Police or Juvenile authority may be contacted.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:          Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.

### **\*Robbery – Student (Major)**

Robbery occurs when a student knowingly takes an item or items not belonging to them from a student with the intent to steal the item. Police or Juvenile authority may be contacted.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:          Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.

**\*Robbery with a Firearm – Staff (Major)**

Robbery with a firearm occurs when a student or students knowingly take an item or items not belonging to them from a staff member with the use of a firearm or threat of a firearm. Example: approaching someone with a firearm and demanding items. Police or Juvenile authority will be contacted.

**ELEMENTARY (K-5)  
& SECONDARY (6-12)**

1st and Subsequent Offenses: Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.

**\*Robbery with a Firearm – Student (Major)**

Robbery with a firearm occurs when a student or students knowingly take an item or items not belonging to them from another student with the use of a firearm or threat of a firearm. Example: approaching someone with a firearm and demanding items. Police or Juvenile authority will be contacted.

**ELEMENTARY (K-5)  
& SECONDARY (6-12)**

1st and Subsequent Offenses: Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.

**\*Robbery with a Weapon – Staff (Major)**

Robbery from a person with a Weapon occurs when a student or students knowingly take an item or items not belonging to them from a staff member with the use of a weapon or threat of a weapon. Example: approaching someone with a weapon that can cause injury when used and demanding items from the person. Police or Juvenile authority will be contacted.

**ELEMENTARY (K-5)  
& SECONDARY (6-12)**

1st and Subsequent Offenses: Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.

**\*Robbery with a Weapon – Student (Major)**

Robbery from a person with a Weapon occurs when a student or students knowingly take an item or items not belonging to them from a student with the use of a weapon or threat of a weapon. Example: approaching someone with a weapon that can cause injury when used and demanding items from the person. Police or Juvenile authority will be contacted.

**ELEMENTARY (K-5)  
& SECONDARY (6-12)**

1st and Subsequent Offenses: Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.

**\*Sexual Assault (Major)**

Any unwanted contact with an intimate part of a person’s body(fondling), whether directly or through clothing. Police or Juvenile authority will be contacted.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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**Sexual Misconduct (Major)**

Sexual Misconduct includes but is not limited to, students engaging in sex, providing sexual favors and/or other acts of a sexual or arousing nature, exposing one’s body parts, showing or distributing pornography, hitting/grabbing at another person’s body parts, sexting, and/or use of any social media in this context, and talk of a sexual nature while on any school property (including school bus), school functions, or school related events. This conduct is not forced.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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**Skiping (Minor)**

Skiping occurs when a student has been caught not attending (or walking out of class without permission) a class or does not have a valid excuse or pass for not being in class. This could include being in an unauthorized area instead of being in class. Security/Staff may be called to help relocate students.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st Offense:	Administrative Conference and Parent Contact.
2nd Offense:	Parent Contact through 1 day in in-school supervision.
3rd and Subsequent Offenses:	Parent Conference through 6 weeks of social probation. <i>Social Probation will prevent the practice and participation in sports or other after school activities not related to classwork.</i>

### **Tardy to class (Repeated Unexcused) (Minor)**

Students are considered tardy to class when they arrive to class after the start of class (tardy bell) without a valid pass from the building administrator or designee. If the tardiness becomes habitual, administrators or designee will meet with parents to determine the cause and develop a plan of assistance. Tardies will start over at the end of each quarter. However, plan of action will be based on accumulative tardies for the year.

#### **ELEMENTARY (K-5) & SECONDARY (6-12)**

1st Offense:	Warning.
2nd Offense:	Parent Contact through 1 day in in-school supervision.
3rd and Subsequent Offenses:	Parent Conference through 6 weeks of social probation. <i>Social Probation will prevent the practice and participation in sports or other after school activities not related to classwork.</i>

### **Technology/Network Violation**

Technology/Network Violation occurs when a student is involved with the district's computer system in a way that is prohibited as described in the Internet and Technology Use Policy. Violations can be minor or major. Examples of this include, but are not limited to, inappropriate videos, Facebook, email, music sites, pictures, non-school or approved websites, altering/removing software on district devices, and/or removing of district asset tags. Some violations can be considered a major offense, such as hacking, and could result in loss of technology use or suspension from school. In extreme cases, police or juvenile authorities may be contacted.

#### **ELEMENTARY (K-5) & SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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### **\*Theft**

Crete-Monee School District strongly encourages students to leave all personal items at home. Personal items include but are not limited to; cell phones, games, headsets, cameras, etc. Staff, Building Administration, Central Office Administration and Board of Education will not be responsible for personal items stolen and/or left unattended.

#### **Minor Offense**

Theft (Minor) occurs when a student is involved with the taking or using of public or private property of nominal value without permission or authorization. (Examples include, but are not limited to, pencils, paper, school supplies, cash or items not exceeding \$20.00 in value.)

#### **Major Offense**

Theft (Major) occurs when a student is involved with the taking or using of public or private property of CM201-U staff, or students more than nominal value without permission or authorization. (Examples include, but are not limited to, items of clothing, cell phones, electronics, cash or items exceeding \$20.00 in value) Police or juvenile authorities may be contacted.

#### **ELEMENTARY (K-5) & SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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### **\*Threats to Staff (Major)**

Threats to Staff occur when a student is involved with actions or conduct that causes or attempts to cause a staff member to be in fear of physical injury to their person or damage to their personal property. Police or juvenile authorities may be contacted.

#### **ELEMENTARY (K-5) & SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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### **\*Threats to Students (Major)**

Threats to Students occur when a student is involved with actions or conduct that causes or attempts to cause any student to be in fear of physical injury to their person or damage to their personal property. Police or juvenile authorities may be contacted.

#### **ELEMENTARY (K-5) & SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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**\*Threats to Staff with a Firearm (Major)**

Threats to staff with a firearm occurs when a person uses a firearm for the purpose of intimidating or causing the staff member to be in fear of physical injury to their person. Firearm includes any weapon that is designed to expel a projectile by the action of an explosive. This includes guns, bombs, grenades, rockets, pipe bombs or similar devices designed to explode and capable of causing bodily harm or property damage. Police or juvenile authority will be contacted.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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**\*Threats to Students with a Firearm (Major)**

Threats to students with a firearm occurs when a person uses a firearm for the purpose of intimidating or causing the student to be in fear of physical injury to their person. Firearm includes any weapon that is designed to expel a projectile by the action of an explosive. This includes guns, bombs, grenades, rockets, pipe bombs or similar devices designed to explode and capable of causing bodily harm or property damage. Police or juvenile authority will be contacted.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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**\*Threats to Staff with a Weapon (Major)**

Threats to Staff with a Weapon occurs when a student uses **any** item for the purpose of intimidating or causing a staff member to be in fear of physical injury to their person. Weapons include, but are not limited to, knives, baseball bats, medical paraphernalia, pipes, bottles, locks, scissors, pepper spray, and/or pencils and pens (if used or attempted to be used in a menacing manner or to cause bodily harm), will be considered a weapon. Police or Juvenile authorities will be contacted.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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**\*Threats to Students with a Weapon (Major)**

Threats to Students with a Weapon occurs when a student uses **any** item for the purpose of intimidating or causing a student to be in fear of physical injury to their person while in a school building, on school grounds, or any school related activities. Weapons include, but are not limited to, medical paraphernalia, knives, baseball bats, pipes, bottles, locks, sticks, pepper spray, and/or pencils and pens (if used or attempted to be used in a menacing manner or to cause bodily harm), will be considered a weapon. Police or Juvenile authorities will be contacted.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:                      Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.

**\*Tobacco Influence/Possession/Paraphernalia (Minor)**

Possession of tobacco or tobacco-related products including, but not limited to, cigarette lighter, cigarette paper, vapors, and electronic cigarettes is prohibited in Crete-Monee School District 201-U. The term “possession” includes having control, custody, or care of an object or substance, regardless of whether or not the item is on the student’s person, or contained in another item belonging to, or under the control of, the student, such as in the student’s backpack, automobile, locker, desk, or other property. Police or juvenile authorities may be contacted.

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:                      Parent conference through 3 attendance days of out-of-school suspension.

**\*Trespassing/Loitering (Minor)**

Trespassing/Loitering occurs when a student is suspected of being on school property without authorization and refuses to show proper identification or leave when directed to do so by any staff member. **The police may be notified and student may be subject to arrest.**

**ELEMENTARY (K-5)**  
**& SECONDARY (6-12)**

1st and Subsequent Offenses:                      Parent conference through 3 attendance days out-of-school suspension.

**\*Vandalism (Major)**

Vandalism occurs when a student is involved with destruction of, or causes damage to, property belonging to district, school, staff, and/or student. Vandalism includes but is not limited to writing on the walls, desk, destroying books, intentionally damaging electronic devices, lighting fireworks, breaking windows, burning toilet paper, setting trash on fire, etc. Restitution will be part of the discipline when possible. The parent/guardian and student will be billed by the business office for the cost of damages. Police or juvenile authorities may be contacted.

**ELEMENTARY (K-5)****& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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**Verbal Confrontation (No Physical Contact) (Minor)**

Verbal Confrontation occurs when a student posture to fight or insights a fight by using violent or derogatory language towards any student or staff member or egging the other person to take physical action. When a staff member identifies him/herself and tells the student to stop, he or she shall do so immediately. Students that instigate, record, or take pictures, will receive discipline not to exceed 3 days out-of-school suspension for disruptive behavior.

**ELEMENTARY (K-5)****& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent Contact through 3 attendance days of out-of-school suspension.
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**\*Weapons (Major)**

Possession, use, control or transfer of guns, firearms, rifles, shotguns, pepper spray, knives, tasers, pepper spray, gun look-alikes, or explosives, are prohibited in school buildings, on school grounds, or any school related events. Look-a-likes include but are not limited to; BB guns, air-soft pistols, billy clubs, hand-made explosives, or firing weapons, paintball guns, cigarette lighters resembling a handgun, laser pointers shaped like a gun, etc. Police or juvenile authorities will be contacted.

**ELEMENTARY (K-5)****& SECONDARY (6-12)**

1st and Subsequent Offenses:	Parent conference up through and including a possible recommendation for up to 2 calendar years expulsion.
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## BUILDINGS AND GROUNDS NOTIFICATION/REQUEST FORM

### Asbestos Inspection and Management Plan

As part of a continuing effort to keep everyone up to date concerning asbestos in our schools, Crete-Monee School District 201-U would like to inform you that the "Response Actions" outlined in the approved Inspection and Management Plan for our Schools were conducted as scheduled. All inspections and air monitoring results indicate that safe conditions exist in our buildings. Inspection reports and management plans are located at each campus main office and also in the office of the Director of Buildings and Grounds.

### Safety Data Sheet Plans (SDS)

As part of a continuing effort to keep everyone informed concerning use of hazardous chemicals and herbicides, Crete-Monee School District 201-U will obtain SDS sheets for all hazardous chemicals utilized at each campus. Copies of the SDS sheets will be available for inspection during regular business hours in the Principals office and the Building Custodial area at each campus where the chemicals are used and in the office of the Director of Buildings and Grounds. SDS will be reviewed and updated on an annual basis. SSDS for new products put into use at Crete-Monee School District 201-U will be reviewed and employees who may be exposed to the product shall receive appropriate training as necessary.

### Pest Control Procedures

The Illinois Legislature passed *SBO527 and SBO529*, amendment to the Structural Pest Control Act and the Illinois Pesticide Act that effect how pests are controlled in schools.

The legislation affects the schools in basically two ways:

- Illinois schools are required to adopt a pest control process called Integrated Pest Management or IPM.
- Schools are required to notify staff, students and parents prior to certain types of pest control applications.

Integrated Pest Management emphasizes inspections and communication with the school administration. The focus of the program is to identify and eliminate conditions in the school, which could cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate a pest problem. **Regular applications are not part of the program.**

The school district has contracted Anderson Pest Control for structural IPM services and has IPM services and programs in place in schools they service. If you have any questions about the information and procedures contact Keith McLean, Director of Buildings and Grounds at (708)367-8210.

If it becomes necessary to use any pest control products other than traps or baits, notice will be posted on the district website [www.cm201u.org](http://www.cm201u.org) two business days prior to the application. The only exception to the two-day notice would be if there were immediate threats to health or property. Then notice will be posted as soon as practicable.

If you would like to receive written notification prior to the application of any pest control materials subject to the notification requirements, please complete the form below and return it to your child's school or district office.



## **Crete-Monee School District 201-U Notification Information and Request Pest Control Notification Form**

I would like to be notified before the application of pesticide at the school that my student attends. I understand that if there is an immediate threat to health or property that requires treatment before notification can be sent out, I will receive notification as soon as practicable.

Student Name \_\_\_\_\_ School Site \_\_\_\_\_

Student Name \_\_\_\_\_ School Site \_\_\_\_\_

Student Name \_\_\_\_\_ School Site \_\_\_\_\_

Student Name \_\_\_\_\_ School Site \_\_\_\_\_

Student Name \_\_\_\_\_ School Site \_\_\_\_\_

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

Return this page to your child's school.

Send Copies to: Buildings & Grounds

# INTERNET AND TECHNOLOGY USE AGREEMENT

## Acceptable Use

The use of Crete-Monee School District 201-U technology resources is a privilege and not a right. The privilege of using the technology resources provided by CM201-U is not transferable or extendible by students to groups outside the district and terminates when a person is no longer a student of Crete-Monee SD 201-U. This agreement is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

If a person violates any of the User Terms and Conditions named in this agreement, privileges may be terminated, access to the School District technology resources may be denied, and the appropriate disciplinary action may be applied per the Student Code of Conduct. Law enforcement agencies may be notified in appropriate cases. *See policy 6:235 Access to Electronic Networks.*

In addition to the Chromebook Handbook for students, below are additional responsibilities the District wants students and their parent/guardian(s) to be aware of.

## CM201-U Student Responsibilities:

- Read, understand and follow the CM201-U Internet and Technology Use Agreement.
- Use devices in a responsible and ethical manner.
- Obey general school rules and district policies concerning behavior.
- Use technology resources in an appropriate manner that does not result in the informational damage of school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions.
- Report physical damage to devices immediately to staff or the Technology Department.
- Secure devices against theft or loss.
- Help CM201-U protect devices by contacting administration or the technology department about any security problems encountered.
- Turn off and secure devices after you are done working to protect work and information.
- Respect the rights of copyright owners.
- Notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Notify a teacher or administrator immediately if they accidentally access an inappropriate website.
- Return the device to the school at the end of the year or term of use, if student transfers to another district, or transfer to another school within the district.

## Prohibited Student Activities:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates any existing CM201-U Board Policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Spamming or sending mass or inappropriate emails.
- Gaining access to others’ accounts.

- Gaining access to others' files and/or data without permission.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully or harass another person.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Bypassing the CM201-U web filter through a web proxy, phone tethering, and any other means, including utilizing a non-district network during the school day.
- Bullying in all forms.

### **Device Care:**

- The devices can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage.
- Do not expose the device to any liquid, including water, drinks, rain, etc.
- Do not expose the device to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.
- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that may put pressure on the device.
- Do not place anything in your carrying case that will press against the device.
- Do not "bump" the device against desks, lockers, walls, car doors, floors, etc.
- Do not place any object on the keyboard.
- Do not deface your device with labels, stickers, or graffiti to the device.
- Do not leave laptops in unsupervised areas. (Staff will confiscate unsupervised/abandoned laptops.)
- Do not destroy and/or modify identifying labels/serial numbers/markers associated with the electronic device.
- Clean the screen with a soft, dry cloth or anti-static cloth or with a screen cleaner designed specifically for LCD-type screens.
- During after-school activities, students are still expected to maintain the security of the laptop. Do not leave devices unattended during sports events or practice.
- Avoid using the laptop in areas where damage or theft is likely.
- All videotaping, pictures, and audiovisual recording is prohibited unless authorized by a teacher, principal or instructional coach as part of a class project.
- Do not allow other students to use your device.
- Do not shove your Chromebook into a locker or wedge it into a book bag as this may break the screen.
- Do not carry the Chromebook while the screen is open.
- Do not poke the screen.

Device cases furnished by CM201-U must be returned with only normal wear and no alterations to avoid paying a case replacement fee.

Devices that malfunction or are damaged must be reported to the CM201-U Technology Department. The school district will be responsible for repairing devices that malfunction.

Devices that have been damaged from student misuse, neglect or accident will be repaired at the student's family expense. If the damages to a device are not covered under the district warranty, and/or under the student's family homeowner's insurance, the student's family will be responsible for the total cost of repairs up to the replacement cost of the device. Students may be provided a temporary device while their assigned device is being repaired.

Devices that are stolen must be reported to police within twenty-four (24) hours and must be reported to the building administrator, Technology Department, or staff. Police reports shall not be filed if the device is misplaced or left unattended. Devices that are lost must be reported to CM201-U administration immediately.

### **Inspection:**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. Inappropriate use or content will be subject to disciplinary action.

### **Legal Propriety:**

Students must comply with trademark and copyright laws and all license agreements. If the student is unsure, ask a staff member for guidance.

Use or possession of hacking software is strictly prohibited and violators are subject to discipline. Violation of applicable state or federal law may result in criminal prosecution and/or disciplinary action by the District, including expulsion or police involvement.

The Crete-Monee School District owns and operates the equipment and software that compose our network resources. The school is obligated to take steps to ensure that all facilities are used legally. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of the District's network resources or district-owned devices is subject to the rules stated in this agreement and district policy.

School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, to remotely access, open, examine and/or delete any electronic file. All devices are the property of Crete-Monee School District 201-U and neither student/staff should expect that privacy is in affect while these devices are in use.

The District does not have control of the information on the Internet or incoming emails, nor does it provide any technical barriers to account holders accessing the full range of information while not connected to the School District's network. Sites accessible via the Internet may contain material

that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of Crete-Monee School District 201-U. While the District's intent is to make Internet access available for educational goals and objectives, account holders may have the ability to access other materials as well. As such, students will be disciplined accordingly.

This agreement exists along with all other District policies, rules, guidelines and procedures. Specific items not covered here may be addressed by other policies, District rules, guidelines, or procedures at the discretion of the Board of Education or its designee.

### **Parent/Guardian Responsibilities:**

1. Sign the Use of Internet Consent Form.
2. Sign the Chromebook Use Agreement.
3. Monitor student use.
  - a. The parent/guardian must agree to monitor student use at home and away from school. The best way to keep students' safe and on-task is to have a parent/guardian present and involved. Suggestions include:
    - i. Investigate and apply parental controls available through your Internet service provider and/or your wireless router.
    - ii. Develop a set of rules/expectations for computer use at home. Don't forget rules for social networking, instant messaging, e-mailing, online gaming and using webcams. Some websites provide parent/child agreements for you to sign. The district will not block websites or otherwise limit the use of the device outside of school.
    - iii. Demonstrate a genuine interest in what your students are doing on the computer. Ask questions and request that they show you their work often.
4. Returned the device to the school upon withdrawal or transfer of your student(s). It will be reported as stolen and a police report will be submitted to law enforcement if the device is not returned.
5. Discuss unauthorized use with your student(s). Crete-Monee School District 201-U assumes no responsibility for any unauthorized charges to the student's account or family members personal account, including but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or for any illegal or unauthorized use of its computers (such as copyright violations).
6. Continually dialogue with your children about online safety.
  - a. Help your child(ren) understand what information shall be private.
  - b. Explain that children shall post only information that you—and they—are comfortable with others seeing; for example, law enforcement.
  - c. Go where your child goes online or follow your child online.

- d. Teach your child(ren) to recognize and report:
  - i. Cyberbullying
  - ii. Online predators
  - iii. Exposure to inappropriate materials





## **PARENTAL CONSENT FORM**

### **Participation in Healing Paws Therapy Dog Program**

We, at Crete Monee School District 201U, have developed and implemented a therapy dog program for our students throughout the district. The "Healing Paws" program will serve as an intervention that may help students reduce stress and anxiety. Other social emotional skills that this program can assist students with are: empathy, appropriate interpersonal skills, development of social skills, and approaches to build trusting and positive relationships. All of our therapy dogs are rescued, trained and have all received certification to work in an educational environment.

During the school year, your child may have contact with one of our therapy dogs during the school day. We understand that not all families are interested in this opportunity. The school needs your help in providing information regarding your child's interaction with our therapy dogs. Please complete this permission slip and return to school by August 30th.

☐ I do not give consent to allow my child to interact with the district's therapy dogs.

If no, please further explain: \_\_\_\_\_

☐ I give consent to allow my child to interact with the district's therapy dogs.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## **Crete-Monee School District 201-U**

### **PARENTAL CONSENT FORM**

### **Use of Internet**

I understand and will abide by Crete-Monee Community Unit School District 201-U's Authorization for Electronic Network Access. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked without notice, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

I have read Crete-Monee Community Unit School District 201-U's Authorization for Electronic Network Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network by my child(ren). I have discussed the terms of this Authorization with my child(ren).

I hereby request that my child be allowed access to the District's Electronic Networks. I am aware that any unauthorized or misuse of the electronic network, or school technology, may result in loss of privileges, disciplinary action, possible referral for legal action, possible suspension, and/or expulsion. I will notify the school principal in writing, should I decide to revoke this decision.

I further acknowledge and agree that I will exercise my best efforts to return any and all Equipment (device or property) whole and complete, in good working condition. I understand that if I fail to return any Equipment to Crete Monee School District 201U or if any equipment (device or property) is damage/lost, that Crete Monee School District 201U, may invoice me and collect from me the full cost (fair market value) of damaged/lost Equipment.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## **Crete-Monee School District 201-U Student Code of Conduct & Parent Resource Guide 2023-2024**

I have reviewed the Crete-Monee School District 201-U Student Code of Conduct & Parent Resource Guide 2023-2024 with my students and allowed students to ask clarifying questions. I have also read the below statement regarding the Internet and Technology Use belonging to Crete-Monee School District 201-U.

Devices that have been damaged from student misuse, neglect or accident will be repaired at the student's family expense. If the damages to a device are not covered under the district warranty, and/or under the student's family homeowner's insurance, the student's family will be responsible for the total cost of repairs up to the replacement cost of the device. Students may be provided a temporary device while their assigned device is being repaired.

Students are expected to follow the discipline and behavior guidelines while on Crete-Monee School District 201-U property or while in attendance at any function of Crete-Monee School District 201-U.

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Student Signature

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Teacher Signature

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Date



## **Crete-Monee School District 201-U Student Code of Conduct & Parent Resource Guide 2023-2024**

We have received a copy of the Crete-Monee School District 201-U Student Code of Conduct & Parent Resource Guide 2023-2024 and understand that students are expected to follow the discipline and behavior guidelines while on Crete-Monee School District 201-U property or while in attendance at any function of Crete-Monee School District 201-U.

We have also read and discussed the requirements regarding the Internet and Technology Use Agreement belonging to Crete-Monee School District 201-U and agree to all terms pertaining to the handling of the device while the device is in my child's care or while utilizing the computers in school. We understand that devices that have been damaged from student misuse, neglect or accident will be repaired at the student's family expense. If the damages to a device are not covered under the district warranty, and/or under the student's family homeowner's insurance, the student's family will be responsible for the total cost of repairs up to the replacement cost of the device. Students may be provided a temporary device while their assigned device is being repaired.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*\*\*Please return to the Main Office of your child's school. \*\**

# **Crete-Monee School District 201-U Community Resource Guide 2023-2024**

*Keeping Your Children Drug-Free*

**Note:** This community resource guide is not meant to be an inclusive listing of all the possible services for the topic areas listed above. Rather, it is hoped that the staff, parents, and students of Crete-Monee District 201-U can use this guide as a starting point in their search for community based services. Names, address, and numbers may change without notice but it is our intent to provide you with the most updated information.

**690 W. Exchange St. | Crete, Illinois 60417  
P: (708) 367-8300 | F: (708) 672-2698 | [www.cm201u.org](http://www.cm201u.org)**

## COMMUNITY RESOURCE TABLE OF CONTENTS

AREA POLICE AND FIRE DEPARTMENT NUMBERS .....	127
STATE OF ILLINOIS TOLL-FREE NUMBERS .....	127
COUNSELING AGENCIES .....	131
CHILD PSYCHIATRISTS, THERAPISTS, AND COUNSELORS.....	133
HOSPITAL/INPATIENT PSYCHIATRIC SERVICES .....	135
RESIDENTIAL FACILITY INFORMATION.....	137
PREGNANCY/BIRTH CONTROL/CLINICS .....	138
LEGAL SERVICES .....	139
DRUG/ALCOHOL TREATMENT CENTERS .....	140
HEALTH RELATED SERVICES AND ORGANIZATIONS.....	142
PHYSICIANS AND HEALTH CENTERS.....	142
SPECIALISTS .....	143
RESOURCES FOR GAY, LESBIAN, BISEXUAL, TRANS-GENDERED YOUTH & THEIR ALLIES ...	145
RESOURCES AND ARTICLES FOR LGBT ADOLESCENTS .....	145
SHELTER/HOUSING ASSISTANCE .....	146
FINANCIAL ASSISTANCE/FOOD ASSISTANCE .....	147
PARENT SUPPORT/JOB PLACEMENT SERVICES/CHILD CARE .....	149
SPECIALITY ORGANIZATIONS AND SUPPORT GROUP SERVICES.....	150

## AREA POLICE AND FIRE DEPARTMENT NUMBERS

Villages	Non-Emergency Numbers	
	Police	Fire
Crete	708-672-0911	708-672-2727
Monee	708-534-8541	708-534-8772
Park Forest	708-748-4701	708-748-5605
University Park	708-534-0913	708-235-4833

## STATE OF ILLINOIS TOLL-FREE NUMBERS

Adoption Information	<a href="http://state.il.us/dcfs/adoption/index.shtml">http://state.il.us/dcfs/adoption/index.shtml</a>	800-572-2390
AIDS Hotline	<a href="http://hab.hrsa.gov/gethelp/statehotlines.html">http://hab.hrsa.gov/gethelp/statehotlines.html</a>	800-243-2437
Aging, Senior Assistance and Elder Abuse Hotline	<a href="http://www.illinois.gov/aging/Resources/Pages/helpline-main.aspx">http://www.illinois.gov/aging/Resources/Pages/helpline-main.aspx</a>	800-252-8966
Advocacy Office for Children and Families	<a href="http://www.state.il.us/dcfs/docs/AdvocBro.pdf">http://www.state.il.us/dcfs/docs/AdvocBro.pdf</a>	800-232-3798
Amtrak	<a href="http://www.amtrak.com/contact-us">http://www.amtrak.com/contact-us</a>	800-872-7245
Army National Flood Insurance	<a href="http://ww2.illinois.gov/dnr/WaterResources/Pages/FAQ's.aspx">ww2.illinois.gov/dnr/WaterResources/Pages/FAQ's.aspx</a>	800-638-6620
Arson Hotline	<a href="http://www.sfm.illinois.gov/fireservice/arsonhotline.aspx">http://www.sfm.illinois.gov/fireservice/arsonhotline.aspx</a>	800-252-2947
Arts Council, Illinois	<a href="http://www.arts.illinois.gov/contact-us">http://www.arts.illinois.gov/contact-us</a>	800-237-6994
Attorney General's Office/Consumer Protection	<a href="http://www.illinoisattorneygeneral.gov/consumers/">http://www.illinoisattorneygeneral.gov/consumers/</a>	800-386-5438

## STATE OF ILLINOIS TOLL-FREE NUMBERS

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Cancer Information Service	<a href="http://www.cancer.gov/global/contact">http://www.cancer.gov/global/contact</a>	800-422-6237
Child Abuse Hotline (Report Suspected Abuse)	<a href="http://www.state.il.us/dcf/FAQ/faq_CPF.shtml">http://www.state.il.us/dcf/FAQ/faq_CPF.shtml</a>	800-252-2873
Parents Anonymous (Child Abuse)/ Administration for Children & Families	<a href="https://www.childwelfare.gov/pubs/usermanuals/neglect_93/neglectl.cfm">https://www.childwelfare.gov/pubs/usermanuals/neglect_93/neglectl.cfm</a>	800-421-0353
Circuit Breaker Assistance	<a href="http://www.willcountyseniors.org/faq.php">http://www.willcountyseniors.org/faq.php</a>	800-732-8866
Citizens Utility Board (CUB)	<a href="http://www.citizensutilityboard.org/">http://www.citizensutilityboard.org/</a>	800-669-5556
Client Assistance Program (Disability Rights)	<a href="http://www.dhs.state.il.us/page.aspx?item=29978">http://www.dhs.state.il.us/page.aspx?item=29978</a>	800-641-3929
Crime Victim Clearinghouse, Attorney General	<a href="http://www.illinoisattorneygeneral.gov/victims/">http://www.illinoisattorneygeneral.gov/victims/</a>	800-228-3368
Dental Referral Services	<a href="http://www.isds.org/">http://www.isds.org/</a>	800-252-2930
Disability Determination Services	<a href="http://www.dhs.state.il.us/page.aspx?item=29979">http://www.dhs.state.il.us/page.aspx?item=29979</a>	800-637-8856
Disabled Individual Assistance Program and Unemployment	<a href="http://www.dhs.state.il.us/page.aspx?">http://www.dhs.state.il.us/page.aspx?</a>	800-275-3677
Drug and Alcohol Abuse	<a href="http://www.samhsa.gov/treatment/">http://www.samhsa.gov/treatment/</a>	800-662-4357
Energy Assistance and Weatherization	<a href="http://www2.illinois.gov/KeepWarm/Pages/FamilyAssistance.aspx">http://www2.illinois.gov/KeepWarm/Pages/FamilyAssistance.aspx</a>	800-252-8643
Emergency Services & Disaster Agency	<a href="http://www.epa.state.il.us/emergency-response/">http://www.epa.state.il.us/emergency-response/</a>	800-782-7860
Foster Parenting Hotline	<a href="http://www.state.il.us/dcf/foster/index.shtml">http://www.state.il.us/dcf/foster/index.shtml</a>	800-624-5437



Hearing Impaired Phone Access	<a href="http://www.illinoisrelay711.com/content.htm">http://www.illinoisrelay711.com/content.htm</a>	TTY users 800-526-0844  Voice users 800-526-0857  TTY distributor 800-833-0048  VCO 877-826-1130
Illinois Housing Authority	<a href="http://portal.hud.gov/hudportal/HUD?src=/states/illinois/renting/hawbsites">http://portal.hud.gov/hudportal/HUD?src=/states/illinois/renting/hawbsites</a>	800-942-8439
Help me Grow – Futures for Kids		800-323-4769
Illinois Dept. of Human Services (Medical Assistance, Mental Health, WIC)	<a href="http://www.dhs.state.il.us/page.aspx?item=29722">http://www.dhs.state.il.us/page.aspx?item=29722</a>	800-843-6154
Illinois State Board of Education	<a href="http://www.isbe.net/">http://www.isbe.net/</a>	800-845-8749
HIV & STD Hotline	<a href="http://hab.hrsa.gov/gethelp/statehotlines.html">http://hab.hrsa.gov/gethelp/statehotlines.html</a>	800-243-2437
Literacy Hotline	<a href="http://www.idaillinois.org/utills/getfile/collection/edi/id/624853/filename/633889.pdf">http://www.idaillinois.org/utills/getfile/collection/edi/id/624853/filename/633889.pdf</a>	800-321-9511
Medicare & Medicaid/ Fraud or Abuse	<a href="http://www.cms.gov/Medicare-Medicaid-Coordination/Fraud-Prevention/FraudAbuseforConsumers/Report_Fraud_and_Suspected_Fraud.html">http://www.cms.gov/Medicare-Medicaid-Coordination/Fraud-Prevention/FraudAbuseforConsumers/Report_Fraud_and_Suspected_Fraud.html</a>	800-447-8477
Missing Children – “I-Search” (Illinois)	<a href="http://www.isp.state.il.us/">http://www.isp.state.il.us/</a>	800-843-5763
Nursing Home Information and Abuse	<a href="http://www.illinois.gov/aging/ProtectionAdvocacy/LTCOmbudsmen/Pages/ombuds_reporting.aspx">http://www.illinois.gov/aging/ProtectionAdvocacy/LTCOmbudsmen/Pages/ombuds_reporting.aspx</a>	800-252-4343
Organ/Tissue Donor Information	<a href="https://www.organdonor.gov/learn/faq">https://www.organdonor.gov/learn/faq</a>	800-210-2106

## STATE OF ILLINOIS TOLL-FREE NUMBERS

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Poison Control (Statewide)	<a href="http://illinoispoisoncenter.org/">http://illinoispoisoncenter.org/</a>	800-942-5969 800-222-1222
Public Aid/Medicaid Food Stamps & Other Information Medicare & Medicaid, To Report Fraud or Abuse	<a href="http://www.dhs.state.il.us/page.aspx?item=33698">http://www.dhs.state.il.us/page.aspx?item=33698</a>	800-252-8635 800-447-8477
Public Health Family Hotline (Parents Too Soon, Prenatal and Newborn Care, And Supplemental Food/ WIC)	<a href="http://www.dhs.state.il.us/page.aspx?item=30513">http://www.dhs.state.il.us/page.aspx?item=30513</a>	800-545-2200
School Violence Tip Line	<a href="http://illinoisattorneygeneral.gov/children/schoolviolence.html">http://illinoisattorneygeneral.gov/children/schoolviolence.html</a>	800-477-0024
Secretary of State's Office	<a href="http://www.illinois.gov/Pages/default.aspx">http://www.illinois.gov/Pages/default.aspx</a>	800-252-8980
Seniors and Persons with Disabilities Hotline	<a href="http://www.illinois.gov/aging/Pages/default.aspx">http://www.illinois.gov/aging/Pages/default.aspx</a>	800-252-2904
Toll-Free Directory Assistance	<a href="http://www.tollfreeda.com/faq.cfm">http://www.tollfreeda.com/faq.cfm</a>	800-555-1212
Veterans Affairs	<a href="http://www2.va.gov/directory/guide/facility.asp?ID=848">http://www2.va.gov/directory/guide/facility.asp?ID=848</a>	800-827-1000

## COUNSELING AGENCIES

### **Advocate Family Care Network**

391 Quadrangle Drive

Suite N4

Bolingbrook, IL

**Intake/Phone:** (800) 216-1110

4700 W. 95th Street

Suite Lower Level 5

Oak Lawn, IL 60453

<http://www.advocatehealth.com/familycarenetwork>

*Counseling for children & teens who have experienced sexual abuse; Multidisciplinary Specialty Assessment Services, Childhood Trauma Treatment Program; Psychotherapy & Counseling Services*

### **Associates in Clinical Psychology and Substance Abuse**

18132 Martin

Homewood, IL 60430

**Phone:** (708) 957-3695

1150 W. Jefferson

Joliet, IL 60435

**Phone:** (815) 741-8600

### **Aunt Martha's Services**

Chicago Heights Community Health Center

1536 Vincennes Ave.

Chicago Heights, IL 60411

**Phone:** (708) 747-7100; (877) 692-8686

<http://www.auntmarthas.org/>

*Comprehensive mental health services for children, youth, and families*

### **Bremen Youth Services**

15350 S. Oak Park Avenue

Oak Forest, IL 60452

**Phone:** (708) 687-9200

<http://www.bremenyouthservices.org/>

*Family counseling; youth services and activities*

### **Catholic Charities**

203 Ottawa

Joliet, IL 60432

**Phone:** (815) 723-3405

**Emergency:** (815) 774-4663

<http://catholiccharitiesjoliet.org/>

*Individual and family counseling services*

### **Center Service, Inc. (Psychologist)**

3624 216th Street

Matteson, IL 60443

**Phone:** (708) 481-4080

*Individual, family, and couples counseling services*

### **Chicago Christian Counseling Center**

16107 La Salle St.

South Holland, IL 60473

**Phone:** (708) 596-9555

<http://www.chicagochristiancounseling.org/>

*Couple and family counseling*

### **CLS Comprehensive Services, LLC**

19624 Governors Hwy, Suite 5

Flossmoor, IL 60422

**Phone:** (708) 481-4257

<http://www.clsservices.org/>

### **Family Christian Health Center**

31 W. 155th Street

Harvey, IL 60426

**Phone:** (708) 596-5177

<http://www.familychc.com/>

*Behavioral health, counseling services*

### **Frankfort Counseling Associates**

33 E. Colorado Ave.

Frankfort, IL 60423

**Phone:** (815) 469-6480

<http://www.frankfortcounselingassociates.com/>

### **Governors State University - Department of Psychology and Counseling**

1 University Parkway

University Park, IL 60466

**Phone:** (708) 534-4545

*Free individual, marital and family counseling by supervised practicum counselor*

### **Grand Prairie Services**

19530 S. Kedzie Avenue

Flossmoor, IL 60422

**Phone:** (866) 477-8632; (708) 799-2200

<http://www.gpsbh.org>

*Emotional and behavioral health services for individuals, families, and communities*

### **Kingdom Living Outreach Services, Inc.**

20303 S. Crawford Ave.

1st Floor Suite 100

Olympia Fields, IL 60461

**Phone:** (708) 747-9399

*Substance abuse treatment, outpatient services, treatment for adolescents, treatment for co-occurring mental health and substance use disorders, accepts Medicare and state financed insurance, etc.*

## COUNSELING AGENCIES

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### **Metropolitan Family Services Southwest Center**

10537 South Roberts Road  
Palos Hills, Illinois 60465  
**Phone:** (708) 974-2300  
<http://www.metrofamily.org/>  
Family and individual counseling

### **Personal Solutions Counseling**

20855 South La Grange Rd., Suite 202  
Frankfort, IL 60423  
**Phone:** (815) 806-9300  
[http://www.personalsolutionscounseling.com/psc/psc/contact\\_us.asp](http://www.personalsolutionscounseling.com/psc/psc/contact_us.asp)  
*Family, couples, and individual counseling*

### **Perspectives Counseling**

19740 Governors Hwy.  
Flossmoor, IL 60422  
**Phone:** (708) 957-5933  
<http://www.perspectives-counseling.com/flossmoor-counseling.html>  
*Individual counseling, groups, and psychotherapy;  
Standard fee \$120 a session*

### **Professional Counseling Services, LTD.**

17732 Oak Park Avenue  
Tinley Park, IL 60477  
**Phone:** (708) 342-1773  
<http://www.procounselingservices.com/>  
*Individual and family counseling; Sliding Fee Scale  
available after initial visit*

### **South Side Christian Counseling Center**

16547 S Oak Park Avenue  
Tinley Park, IL 60477  
**Phone:** (708) 633-9003  
<http://www.southsidechristiancounselingcenter.com/>  
*Individual, family, and marital counseling; counseling  
for drug and alcohol addictions, eating disorders.  
Sliding Fee Scales available, won't turn anyone away*

### **St. Margaret Mercy – Outpatient Behavioral Health**

24 Joliet Street 3rd Floor  
Dyer, IN 46311  
**Phone:** (708) 895-1650  
<http://www.franciscanalliance.org/hospitals/dyer/pages/default.aspx>  
*Behavioral health services for children, adolescents,  
and adults*

### **Streamwood Behavioral Health System**

1400 E. Irving Park Rd.  
Streamwood, IL 60107  
**Phone:** (630) 837-9000  
<http://streamwoodhospital.com>  
*Youth support groups, classes  
Free assessment and referral; accepts Medicaid and  
several private insurance companies*

### **Will County Behavioral Health Dept. – Eastern Branch Office**

44 Town Center  
University Park, IL 60466  
**Phone:** (815) 727-8803  
<http://www.willcountyhealth.org/>  
*Individual and family counseling*

### **YWCA**

320 W 202nd St.  
Chicago Heights, IL 60411  
**Phone:** (708) 754-0486  
**Hotline:** (888) 293-2080  
<http://www.ywcachicago.org/site/c.fmJWKcOZJkl6G/b.8235297/k.BF47/Home.htm>  
*Counseling for women and children survivors of sexual  
assault and their families*

# CHILD PSYCHIATRISTS, THERAPISTS, AND COUNSELORS

## Psychiatrists:

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### **Aunt Martha's Behavioral Health Services - Child Psychiatry**

Chicago Heights Community Health Center  
1536 Vincennes Ave.  
Chicago Heights, IL 60411  
**Phone:** (708) 756-1135  
<http://www.auntmarthas.org/health-care/>

### **Dr. Clara Perez, MD**

3235 Vollmer Rd., Suite 137  
Flossmoor, IL 60422  
**Phone:** (708) 206-1300

### **Dr. Pradeep Thapar, MD**

1835 Dixie Highway, Suite 100  
Flossmoor, IL 60422  
**Phone:** (708) 799-8384

*Accepts Medicaid Harmony Program; First Initial Visit \$165; Following visits \$65 cash*

### **SASS CARES –Crisis Mental Health Services/Screening, Assessment, Support Services**

<http://www2.illinois.gov/hfs/MedicalProvider/sass/Pages/default.aspx>  
**Phone:** (800) 345-9049

*Crisis care for children and youth in Illinois; Any child or youth in a mental health crisis who receives public funding may receive SASS services. You should call CARES when a child is at-risk to himself or others, and any other time you or others think a child is having a mental health crisis. They will link you to a SASS worker who will come talk with you and your child. They will make a plan for you and work with your family for 90 days. They will link with hospitals, mental health and support services as needed. They conduct at-risk assessments in the home.*

## Therapists and Counselors

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### **Stephanie Behlke, MA, LCPC, NCC**

62 W. Washington St.  
Joliet, IL 60432  
**Phone:** (815) 450-9925

### **Karen Bloomberg, Ph.D.**

1038 Sterling Road, Suite 203A  
Flossmoor, IL 60422  
**Phone:** (708) 799-2040

### **Buckley-Long Associates, Ltd.**

18019 Dixie Highway, #1C  
Homewood, IL  
**Phone:** (708) 799-2929

### **Sharon Burge, RN, MA, LCPC, RDDP**

33 E Colorado Ave.  
Frankfort, IL 60423  
**Phone:** (815) 469-6480  
[www.frankfortcounselingassociates.com](http://www.frankfortcounselingassociates.com)

### **Erik Christensen, MSW, LCSW**

19015 S Jodi Rd.  
Mokena, IL 60448  
**Phone:** (773) 758-3364

### **Dawn Downing**

23 W Main St, Suite 2E  
Glenwood, IL 60425  
**Phone:** (708) 758-6800

### **Maggie Dunne, MSW, LCSW**

1525 East 53<sup>rd</sup>, Suite 435  
Chicago, IL 60615  
**Phone:** (708) 274-7122

### **Henry K Errek, PhD. Clinical Psychologist**

9641 W 153<sup>rd</sup> Street, Suite 45  
Orland Park, IL 60462  
**Phone:** (708) 403-5223

### **David Gottlieb, Ph.D.**

2024 Hickory Rd.  
Homewood, IL  
**Phone:** (708) 799-8796

### **Melissa Huff, LCSW**

17900 Dixie Hwy, Suite 11  
Homewood, IL 60430  
**Phone:** (708) 546-9204

*Child, adolescent, and family therapist*

### **Sherry Larson**

19740 Governors Hwy #117  
Flossmoor, IL 60422  
**Phone:** (866) 296-5262, ext. 309

### **Erika Luhn, P.C.**

20635 Abbey Wood Court, Suite 207  
**Phone:** (815) 464-8176  
Frankfort, IL 60423

## CHILD PSYCHIATRISTS, THERAPISTS, and COUNSELORS

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**Marcia McCabe, MA, LCSW**

2024 Hickory Rd., Suite 104  
Homewood, IL 60430  
**Phone:** (708) 799-4649

**John McDonnell, LCSW**

3624 W. 216<sup>th</sup> St.  
Matteson, IL 60443  
**Phone:** (708) 481-4080

**Marie McKenna, LCSW**

1038 Sterling Ave, Suite 203A  
Flossmoor, IL 60422  
**Phone:** (708) 446-7276

**Susan Merl-Nachinson, M.S. L.C.P.C.**

10217 Lincoln Hwy  
Frankfort, IL 60423  
**Phone:** (708) 620-2593

**Nancy Milnes, LCSW**

2024 Hickory Rd. #101  
Homewood, IL 60430  
**Phone:** (708) 798-1886

**Matt A. Mooradian, Psy.D.**

10217 Lincoln Hwy.  
Frankfort, IL 60430  
**Phone:** (815) 258-1925

**Leila Mowers, LCSW**

3624 W 216<sup>th</sup> St.  
Matteson, IL 60443  
**Phone:** (708) 275-4200

*Family counseling, PTSD, Transitions/Career  
Counseling; Accepts Medicaid and sliding fee scales*

**Nikki L Nelson, LCSW**

Perspectives Counseling and Psychotherapy  
19740 Governors Highway, Suite 117  
Flossmoor, IL 60422  
**Phone:** (866) 296-5262

**Marsha Valiente, MA, NCC, LCPC, ICDVP**

Brookside Commons  
10217 Lincoln Highway  
Frankfort, IL 60423  
**Phone:** (815) 685-1225

**Kathy Wright, MA, LCPC**

1034 Sterling Ave, Suite 6  
Flossmoor, IL 60422  
**Phone:** (708) 306-3186

**Linda J. Wright, PsyD. Clinical Psychologist**

18161 Morris Ave., Suite 104  
Homewood, IL 60430  
**Phone:** (708) 798-6032

\*All therapists can be located on [psychologytoday.com](http://psychologytoday.com) where you can find more information

## HOSPITAL/INPATIENT PSYCHIATRIC SERVICES

### **Advocate Christ Medical Center/Hope Children's Hospital**

4440 W. 95th St.  
Oak Lawn, IL 60453  
**Phone:** (708) 684-8000  
<http://www.advocatehealth.com/cmc/>  
Inpatient adult and adolescent psychiatric unit

### **Chicago Lakeshore Hospital**

4840 N. Marine Dr.  
Chicago, IL 60640  
**Phone:** (800) 888-0560; (773) 878-9700  
<http://www.chicagolakeshorehospital.com/>  
*Full psychiatric facility with free assessment and referrals*  
*Special Program for LGBT Youth*

### **Child & Adolescent Psychiatry at Rush**

Rush Medical Center - West Campus  
2150 W. Harrison Street  
Chicago, IL 60612  
**Phone:** (312) 942-2400  
<http://www.rush.edu/rumc/page-1099918811202.html>  
*Evaluations and treatment to help children and young adults address and overcome emotional and behavioral issues*

### **Hartgrove Hospital**

5730 W. Roosevelt Rd.  
Chicago, IL 60644  
**Phone:** (773) 413-1700  
<http://www.hartgrovehospital.com/>  
*Psychiatric inpatient and outpatient programs for children and adolescents; inpatient psychiatric program for adults*

### **Ingalls Memorial Hospital**

One Ingalls Drive  
Harvey, IL 60426  
**Phone:** (708) 333-2300  
<http://www.ingalls.org/>  
*Inpatient and outpatient psychiatric services for adolescents, adult, and geriatric*

### **Linden Oaks Child & Adolescent Center**

801 S. Washington  
Naperville, IL 60540  
**Phone:** (630) 527-3000  
*Specialized psychiatric care for children, adolescent and adults-inpatient and partial day program*

### **Michiana Behavioral Health Center**

1800 North Oak Drive  
Plymouth, IN 46563  
**Phone:** (574) 936-3784  
<http://www.michianabehavioralhealthcenter.com/>  
*Inpatient and outpatient psychiatric treatment for adults, adolescents, and children*  
*Accepts Medicaid*

### **Palos Community Hospital**

12251 S. 80th Ave.  
Palos Heights, IL 60463  
**Phone:** (708) 923-4000  
<http://www.paloscommunityhospital.org/>  
*Inpatient and outpatient psychiatric services for adolescents and adults*

## HOSPITAL/INPATIENT PSYCHIATRIC SERVICES

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### **Provena St. Joseph Medical Center**

333 Madison Street

Joliet, IL 60435

**Phone:** (815) 725-7133

<http://www.presencehealth.org/>

*Inpatient and outpatient psychiatric treatment for adults and adolescents*

### **Regional Mental Health Center**

8555 Taft St.

Merrillville, IN 46410

**Phone:** (219) 769-4005

<http://www.regionalmentalhealth.org/>

*Inpatient and Outpatient psychiatric services for adults*

### **Riveredge Hospital**

8311 W. Roosevelt Rd.

Forest Park, IL 60130

**Phone:** (708) 771-7000

**Assessment & Referral:** (708) 209-4181

<http://www.riveredgehospital.com/contact-us.php>

*Inpatient and outpatient psychiatric treatment for adolescent; adult inpatient services*

### **Riverside Hospital**

350 N. Wall St.

**Phone:** (815) 935-7523

<http://www.riversidehealthcare.org/>

*Inpatient and outpatient psychiatric treatment for adolescents (Bolder & Chrysalis), and children*

### **St. Margaret Mercy Hospital**

24 Joliet St.

**Phone:** (219) 865-2141

<http://www.franciscanalliance.org/hospitals/dyer/services/behavioral-health/pages/default.aspx>

*Inpatient and partial hospitalization for adolescents*



## RESIDENTIAL FACILITY INFORMATION

### Allendale Association

600 W Grand Ave.  
Lake Villa, IL 60046  
**Phone:** (847) 356-2351  
[www.allendale4kids.org](http://www.allendale4kids.org)

*Private, not-for-profit organization dedicated to excellence and innovation in the care, education, treatment and advocacy for troubled children, youth and families.*

### Glenwood Academy

500 W. 187th St.  
Glenwood, IL 60425  
**Phone:** (708) 754-0175  
<http://www.glenwoodacademy.org/>

*Community supported non-profit organization that provides socially and economically disadvantaged children with a comprehensive residential, education and life-skills program in a safe, structured and nurturing environment.*

### Indian Oaks Academy

101 N. Bramble St.  
Manteno, IL 60950  
**Phone:** (815) 802-3700  
[www.nexustreatment.org](http://www.nexustreatment.org)

*This location is a community-based residential treatment center for youth ranging in ages from 12 to 21. The academy has several programs that specialize in the treatment of youth with specific needs.*

### Individual Care Grant

**Help Line:** (800) 843-6154  
Illinois Department of Human Services  
<http://www.dhs.state.il.us/page.aspx?item=33654>

*Individual Care Grants (ICG) provide funding to the parents or guardians of children who have severe mental illness and require treatment in a 24-hour residential setting or very intensive community services that allow them to live at home in their normal environment.*

### Lawrence Hall Youth Services

4833 N Francisco Ave.  
Chicago, IL 60625  
**Phone:** (773) 769-3500  
[www.lawrencehall.org](http://www.lawrencehall.org)

*Treats children and youth with emotional, behavioral and academic problems in its residential treatment, therapeutic day school, foster care and transitional and supervised independent living programs*

### Lincoln's Challenge Academy

205 W. Dodge Avenue  
Rantoul, IL 61866  
**Phone:** (800) 851-2166  
<http://www.ngycp.org/site/state/il/>  
<http://www.lincolnschallenge.org/node/5>

*The Lincoln's Challenge Academy is run by active members of the Illinois National Guard and retired military personnel. All instructors are certified teachers, and program counselors are qualified and experienced professionals.*

### Lydia Home Association

Chicago Main Office  
4300 West Irving Park Road  
Chicago, IL 60641  
**Phone:** (773) 653-2200  
[www.lydiahome.org](http://www.lydiahome.org)

*Provides a structured, therapeutic environment for 40 children and adolescents who are unable to live in a home setting due to the severity of their problems.*

### Mercy Home for Boys & Girls

1140 W. Jackson Blvd.  
Chicago, IL 60607  
**Phone:** (312) 738-7560  
[www.mercyhome.org](http://www.mercyhome.org)

*Long-term residential home for troubled and hurting young men and women, ages 11 to 21. Their fourteen different homes offer each child the structure or independence to work through their problems and to achieve success.*

### Onarga Academy

110 North Locust Street  
Onarga, IL 60955  
**Phone:** (815) 268-4001  
[www.nexustreatment.org](http://www.nexustreatment.org)

*Residential treatment center for young men ranging in age from 12 to 19 specializing in the treatment of sexually reactive children and adolescents who have engaged in harmful sexual behaviors*

## PREGNANCY/BIRTH CONTROL/CLINICS

### **Crisis Pregnancy Center/Living Alternatives**

2 Uno Circle  
Joliet, IL 60435  
**Phone:** (815) 744-7755  
<http://hopeforafuture.com/>

*Hope Program – Child development education, free pregnancy testing, clothing/diaper/formula closet, post abortion counseling and emergency counseling; free Ultrasounds*

### **Family Planning/Counseling- Aunt Martha's Youth Service Center**

Healthy Families Illinois Program Site  
440 Forest Blvd.  
Park Forest, IL 60466  
**Phone:** (708) 679-8000  
<http://www.auntmarthas.org/>

*Offers assistance with providing for parenthood, learning about your child's growth and development, learning discipline techniques, and coping with stress. Program also includes home visits from a case manager, doula services, & other group services*

### **Lamb's Fold Women's Center**

81 N. Ottawa St.  
Joliet, IL 60432  
**Phone:** (815) 723-5262  
[www.lambsfold.org](http://www.lambsfold.org)<http://www.lambsfold.org>

*Provides transitional housing for women over 18 and their children, offering recovery classes to help women become self-sufficient*

### **PASS (Pregnancy Aid South Suburbs)**

17214 Oak Park Ave. – Tinley Park  
613 E. 162nd St. – South Holland  
3116 Ridge Rd. – Lansing  
<https://passnetworkforlife.org/>  
**Call center:** (708) 614-9777; **After hours:** (800) 712-4357

*Pregnancy testing and counseling; maternity & baby clothes and supplies*

### **Planned Parenthood of Illinois & Indiana**

7131 Indianapolis Blvd.  
Hammond, IN 46324  
**Phone:** (219) 845-0848  
14470 S. LaGrange Rd.  
Suite 101  
Orland Park, IL 60462  
**Phone:** (877) 200-7745  
11250 S. Halsted  
Chicago, IL 60628  
**Phone:** (877) 200-7745  
[www.plannedparenthood.org](http://www.plannedparenthood.org)

*Testing for pregnancy, birth control, treatment of sexual diseases, counseling; Sliding fee scale*

### **South Suburban Pregnancy Counseling Center**

418 Cass St.  
Crete, IL 60417  
**Phone:** (708) 672-3978

*Free pregnancy testing and counseling; Need to make an appointment*

### **Women's Health Center - Aunt Martha's Youth Service Center**

233 W. Joe Orr Road, South Building  
Chicago Heights, IL 60411  
**Phone:** (877) 692-8686  
<http://www.auntmarthas.org/>

*Family planning, free pregnancy testing, sexual disease diagnosis, and preventative health services for children and adults*

## LEGAL SERVICES

### **American Civil Liberties Union**

180 N. Michigan Ave., Suite 2300  
Chicago, IL 60601  
**Phone:** (312) 201-9740  
<http://www.aclu-il.org/about/contact-us/>

### **CASA of Will County**

3200 W. McDonough St.  
Joliet, IL 60431  
**Phone:** (815) 730-7072  
<http://www.casaofwillcounty.org>

*This is a Court Appointed Special Advocate program. Recruits, trains, and supervises volunteers to represent the best interested of children in specific abuse and neglect cases in Will County.*

### **Center for Correctional Concerns**

95 S. Chicago Street  
Joliet, IL 60432  
**Phone:** (815) 740-5631  
<https://www.willcosheriff.org/adult-detention/about-the-detention-facility>  
*Serves residents of Will County Adult Detention Facility (WCADF)*

### **Crime Victims Compensation Program**

Illinois Attorney General Office  
**Phone:** (800) 228-3368  
<http://www.illinoisattorneygeneral.gov/victims/cvc.html>  
*Victims of violent crimes and their families are assisted with medical/hospital expenses and counseling. Crime must be reported to the proper authorities within 72 hours.*

### **The H.E.A.R.T. Organization (Helping, Enriching, Advising, Reaching & Teaching)**

PO Box 1655  
Bolingbrook, IL 60440  
**Phone:** (630) 226-8742  
<http://heartorganization.org/>

*They assist juveniles (11-18 years old) in achieving judicial compliance with educational programs that teach juvenile law and consequences, social skills training and anger management.*

### **Illinois Department of Public Aid, Division of Child Support Enforcement**

16 West Cass Street  
Joliet, IL 60432  
**Phone:** (800) 447-4278  
<http://childsupportoffice.us/illinois/joliet-il-child-support-and-social-service-office/>

### **Illinois Lawyer Referral Services**

20 S. Clark St., Suite 900  
Chicago, IL 60603  
**Phone:** (312) 726-8775  
<http://www.isba.org/contact/staffdirectory>  
*No charge for referrals*

### **Legal Assistance Foundation of Metropolitan Chicago**

120 S. LaSalle St, Ste. 900  
Chicago, IL 60603  
**Phone:** (312) 341-1070  
<http://www.illinoislegalaid.org/index.cfm?fuseaction=directory.showOrgDetails&organizationID=15>  
*Legal Advocacy – Family Law*

### **Model Ex-Offender Program**

37 E. Cass Street  
Joliet, IL 60432  
**Phone:** (815) 723-8998  
<https://www.dhs.state.il.us/page.aspx?item=35568>  
*Provides help with finding employment and developing employment finding skills to ex-offenders residing in Will County*

### **Will County Bar Association**

167 N. Ottawa St., Suite 200  
Joliet, IL 60432  
**Phone:** (815) 726-0383  
<http://www.willcountybar.org/>  
*Lawyer referral services*

### **Will County Children's Advocacy Center**

Will County Court Annex Building  
57 N. Ottawa St., Suite 506  
Joliet, IL 60432  
**Phone:** (815) 774-4565  
<http://www.willcountychildrensadvocacy.org/index.html>  
*Court Advocacy, Counseling, Medical evaluations for victims of physical and sexual abuse*

### **Will County Clerk's Office**

302 North Chicago St.  
Joliet, IL 60432  
**Phone:** (815) 740-4615  
<http://www.thewillcountyclerk.com/connect/site/>  
*Birth and death certificates, marriage licenses, tax information, and voter's registration*

## DRUG/ALCOHOL TREATMENT CENTERS

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### **Will County Legal Aid**

63 West Jefferson  
Joliet, IL 60432  
**Phone:** (815) 727-5123

*Assistance with filing for emancipation of a minor,  
housing benefits, and domestic violence cases*

### **Will County Legal Assistance Programs, Inc. -**

#### **Pro Bono Project of Will County**

5 West Jefferson  
Joliet, IL 60432

**Phone:** (815) 727-5123

<http://www.probono.net/dv/oppsguide>

**Contact:** [shelwich@willcolegalaid.org](mailto:shelwich@willcolegalaid.org)

[http://www.probono.net/dv/oppsguide/contact-](http://www.probono.net/dv/oppsguide/contact-form.263559-The_Will_County_Legal_Assistance_Program_Inc?emailto=contact)

[form.263559-The\\_Will\\_County\\_Legal\\_Assistance\\_Program\\_Inc?emailto=contact](http://www.probono.net/dv/oppsguide/contact-form.263559-The_Will_County_Legal_Assistance_Program_Inc?emailto=contact)

*Legal assistance regarding domestic violence for  
residents of Will County*

## DRUG/ALCOHOL TREATMENT CENTERS

### **Alexian Brothers Behavioral Health Hospital**

1650 Moon Lake Boulevard  
Hoffman Estates, IL 60194  
**Phone:** (800) 432-5005 for free screenings  
<http://www.alexianbrothershealth.org/>

*Chemical Dependency Treatment Services, Inpatient  
Chemical Dependency Unit, Intensive Outpatient  
Programs (after-school for adolescents), Outpatient  
Chemical Abuse Program for adolescents, Family  
Options Program – brief, four- session educational  
program for families and teens*

### **Aunt Martha's Adult & Adolescent Substance Abuse Treatment Program Sites**

1777 East Court Street  
Kankakee, IL 60901  
**Intake:** (815) 928-6222  
<http://www.auntmarthas.org/>

### **Chicago Lakeshore Hospital**

4840 North Marine Dr.  
Chicago, IL 60640  
**Phone:** (773) 878-9700  
**Assessment:** (800) 888-0560  
[www.chicagolakeshorehospital.com](http://www.chicagolakeshorehospital.com)

*Inpatient and outpatient programs for children &  
adolescents, groups addressing substance abuse issues.  
Accept all managed care/private insurance, Medicare,  
Medicaid/SASS for child & adolescents.*

### **Christ Hospital and Medical Center**

4440 W 95th Street  
Oak Lawn, IL 60453  
**Phone:** (708) 684-8000  
<http://www.advocatehealth.com/cmc/>

*Outpatient substance abuse services for adults.*

### **Cornell/Woodridge Interventions -**

2221 W. 64th St  
Woodridge, IL 60517  
**Phone:** (630) 968-6477

*Substance abuse inpatient treatment; mental health  
services for adolescents and young male adults; Free  
assessments, sliding-fee scales, Medicaid clients. Email:  
[info@abraxasyfs.com](mailto:info@abraxasyfs.com)*

### **Hartgrove Hospital**

5730 West Roosevelt Road  
Chicago, IL 60644  
**Phone:** (800) 478-4783; (773) 413-1700  
<http://www.hartgrovehospital.com/>

*Inpatient Psychiatric services – Substance Abuse  
Subgroup*

*Adolescent Services Include: Prevention Education,  
Assessment, Outpatient Programs, Partial  
Hospitalization, Inpatient Services, Continuing  
education, Alumni Club*

*All assessments are free, Accept Medicaid*

### **Linden Oaks Hospital at Edward**

852 West Street  
Naperville, IL 60540  
**Phone:** (630) 305-5027  
[www.edward.org](http://www.edward.org)  
<http://www.edward.org>

*Chemical Dependency Program, Free assessments,  
Partial hospital and intensive outpatient programs,  
Detour Program for adolescents, After-school outpatient  
programs*

**Michiana Behavioral Health Center**

1800 North Oak Drive  
Plymouth, IN 46563  
**Phone:** (800) 795-6252; (574) 936-3784  
<http://www.michianabehavioralhealthcenter.com/>

*Free assessment and referral, Chemical dependency services for children & adolescents; they also accept Illinois Medicaid*

**Northwest Community Hospital – The Youth Center**

800 W. Central Road  
Arlington Heights, IL 60005  
**Phone:** (847) 618-2700  
<http://www.nch.org/medical-services/youth-center/index.php>

*Substance abuse services include Residential Treatment Programs, Partial Hospitalization Day Programs, Intensive Outpatient Programs for adolescents 12-18 yr.*

**Regional Mental Health Center**

8555 Taft Street  
Merrillville, IN 46410  
**New Patient Appointment:** (219) 392-6001  
**Emergency Hotline:** (219) 769-4005  
<http://www.regionalmentalhealth.org/index.php>

*Inpatient and intensive outpatient substance abuse services for adults*

**Riverside Resolve Center**

Alcohol and Chemical Dependence Program  
411 W. Division Street  
Manteno, IL 60950  
**Phone:** (815) 468-3241  
<http://www.riversidehealthcare.org/>

*Adolescence services of inpatient and outpatient programs, family treatment, and adult outpatient*

**Rosecrance Substance Abuse Treatment Centers**

2835 N Sheffield Ave., Suite 209 Chicago, IL 60657  
**Phone:** (815) 387-5615  
20635 Abbey Woods Ct. N. Suite 310 Frankfort, IL 60423  
**Phone:** (815) 387-5615  
<http://www.rosecrance.org/facilities/chicago/>

*Adolescent and adult substance abuse support; All assessments are free, Accept Medicaid*

**Saint Margaret Mercy Healthcare Centers**

24 Joliet Street (US Route 30)  
Dyer, IN 46311  
**Phone:** (219) 865-2141  
<http://www.franciscanalliance.org/hospitals/dyer/services/outpatient/pages/default.aspx>

**South Suburban Council on Alcoholism and Substance Abuse**

1909 Checker Square  
East Hazel Crest, IL 60429  
**Phone:** (708) 647-3333  
<http://sscouncil.org/>

*Early Intervention Group, Outpatient counseling, Alternative to Suspension Program*

**Stepping Stones**

1621 Theodore Street  
Joliet, IL 60435  
**Phone:** (815) 744-4555  
<http://www.steppingstonestreatment.com/>

*Offers licensed and accredited outpatient and residential alcohol/drug treatment services*

**Streamwood Behavioral Health Systems**

1400 E. Irving Park Rd.  
Streamwood, IL 60107  
**Phone:** (630) 837-9000  
<http://streamwoodhospital.com/>

*Free assessment/referrals*

**Substance Abuse and Mental Health Services Administration**

Facility Locator Service  
[www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)  
<http://www.findtreatment.samhsa.gov>  
<http://www.findtreatment.samhsa.gov>

**Substance Abuse Treatment Centers**

Referral Service  
**Toll Free:** (866) 845-8975

**Will County Behavioral Health Department – Main Office**

501 Ella Avenue  
Joliet, IL 60433  
**Phone:** (815) 727-8480  
<http://www.willcountyhealth.org>  
<http://www.willcountyhealth.org/>

*Addictions Division, Outpatient addictions counseling, Youth services*

## HEALTH RELATED SERVICES AND ORGANIZATIONS

### **Easter Seals Joliet Region**

212 Barney Drive

Joliet, IL 60435

**Phone:** (815) 725-2194

<http://joliet.easterseals.com><http://joliet.easterseals.com>

*Rehabilitation services for children and adults with disabilities; special needs, physical, occupational, and speech therapy; inclusive developmental daycare; early intervention, foster and residential programs.*

### **Robert Crown Center for Health Education**

21 Salt Creek Lane

Hinsdale, IL 60521

**Phone:** (630) 325-1900

<http://www.robertcrown.org/>

*Health education and sex education programs for children, adolescents, and parents*

## PHYSICIANS AND HEALTH CENTERS

### **Advocate Medical Group**

4001 Vollmer Road

Olympia Fields, IL 60461

**Phone:** (708) 481-8883

<http://amgdoctors.com/locations/find-a-location-profile/?id=69>

### **Aunt Martha's Chicago Heights Community Health Center**

1536 Vincennes Ave.

Chicago Heights, IL

**Phone:** (877) 692-8686

<http://www.auntmarthas.org/>

*Accept Medicaid/Public Assistance*

### **Child Life Center**

19550 Governors Highway, Suite 2500

Flossmoor, IL 60422

**Phone:** (708) 799-7600

<http://www.uchospitals.edu/visitor/offsite/south/flossmoor.html>

### **Dr. John Cueva, MD**

2601 W. Lincoln Hwy., Ste. 105

Olympia Fields, IL 60461

**Phone:** (708) 747-1142

### **John DeForest Medical**

715 Dixie Hwy.

**Phone:** (708) 946-9330

**Doctor Referrals:** (888) 825-3227

Franciscan Health Systems

<http://www.chifranciscan.org/findadoctor/>

### **Neighborhood Pediatrics**

20200 Governors Drive #101

Olympia Fields, IL 60461

**Phone:** (708) 679-0408

<http://www.neighborhoodpediatrics.net/contact.html>

*Does not accept Medicaid/Public Assistance*

### **Riverside Community Health Center Immediate Care**

25711 S. Egyptian Trail

Monee, IL 60449

**Phone:** (708) 534-7523

<http://www.riversidehealthcare.org/location/immediate-care-monee>

*Accept Medicaid/Public Assistance*

### **Will County Community Health Center**

501 Ella Avenue

Joliet, IL 60433

**Phone:** (815) 727-8480

<http://www.dhs.state.il.us/page.aspx?module=12&officetype=&county=Will>

*Accepts Medicaid/Public Assistance*

*Beecher, IL 60401*

# SPECIALISTS

## Optometrists/Ophthalmologists

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### Dr. Amenta

18161 Morris Ave.  
Homewood, IL 60430  
**Phone:** (708) 799-5520  
[www. http://homewoodent.com/](http://homewoodent.com/)

### Arbor Eye Care Center

2640 W. 183rd Street, Suite 2  
Homewood, IL  
**Phone:** (708) 798-6633  
<http://www.arboreyecare.com/content/Homewood>

### Franciscan Physician Network

**Phone:** (708) 756-0100  
<http://www.franciscanalliance.org/fpn/pages/default.aspx>

### Dr. French

14315 S. 108th Ave  
Orland Park, IL  
**Phone:** (708) 403-0123  
<http://www.frenchandassociateseyecare.com/about-us.html>

### LensCrafters Gift of Sight Program

(Ask for the Coordinator of the Gift of Sight Program)  
**Phone:** (877) 753-6727

### Dr. Greenspan

366 Dixie Hwy  
Chicago Heights, IL 60411  
**Phone:** (708) 754-0080  
<http://www.greenspaneyecenter.com/>

### Kirschner Vision Group

2156 W. 183rd St.  
Homewood, IL 60430  
**Phone:** (708) 957-7700  
<https://kirschnervision.com/>

### Meyer Eye Care

13114 S. Western Ave.  
Blue Island, IL 60406  
**Phone:** (708) 388-1228  
<http://www.meyereyecare.com/>

*Only accept Medicaid/public assistance if patient is referral*

### Midwest Eye Centers

1700 East-West Rd.  
Calumet City, IL 60409  
**Phone:** (708) 891-3330  
<http://www.midwesteyecentersc.com/>

### Eye Care Associates, LTD.

15437 Broadway Ave.  
Harvey, IL 60426  
**Phone:** (708) 331-4441  
<http://www.robeyeyecare.com/>

### Southland Eye

19950 S. Governors Hwy.  
Olympia Fields, IL 60461  
**Phone:** (708) 481-4600  
<http://www.southlandeye.com/>

### Vision USA

**Phone:** (800) 766-4466 (Automated System)  
Application found on website:  
<http://www.aoafoundation.org/vision-usa/application/>

## Pediatric Allergists

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### Associated Allergists and Asthma Specialists

10733 W. 165th Street  
Orland Park, IL 60467  
**Phone:** (708) 460-4949  
<http://www.allergists-asthma.com/home>

### Franciscan Physician Network

**Phone:** (708) 756-0100

### Dr. Pisit Rangsitienchai, MD

5601 Victoria Drive  
Oak Forest, IL 60452  
**Phone:** (708) 687-7550  
<http://doctors.advocatehealth.com/p/pisit-rangsitienchai-oak-forest-pediatric-allergy-immunology>

### Pediatric Neurologists

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**Advocate Christ Medical Center and Hope Children's Hospital**

4440 W. 95th Street  
Oak Lawn, IL 60453  
**Phone:** (708) 684-8000  
<http://www.advocatehealth.com/cmc/>

**(Ann & Robert H. Lurie) Children's Hospital of Chicago**

225 E Chicago Ave.  
Chicago, IL 60611  
**Phone:** (312) 227-4000  
<https://www.luriechildrens.org/en-us/Pages/index.aspx>  
<https://www.luriechildrens.org/en-us/Pages/index.aspx>

*Accepts Public Assistance*

**Rush Presbyterian**

Rush Professional Office Building  
1725 W. Harrison St., Suite 718  
Chicago, IL 60612  
**Phone:** (312) 942-3720

**Ingalls Family Care**

6701 W. 159th Street, Suite 110  
Tinley Park, IL 60477  
**Phone:** (708) 429-3300  
<http://www.ingalls.org/locations-tinleypark.aspx>

**The University of Chicago**

Section of Developmental and Behavioral Pediatrics  
5841 S. Maryland Avenue  
Chicago, IL 60637  
**Phone:** (773) 702-3095  
<http://www.uchicagokidshospital.org/specialties/development/>

### Evaluations for ADD/ADHD

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**Anthony Delach, MD**

16622 S. 107th Ct  
Orland Park, IL 60467  
**Phone:** (708) 403-2900  
<http://doctors.advocatehealth.com/p/anthony-c-delach-orland-park-pediatrics>

**Midwest Physicians Center**

<http://mymidwestphysician.com/>  
**Find a Doctor or Get Health Advice:**  
(800) 386-9355

### Dentists

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**Dr. Jack Amram**

1285 Main Street  
**Phone:** (708) 672-0772

**Dr. Todd Cubbon**

24560 S. Kings Road  
Crete, IL 60417  
**Phone:** (708) 672-6612

*Does not accept Medicaid/Public Aid*

**Dr. Chris Krolack**

1014 Main Street  
Crete, IL 60417  
**Phone:** (708) 672-8115

**Dr. Curt Lang, DDS**

714 W. Exchange Street  
Crete, IL 60417  
**Phone:** (708) 672-8340  
<http://www.curtlangdds.com/>

**Pediatric Dental Specialty Associates**

19815 Governors Highway  
Flossmoor, IL  
**Phone:** (708) 799-5437  
<http://www.pdsa-ltd.com/>  
*Specialize in Working with Children with Special Needs*

**Sonrisa Family Dental**

1415 Emerald Street  
Chicago Heights, IL  
**Phone:** (708) 756-7682  
<http://www.sonrisafamilydental.com/>  
*Accepts Medicaid/Public Assistance for Children Only*

**Will-Grundy Medical/Dental Clinic**

213 East Cass Street  
Joliet, IL 60432  
**Phone:** (815) 726-3377  
<http://www.willgrundymedicalclinic.org/>  
*Accepts Medicaid/Public Assistance*



### Public Health Clinics

#### Will County Health Department (Eastern Branch Office)

5601 W Monee-Manhattan Road  
Suites 107 to 110  
Monee, IL 60449  
Crete, IL 60417  
**Phone:** (708) 534-0800; (815) 727-8803  
<http://www.willcountyhealth.org/>

#### Will-Grundy Medical Clinic

213 East Cass Street  
Joliet, IL 60432  
**Phone:** (815) 726-3377  
<http://wp.willgrundymedicalclinic.org>

#### Will County WIC Office (Women, Infant, Children Special Supplemental Food Program)

5601 West Monee Manhattan Road  
Suites 107-110  
Monee, IL 60449  
**Phone:** (708) 534-5777

*Offers case management, immunizations services, social services, physician referrals, WIC*

#### WIC Office Locator

<http://www.dhs.state.il.us/page.aspx?item=30513>  
**DHS Help Line:** (800) 843-6154

## RESOURCES FOR GAY, LESBIAN, BISEXUAL, TRANS-GENDERED YOUTH & THEIR ALLIES

#### Aunt Martha's GLAD Program

19900 Governors Dr., Suite 300  
Olympia Fields, IL 60461  
**Phone:** (877) 692-8686  
[www.auntmarthas.org](http://www.auntmarthas.org)

#### GLSEN Chicago

961 W. Montana  
Chicago, IL 60614  
**Phone:** (312) 409-1835  
[www.glsenchicago.org](http://www.glsenchicago.org)

#### Chicago Lakeshore Hospital – VALEO Program

4840 North Marine Drive  
Chicago, IL 60640  
**Phone:** (800) 888-0560; (773) 878-9700  
<http://www.chicagolakeshorehospital.com/>

*Comprehensive psychiatric and substance abuse services for the gay, lesbian, bisexual, and transgender community*

## RESOURCES AND ARTICLES FOR LGBT ADOLESCENTS

#### Horizons Youth Program – Center on Halsted

3656 N. Halsted Street  
Chicago, IL 60613  
**Phone:** (773) 472-6469 Ext. 120  
<http://www.centeronhalsted.org>  
<http://www.centeronhalsted.org>  
<http://www.centeronhalsted.org>

#### Howard Brown Health Center

4025 North Sheridan Rd  
Chicago, IL 60613  
**Phone:** (773) 388-1600  
<http://www.howardbrown.org>

#### Illinois Gender Advocates (IGA)

**Phone:** (630) 219-0526  
[http://chicagolgbtseervices.org/place\\_tags/illinois-gender-advocates/](http://chicagolgbtseervices.org/place_tags/illinois-gender-advocates/)

*Provides public advocacy for transgendered people*

#### The Point Foundation

5055 Wilshire Blvd.  
Suite 501  
Los Angeles, CA 90036  
**Phone:** (866) 337-6468  
<http://www.pointfoundation.org/page.aspx?pid=927>

*This link takes you to the national LGBTQ scholarship fund; they have mailing addresses in LA and New York, but also have events in Chicago.*

## SHELTER/HOUSING ASSISTANCE

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### Smart Student Guide to Financial Aid

<http://www.finaid.org/otheraid/gay.phtml><http://www.finaid.org/otheraid/gay.phtml>

*Scholarship information available*

## SHELTER/HOUSING ASSISTANCE

### Agape Missions

840 Plainfield Road (Route 30)

Joliet, IL 60435

**Phone:** (815) 723-1548

<http://www.agapemissionsnfp.org/>

*Transitional Housing, permanent housing for individuals diagnosed with HIV/AIDS*

### Catholic Charities-Alternative Housing Program/Daybreak Center

203 N. Ottawa Street

Joliet, IL 60432

**Phone:** (815) 774-4663

<http://catholiccharitiesjoliet.org/>

*Open 365 days a year and provides emergency housing and supportive services to individuals and families who are homeless*

### Constance Morris House

Residential shelter for victims of domestic violence; accepts women and children; services for abuser, support groups, 24-hour crisis line

**Phone:** (708) 485-5254

### Crisis Center for South Suburbia

P.O. Box 39

Tinley Park, IL 60477

**Phone:** (708) 429-7255

**Crisis:** (708)-429-7233

[www.crisisctr.org](http://www.crisisctr.org)<http://www.crisisctr.org>

*Crisis Intervention for women and children victims of domestic violence; short-term shelter and counseling programs; Hotline Number with crisis counselors*

### Guardian Angel Community Services

168 N. Ottawa Street

Joliet, IL 60432

**Phone:** (815) 729-0930

<http://www.gacprograms.org/>

*Groundwork - Emergency Shelter for abused women and their children, advocacy assistance for court cases, individual counseling, group counseling*

### The Illinois Masonic Children's Home

441 Ninth Ave.

LaGrange, IL 60525

**Phone:** (708) 352-4240

<http://imchkids.org/>

*Long-term residential care facility for dependent/neglected children 4-16yrs and do not suffer from any behavioral, psychiatric, or substance abuse problems.*

### Lamb's Fold

81 North Ottawa Street

Joliet, IL 60432

**Phone:** (815) 723-5262

[www.lambsfold.org](http://www.lambsfold.org)

*Transitional housing for women and their children*

### Morningstar Mission Ministries, Inc.

350 East Washington Street

Joliet, IL 60433

**Phone:** (815) 722-5780

<http://www.morningstarmission.org/>

*Transitional living programs for men, Emergency shelters, vouchers for food, clothing, & furniture  
Hope House, 180 Day Club – workforce development, counseling services for men*

### National Center for Homeless Education

Parent Help Line

**Phone:** (800) 308-2145

<http://www.serve.org/nche/>

*Provides assistance with the education of homeless children/families*

### Prairie State Legal Services Program

5 West Jefferson Street, Lower Level

Joliet, IL 60432

**Phone:** (815) 727-5123

<http://www.pslegal.org>

*Provides civil legal assistance to low income and senior citizen residents of Will County in matters including domestic violence, housing, public benefits, and consumer and family law.*

**Respond Now**

1439 Emerald Avenue  
Chicago Heights, IL 60412  
**Phone:** (708) 755-4357  
<http://www.respondnow.org/>

*Emergency food & clothing for children and families*

**Shepherd's House**

PO Box 1902  
Woodstock, IL 60098  
**Phone:** (888) 411-9240  
<http://shepherdshouse.net/>

*They provide for the spiritual, emotional and physical needs of the homeless.*

**South Suburban Family Shelter**

PO Box 937  
Homewood, IL 60430  
**Phone:** (708) 794-2140  
**Emergency:** (708) 335-3028  
<http://www.ssfs1.org/>

*Domestic Violence Intervention Project, Start Early Start Right Program*

**South Suburban Housing Center**

18220 Harwood Avenue, Suite 1  
Homewood, IL 60430  
**Phone:** (708) 957-4674  
<http://southsuburbanhousingcenter.org/>

*Apartment and house rental referrals; fair housing compliance and complaints; 1st time home buyers workshops; intakes available for referral to Section 8 housing*

**South Suburban PADS**

414 W. Lincoln Highway  
Chicago Heights, IL 60411  
**Phone:** (708) 754-4357  
<http://sspads.org/>

*Emergency shelter and support services provided by an inter-faith program*

**Will County Center for Community Concerns, Inc.**

2455 Glenwood Avenue  
Joliet, IL 60435  
**Phone:** (815) 722-0722  
<http://www.wcccc.net/>

*Low Income Home Energy Assistance Program; Emergency Services*

**Will County Habitat for Humanity**

200 S. Larkin  
Joliet, IL 60436  
**Phone:** (815) 726-1880  
<http://www.habitatwill.org/>

**Will County ROE Homeless Education Office**

<http://www.willroe.org/>  
**Phone:** (815) 740-8360

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**FINANCIAL ASSISTANCE/FOOD ASSISTANCE****All Kids**

<http://www.allkids.com/>  
**Phone:** (866) 255-5437

**American Red Cross**

2200 W. Harrison Street  
Chicago, IL 60612  
**Phone:** (312) 729-6100  
<http://www.chicagoredcross.org>

*They provide emergency assistance within 24-48 hours of the initial disaster. Emergency assistance for single/multi-family fires, tornadoes, floods, etc.*

**Catholic Charities**

203 North Ottawa St.  
Joliet, IL 60434  
**Phone:** (815) 723-3405

*Emergency Services/Homeless Prevention*

**Comcast**

[www.internetessentials.com](http://www.internetessentials.com)  
**Phone:** (855) 846-8376

*Discounted rates for internet for families receiving free/reduced lunch prices*

### **Crete-Township Civic Service**

1367 Wood St.  
Crete, IL 60417  
**Phone:** (708) 672-8279  
<http://www.cretetownship.com/>

*Emergency food provided by local organizations for Crete township residents*

### **Illinois Department of Healthcare and Family Services**

<http://www2.illinois.gov/hfs/Pages/default.aspx>

### **Low-Income Home Energy Assistance Program (LIHEAP)**

[www.acf.hhs.gov/programs/ocs/liheap](http://www.acf.hhs.gov/programs/ocs/liheap)

*helps low income households, primarily in meeting their immediate home energy needs*

### **Monee Township Office**

26121 S. Egyptian Trail  
Monee, IL 60449  
**Phone:** (708) 534-6020

*Emergency food/financial assistance provided for Monee Township and University Park.*

### **Northern Illinois Food Bank**

273 Dearborn Court  
Geneva, IL 60134  
**Phone:** (630) 443-6910  
<http://solvehungertoday.org/>

### **Peter Claver Center**

172 S. Chicago Street  
Joliet, IL 60434-0417  
**Phone:** (815) 722-6361  
<http://www.peterclavercenter.org/>

*Provides educational, humanitarian, job training/ placement, and recreational services*

### **Respond Now**

1439 E. Emerald Ave.  
Chicago Heights, IL 60412  
**Phone:** (708) 755-4357

*Food Pantry Services*

### **Rich Township Pantry**

22013 Governors Hwy  
Richton Park, IL 60471  
**Phone:** (708) 748-6722  
[www.richtownship.org](http://www.richtownship.org)

## Food Pantry Services

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### **The Salvation Army – Joliet & Will County, Illinois**

300 Third Avenue  
Joliet, IL 60434  
**Phone:** (815) 726-4834  
<http://www.usc.salvationarmy.org/>

*Provides food, disaster relief services, financial assistance, counseling, and related support service*

### **Sharing Connections Furniture Bank**

5111 Chase Ave.  
Downers Grove, IL 60515  
**Phone:** (630) 971-0565  
<http://www.sharingconnections.org/>

*Home furnishings for families in need (furniture, clothing)*

### **Spanish Community Center**

309 N Eastern Avenue  
Joliet, IL 60432  
**Phone:** (815) 727-3683  
<http://www.spanishcenter.org>

*They provide bilingual social services, food pantry, immigration assistance, licensed day care, etc.*

### **St. Iranaeus**

78 Cherry St.  
Park Forest, IL 60466  
**Phone:** (708) 748-6891

*Food Pantry Services and sign up for SNAP*

### **Together We Cope**

17010 S. Oak Park Avenue  
**Phone:** (708) 633-5040  
Tinley Park, IL 604

## PARENT SUPPORT/JOB PLACEMENT SERVICES/CHILD CARE

### **Big Brothers Big Sisters of Will & Grundy Counties**

417 W. Taylor St.

Joliet, IL 60435

**Phone:** (815) 723-2227

[www.bbbswillgrundy.org](http://www.bbbswillgrundy.org)

*Community volunteers providing guidance, friendship, and educational support on a one-to-one basis to at-risk children*

### **Blue Cap Infant/Parent Center**

2155 Broadway

Blue Island, IL 60406

**Phone:** (708) 389-6578

<http://www.blue-cap.org/>

*Infant and parent services regarding developmental delays*

### **Child Abuse National Hotline – DCF**

Hotline to report suspected child abuse/neglect in Illinois.

**Phone:** (800) 25-ABUSE

### **Child & Family Connections – Easter Seals**

17300 Ozark Avenue

Tinley Park, IL 60477

**Phone:** (708) 429-8231

<http://www.easterseals.com/chicago/who-we-are/locations/>

### **Child & Family Connections – Early Intervention Impact**

2300 Glenwood Avenue

Joliet, IL 60435

**Phone:** (815) 730-2617

<http://www.willroe.org/index.php/connec/children-family-connections/>

*Federally mandated program – Early Intervention Services for Birth -3 Years of age*

### **Child Care Resource and Referral**

801 N. Larkin Avenue, Suite 202

Joliet, IL 60435

**Phone:** (815) 741-1163

<http://www.childcarehelp.com/>

*Assists individuals in locating legal child care, trains individuals who want to do child care in the home as a profession, and assists low income families with payment for the cost of child care.*

### **Differential Response – Department of Children & Family Services**

**Phone:** (800) 25-ABUSE

### **Family Care Network – Advocate Health Care**

391 Quadrangle Drive, Suite N4

Bolingbrook, IL 60440

**Phone:** (800) 216-1110

Specialized services, counseling, parent education programs

### **Family Development Center – Governor's State University**

1 University Parkway

University Park, IL 60484

**Phone:** (708) 235-7300

*At Risk Center - Half-day & Full-day Pre K, before and after school care for children up to 12 years old, birth to three programs with home visits, parent participation programs*

### **Genesis Therapy Services**

6006 West 159th Street, Bldg. C.

Oak Forest, IL 60452

**Phone:** (708) 535-7320

<http://www.genesistherapy.org/>

*Parent education and support groups*

### **Good Shepherd Center**

17314 South Kedzie Avenue

Hazel Crest, IL 60429

**Phone:** (708) 335-0020

<http://gscenter.org/contact>

*Support for families with individuals with disabilities*

### **SPEED Early Learning Center**

1125 Division Street

Chicago Heights, IL 60411

**Phone:** (708) 481-6100

<http://www.speed802.org/district-info/elc/>

*Programs for parents and children*

## SPECIALITY ORGANIZATIONS AND SUPPORT GROUP SERVICES

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### **Trinity Services**

301 Veterans Parkway

New Lenox, IL 60451

**Phone:** (815) 485-6197

<http://www.trinity-services.org/>

*Support for families with individuals with disabilities*

### **Vilaseca Day Care Center**

351 N. Chicago Street

Joliet, IL 60432

**Phone:** (815) 727-1467

*They provide day care and educational programs for low income and single parent families.*

### **Warren-Sharpe Community Center**

454 S. Joliet Street

Joliet, IL 60436

**Phone:** (815) 722-2727

*Academic tutoring, job training, recreation, athletics, and family support services, Food Pantry*

## SPECIALITY ORGANIZATIONS AND SUPPORT GROUP SERVICES

### **Ada S. McKinley Community Services**

1359 West Washington Blvd.

Chicago, IL 60607

**Phone:** (312) 554-0600

<http://www.adasmckinley.org/>

*Foster care, adoption services, youth services, daycare/early intervention services, special education services, residential/group home information for adults & youth*

### **Alzheimer's Association**

850 Essington Rd.

Suite 200

Joliet, IL 60435

**24/7 Helpline:** (800) 272-3900

**Phone:** (815) 744-0804

<http://www.alz.org>

*Information and referral, support groups, and helpline*

### **American Foundation for the Blind**

**Phone:** (800) 232-5463

<http://www.afb.org>

*Information and referral services for the blind and visually impaired*

### **Blind Services Association**

17 North State Street, Suite 1050

Chicago, Illinois 60602

**Phone:** (312) 236-0808

**Hours:** 9:00 am – 8:00 pm

<http://www.blindserviceassociation.org/>

*Educational, recreational, and support programs for visually impaired people of all ages*

### **BraveHeart Educational Support Group – Horizon Hospice & Palliative Care**

3408 Vollmer Road

Olympia Fields, IL 60461

**Phone:** Mallory Halverson (708) 441-8278

*Group for children & teens 5-18 years of age that have experienced loss*

### **Cancer Support Center**

2028 Elm Road

Homewood, IL 60430

**Phone:** (708) 798-9171

19657 South La Grange Road

Mokena, IL 60448

**Phone:** (708) 478-3529

<http://www.cancersupportcenter.org>

<http://www.cancersupportcenter.org/>

## Support groups for patients and their families

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### **C.H.A.D.D. (South Suburban)**

**Phone:** (815) 469-3612

<http://www.chadd.org/>

*Attention Deficit Disorder Support Groups*

### **ChildServ**

8765 W Higgins Rd. Suite 450

Chicago, IL 60631

**Phone:** (773) 693-0300

<http://www.childserv.org/>

*Provides community-based programs to underserved children and families*

**Compassionate Friends Network**

**Phone:** (630) 990-0010

**Referral:** (877) 969-0010

<http://www.compassionatefriends.org/>

*Offers friendship, understanding, and hope to bereave parents, grandparents, and siblings*

**Crisis Line of Will & Grundy Counties**

**Phone:** (815) 722-3344

[www.willfinduhelp.org/](http://www.willfinduhelp.org/)

*Open 24 hours a day, 7 days a week. Comprehensive suicide prevention hotline, information, referral, telephone counseling, and Sunshine calls. Services are available for the hearing impaired.*

**Cystic Fibrosis Foundation**

150 N. Michigan, Suite 1550

Chicago, IL 60601

**Phone:** (312) 236-4491

<http://www.cff.org/>

**Depression and Bipolar Support Alliance (DBSA)**

55 E. Jackson Blvd, Suite 490

Chicago, Illinois 60604

**Toll-free:** (800) 826-3632

**Crisis:** (800) 273-TALK

<http://www.dbsalliance.org><http://www.dbsalliance.org>

*Offers search for local support groups and information on Mood Disorders*

**Good Shepherd Center**

17314 Kedzie Ave.

Hazel Crest, IL 60429

**Phone:** (708) 335-0020

<http://gscenter.org>

*Resources for families of children with special needs*

**Grandparents Raising Grandchildren – Support Groups in Illinois**

251 North Center Street

Joliet, Illinois 60435

**Phone:** Jennie Piper (815) 723-9713

[http://www.illinois.gov/aging/BenefitsAccess/Documents/grg\\_support.pdf](http://www.illinois.gov/aging/BenefitsAccess/Documents/grg_support.pdf)

**Horizon Hospice & Palliative Care Center**

3408 Vollmer Rd.

Olympia Fields, IL 60461

**Phone:** (708) 283-8150

[www.horizonhospice.org](http://www.horizonhospice.org)

**Illinois Special Ed**

<http://www.illinoisspecialied.com/http://www.illinoisspecialied.com/>

[illinoisspecialied.com/](http://www.illinoisspecialied.com/)

*Online Search for Parent Support Groups in Illinois, Special Education Lawyers, and other information related to special education law in Illinois.*

**Joliet Area Community Hospice**

250 Water Stone Circle

Joliet, IL 60431

**Main Phone:** (815) 740-4104

**Hospice Home:** (815) 460-3225

<http://www.joliethospice.org/>

*Care to those with a terminal illness through physical, psychosocial, and spiritual support. Workshops and support groups. Services covered by Medicare, Medicaid, and private insurance.*

**Joliet Job Corps Center**

1101 Mills Rd.

Joliet, IL 60433

**Phone:** (815) 727-7677

<http://joliet.jobcorps.gov/contact.aspx>

*Teaches employability and technical skills*

**LARC, Inc.**

19043 Wentworth Avenue

Lansing, IL 60438

**Phone:** (708) 474-1540

<http://www.larclansing.com/http://www.larclansing.com/>

*LARC provides employment, program and residential opportunities to individuals with developmental disabilities. They assist over 100 adults in realizing outcomes of independence.*

**Mental Health America of Illinois (MHAI)**

70 East Lake Street, Suite 900

Chicago, IL 60601

**Phone:** (312) 368-9070

<http://www.mhai.org/>

**National Alliance on Mental Illness**

**Local Affiliate:** (815) 731-9103

**Perinatal Bereavement Group**

Provena Saint Joseph Medical Center

333 N Madison Avenue

Joliet, IL 60435

**Phone:** (815) 725-7133, ext. 3474

*Support for people who have lost a child through miscarriage, stillbirth, or early infant death*

## SPECIALITY ORGANIZATIONS AND SUPPORT GROUP SERVICES

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### **Senior Services Center of Will County**

251 N. Center St.

Joliet, IL 60435

**Phone:** (815) 723-9713; **Toll Free:** (800) 892-1412

[www.willcountyseniors.org](http://www.willcountyseniors.org)

For those 60 years and older, they will help with transportation, recreation, and health screenings.

### **The Sickle Cell Disease Association of Illinois**

8100 S. Western Avenue

Chicago, IL 60620

**Phone:** (773) 526-5016

<http://www.sicklecelldisease-illinois.org/>

### **Southern Will County Cooperative for Special Education**

1207 North Larkin Avenue

Joliet, IL 60435

**Phone:** (815) 741-7777

<http://www.sowic.org/>

### **SouthStar Services**

1005 West End Ave

Chicago Heights, IL 60411

**Phone:** (708) 755-8030

<http://www.southstarservices.org/>

*Programs and services for persons with developmental disabilities; Vocational Services, Community Living Services, Support Services*

### **South Suburban Special Recreation Association**

19910 80th Avenue

Tinley Park, IL 60487

**Phone:** (815) 806-0384

<http://www.sssra.org/>

*Provides individuals with disabilities or special needs the opportunity to be involved in year-round recreation*

### **Southwest Community Services, Inc.**

6775 Prosperi Drive

Tinley Park, IL 60477

**Phone:** (708) 429-1260

<http://www.swcsinc.org/locations.php>

Email: [info@swcsinc.org](mailto:info@swcsinc.org)

*Provides individuals with diverse disabilities opportunities to maximize their development and independence*

### **The Success Center**

1955 Bernice Road

Lansing, IL 60438

**Phone:** (708) 474-7601

Community counseling and prevention agency

### **Trinity Services Inc. – Autism Support Program Center**

301 Veterans Parkway

New Lenox, IL 60451

**Phone:** (815) 485-6197

[http://www.trinity-services.org/programs\\_services/Autism\\_Support.aspx](http://www.trinity-services.org/programs_services/Autism_Support.aspx)

*Provide a range of clinical services tailored for the needs of each child and family*

### **United Cerebral Palsy of Will County**

311 S Reed Street

Joliet, IL 60436

**Phone:** (815) 744-3504

<http://www.ucpilprairieland.org/>

### **Vitas Hospice Children's Bereavement – Journey**

8525 W. 183rd Street, Suite M

Tinley Park, 60487

**Phone:** (708) 781-4400

<http://www.vitas.com/il/chicago-hospice>

Provides educational support services, mentoring, and intervention/delinquency prevention services to youth and families

### **Will County Regional Office of Education – Truancy Information**

702 W. Maple Street

New Lenox, IL 60451

**Phone:** (815) 740-8360

### **Will-Grundy Center for Independent Living**

2415-A West Jefferson Street

**Phone:** (815) 729-0162

Joliet, IL 60435

[www.will-grundycil.org](http://www.will-grundycil.org)

*A non-profit organization that provides supports for individuals of all ages with disabilities.*



# **Crete-Monee School District 201-U Chromebook Handbook 2023-2024**



The guidelines, procedures, and information within this document apply to all Chromebooks used at District 201-U by students, staff or guests including any other device considered by the Administration to fall under this policy.

**690 W. Exchange St. | Crete, Illinois 60417**  
**P: (708) 367-8300 | F: (708) 672-2698 | [www.cm201u.org](http://www.cm201u.org)**

# CHROMEBOOK HANDBOOK TABLE OF CONTENTS

RECEIVING YOUR CHROMEBOOK ..... 155

TAKING CARE OF YOUR CHROMEBOOK..... 155

USING YOUR CHROMEBOOK ..... 156

SOFTWARE ON CHROMEBOOKS ..... 157

PERSONALIZING THE CHROMEBOOK..... 158

REPAIRING OR REPLACING YOUR CHROMEBOOK ..... 159

CHROMEBOOK TECHNICAL SUPPORT..... 159

DISTRICT 201-U’S BOARD OF EDUCATION POLICIES AND ACCEPTABLE USE POLICY..... 161

BOARD OF EDUCATION POLICY 6:235 ACCESTO ELECTRONIC NETWORKS DEFINITIONS 163

PARENT/GUARDIAN AGREEMENT ..... 167

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of District 201-U. Spot checks for compliance will be done by administration or District 201-U staff members at any time. Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the District 201-U Acceptable Use Policy.

# RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed prior to the beginning of the school year.

## Cost of Repairs

(This is not a complete list, but a list of the most common repairs)

Cost of Repairs	
(This is not a complete list, but a list of the most common repairs)	

Hinge	\$30
Bezel	\$20
Non-Touch Screen	\$75
Touch Screen	\$125
Case	\$25
Keyboard/Mousepad	\$50
Mousepad	\$25
Asset Tag Removal	\$5
Lost/Stolen Device	\$350

## Return

Any student who no longer attends District 201-U will be required to return their Chromebook and all peripherals checked out to the student. If a Chromebook and peripherals are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian will be turned over to a collection agency and reported as stolen property of District 201-U.

# TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook. Chromebooks that are broken or fail to work properly must be reported immediately. Lost chargers must be replaced with a 65-watt USB-C charger.

## General Precautions

- Food or drink is not recommended near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.

- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.

## USING YOUR CHROMEBOOK

- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

### Carrying the Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Students must carry the Chromebook in the District 201-U provided case.

### Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Do not place it on the floor where it could get kicked or stepped on.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. Packaged pre-moistened eyeglass lens cleaning tissues may be used to clean the screen.

### At School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules can be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

### At Home

All insured students at the high school and middle school are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.

Repeated failure to charge your Chromebook may result in referral to administration and possible disciplinary action. When fully charged at home, the battery should last throughout the day. While using the Chromebook at home, students should keep the Chromebook in the District 201-U issued case in order to provide the utmost protection against damage.

### **Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

### **Printing**

- At School: Teachers will utilize digital copies.
- At Home: The Chromebook will support a physical printer connection.

### **Managing Your Files and Saving Your Work**

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

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## **SOFTWARE ON CHROMEBOOKS**

### **Originally Installed Software**

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. From time to time the school may add software or apps for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

### **Additional Software**

Students are unable to install additional software on their Chromebook other than what has been approved by District 201-U.

### **Inspection**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. Inappropriate use or content will be subject to disciplinary action.

### Procedure for Restoring the Chrome OS

Students are not permitted to alter the OS in any way. If technical difficulties occur the IT Department may restore the device to factory settings. All student created files stored on an external mini SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored unless the student requests that an attempt be made to salvage it.

## PERSONALIZING THE CHROMEBOOK

### Protecting & Storing Your Chromebook

Chromebook Identification: Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Chromebook identification number on lid / serial number on bottom
- Student's First and Last Name

Under no circumstances are students to modify, remove, or destroy identification labels.

### Storing Your Chromebook

When students are not using their Chromebook, it should be stored in their lockers or carried with them in the district provided Chromebook case. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home.

Chromebooks should never be stored in a vehicle for an extended period of time, especially during times of extreme temperatures.

#### Storing Chromebooks at Extracurricular Events

Students are responsible for securely storing their Chromebook during extra-curricular events.

#### Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include: the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

## REPAIRING OR REPLACING YOUR CHROMEBOOK

### Chromebooks Undergoing Repair for Damage

- District 201-U will assess the Chromebook damage and repair or replace the device.
- If repair is needed due to malicious damage, the school will refuse to provide a loaner Chromebook, unless full replacement cost has been rendered prior.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to the cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

### Loss or Theft

District 201-U will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code. Parents/Students will be charged for full replacement cost of a lost/stolen device

## CHROMEBOOK TECHNICAL SUPPORT

The IT Helpdesk will be the first point of contact for repair of the Chromebooks.

- Password Identification
- User account support
- Coordination of repair
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

### Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.

- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.
- Create and/or use a proxy server of any kind or use any type of technology designed to mask, hide, or modify your identity for nefarious activities electronically.
- Parents are encouraged to monitor their child's internet activity and internet usage periods.

### Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements.
- Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the District 201-U discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

### Email

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by District 201-U. The interface is heavily monitored by district network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.

### Consequences

Students will be responsible for accounts and/or computer hardware issued to them.

Non-compliance with the policies of the Chromebook Policy Handbook or the District 201-U Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.



## **Board of Education Policy 6:235 - Access to Electronic Networks**

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

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

## **Curriculum and Appropriate Online Behavior**

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

## **Acceptable Use**

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks.

The District's administrative procedure, Acceptable Use of the District's Electronic Networks contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

## **Internet Safety**

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

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

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

Each staff member must sign the Authorization for Access to the District's Electronic Networks as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization form before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the district's administrative procedure Acceptable Use of the District's Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## BOARD OF EDUCATION POLICY 6:235 ACCESS TO ELECTRONIC NETWORKS DEFINITIONS

**Includes** - Means “includes without limitation” or “includes but is not limited to”

**Social media** - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to services such as Facebook, LinkedIn, Twitter, Instagram, Snapchat and YouTube.

**Personal technology** - Any device that is not owned or leased by the District or otherwise authorized for District use and:

1. Transmits sounds, images, text, messages, videos, or electronic information
2. Electronically records, plays, or stores information, or
3. Accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

### Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, Employee Ethics; Conduct; and Conflict of Interest at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, Workplace Harassment Prohibited; 5:100, Staff Development Program; 5:120, Employee Ethics; Conduct; and Conflict of Interest; 6:235, Access to Electronic Networks; 7:20, Harassment of Students Prohibited; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians. As a rule, District 201-U employees should never use personal technology to communicate with students about school matters; however, in the case of an emergency, or if access to district technology is not possible, staff may use their personal technology to communicate with students. Any staff member who communicates with a student using personal technology should report such action to their building administrator and the reason for the communication within one business day. If a staff member communicates with a student using personal technology, the parents of each student should be informed within 1 business day that the student was contacted through the use of a staff member’s personal
3. technology medium. The reason for the communication should be given to the parent and the content of the communication should also be given to the parent.
4. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.

5. Do not use personal technology or social media to share, publish, or transmit information about or images of students without proper approval from an immediate supervisor. Do not post or publish information, anecdotes, or images of District events, including of other staff members, on social media sites without express or implied approval from the supervisor or except where the staff member has a legal right to convey the information, anecdote, or image in such a manner.
6. Refrain from using the District's logos without permission and follow Board policy 5:170, Copyright, and all District copyright compliance procedures.
7. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
8. Not represent oneself as speaking on behalf of the District or Board of Education; when identifying oneself by relationship to the District, expressly disclaim District or school endorsement of the remarks made. Communications to and from Board members must be in compliance with Board Policy 2:140.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal. Any discipline of an employee must be in accordance with the employee's collective bargaining agreement, if applicable.

**The Superintendent shall:**

1. Prior to the implementation of this policy, the District will provide all employees with a mandatory training about this policy and all the other policies cited herein.
2. Direct Building Principals to annually:
  - a. Provide their building staff with a copy of this policy.
  - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
  - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.

5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

### **Use of Electronic Mail (Email)**

The District's electronic mail system (email) and its constituent software, hardware and data files are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.

The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by the student or staff member to an electronic mail account is strictly prohibited. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

Electronic messages transmitted via the District's internet gateway carry with them an identification of the user's internet "domain." This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all electronic messages transmitted to external recipients.

Any message received from an unknown sender via the internet should wither be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited unless the user is certain that the message's authenticity and the nature of the file so transmitted.

Use of the District's electronic mail system constitutes consent to these regulations.

### **Unacceptable Use**

A student is responsible for their actions and activities involving the network. Some examples of unacceptable uses include, but are not limited to:

1. Using the network for illegal activity, including copyright violation of copyright or other contracts, or transmitting any material in violation of U.S. or State regulation (District 201-U may not be able to prevent consequences assigned by Federal or State authorities);
2. Downloading of software without authorization by the Department of Technology, regardless of whether it is copyrighted or de-virus;
3. Downloading copyrighted materials for other than general use;
4. Using the network for private financial or commercial gain;
5. Gaining unauthorized access to resources or entities;
6. Invading the privacy of individuals that includes the unauthorized disclosure, dissemination, and use of information about any person that is of a personal nature including a photograph;

7. Using another user's account or password;
8. Posting material authored or created by another without their consent;
9. Posting anonymous messages;
10. Using the District's computer network or District's means of access to the internet for any illegal activities, including, but not limited to, copyright violations and unauthorized access to our unauthorized use of databases;
11. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, ethically-offensive, harassing or illegal material;
12. Using the network while access privileges are suspended or revoked;
13. Using the District's computer network for commercial or private advertising;
14. Sending personal emails, instant messaging, or "chatting." Sending email, reading email or accessing email accounts during instructional periods.
15. Solicitation of any products (i.e., Girl Scout Cookies, May Kay products) or promoting any type of personal business;
16. Forwarding, sending, or reading jokes, humorous stories, poems, chain letters, or similar materials;
17. Conducting personal business of any kind. Accessing personal banking websites, my space.com, personal shopping websites or www.amazon.com is presumed to be personal business activity.
18. The District is not able to list each and every website that should not be accessed by staff members, however, websites that display any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, ethically-offensive, harassing or illegal material is not to be accessed.

### **Network Etiquette**

Employees are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

Be polite. Do not become abusive in your messages to others.

Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language. Do not reveal the personal addresses or telephone numbers or students or colleagues.

Recognize that electronic mail (e-mail) is not private. System operators have access to all mail. Messages related to or in support of illegal activities may be reported to the appropriate authorities.

Consider all communications and information accessible via the network to be the property of Crete-Monee School District 201-U.

## PARENT/GUARDIAN AGREEMENT

Parent/Guardian is responsible to read and review this information with their student. Rules of conduct are described in this District 201-U's Board of Education Policies and Acceptable Use Agreement and apply when the electronic information system is in use. Parent/Guardian understands any violations of the above provisions within this handbook will result in the loss of the student's user account and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities.

Parent/Guardian and student agrees to maintain acceptable standards and to report any misuse of the system to the appropriate teacher or administrator. Also, should the student choose to "publish" on the Internet, the student will work under the guidance of a content sponsoring teacher. Misuse or violation of this agreement comes in many forms, but can be viewed as any messages, information or graphics sent or received that include/suggest pornography, unethical or illegal solicitation, racism, sexism, harassment, inappropriate language, and/or other listings previously described in this user agreement.

The student agrees to report any misuse of the electronic information resources to my principal, teacher/supervisor or systems administrator. Parent/Guardian and student have read this District 201-U Chromebook Policy Handbook and understand that Internet sites are filtered and that Internet use on my district computer may be monitored. I hereby agree to comply with the above described conditions of acceptable use.

I understand that my child's use of the district's technology resources is not private and that District 201-U may monitor my child's electronic communications and all other use of district

technology resources. I consent District 201-U interception of or access to all of my child's electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely. As the parent or guardian

of the above-named student, I have read this District 201-U Chromebook Policy Handbook and understand that Internet sites are filtered and that electronic information resource accounts may be monitored. I understand my child may be disciplined for inappropriate or unacceptable use of

electronic information resources. I further understand that student use of the electronic information resource system is designed for educational purposes. I understand that it is impossible for

District 201-U to filter or restrict access to all inappropriate materials. I will not hold District 201-U responsible for inappropriate or unacceptable materials my child may acquire on the network system. I hereby give my permission and approve the issuance of an electronic account for my child.

I have read this District 201-U Chromebook Policy Handbook and understand that Internet sites are filtered and that electronic information resource accounts may be monitored. I understand that violation of these provisions may result in disciplinary action taken against my child including, but not limited to, suspension or revocation of my child's access to district technology and suspension

or expulsion from school. I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my child's electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I agree to be responsible for any unauthorized costs arising from use of the district's technology resources by my child. I agree to be responsible for any damages incurred by my child.

I further understand that student use of the electronic information resource system is designed for educational purposes.

I recognize that the District has initiated reasonable safeguards to filter and monitor inappropriate materials. I understand that it is impossible for District 201-U to filter or restrict access to all inappropriate materials. I will not hold District 201-U responsible for inappropriate or unacceptable materials my child may acquire on the network system.

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Student Last Name (please print)

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Student First Name

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School Year

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School

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Grade

---

Student Signature

---

Date

---

Parent/Guardian Signature

---

Date





## **CRETE-MONEE SCHOOL DISTRICT 201-U**

**690 W. Exchange St.**

**Crete, Illinois 60417**

**(708) 367-8300**

**[www.cm201u.org](http://www.cm201u.org)**