

LEARN

A NETWORK *of* COLLEGE PREP ELEMENTARY SCHOOLS



PARENT/STUDENT Code of Conduct Handbook

School Year 2019-2020

LEARN's mission is to provide children with the academic foundation and ambition to earn a college degree.

www.learncharter.org



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August 2019

Dear Parents/Guardians and Scholars,

Welcome to LEARN Charter School! LEARN is a Network of ten public, tuition-free charter schools in the Chicagoland area whose mission is to provide children with the academic foundation and ambition to earn a college degree. We are excited to have you and your scholar be a part of the LEARN family.

The LEARN Charter School Network Parent/Student Handbook outlines our school policies that ensure a safe and nurturing learning environment for your child. The handbook was created as a Network-wide document to provide consistency among schools across the LEARN Network.

The content of the handbook was developed through a cooperative effort between parents, teachers, administrators and board members. We trust that this information will be helpful in discussions with your scholars as they navigate the academic and social environment within our schools. If you have any questions about anything you read on the following pages, please contact your school principal. As always, communication between the school and families is important to student success. We look forward to a productive and fulfilling school year.

Sincerely,

Gregory White
President and CEO

Parent/Student Handbook

Section I – General School Information

Foreword

The **Discipline & Parent Handbook Committee, a subcommittee of the Board of Directors**, parents, faculty, staff, and administration cooperatively developed this parent/discipline handbook to answer many of the commonly asked questions you may have about our Network of schools. The resulting handbook, in compliance with the Illinois School Code (105 ILCS 5/), may be used as a reference for school and extracurricular participation matters, and other issues. It is the responsibility of all parents/guardians and students to become familiar with the contents of this handbook. Should you have any questions that are not addressed in this handbook, contact the main office of your school. This handbook supersedes all prior handbooks.

LEARN Mission and Values

The mission of LEARN Charter School Network is to provide children with the academic foundation and ambition to earn a college degree. We currently serve over 4,000 scholars in ten schools in the communities of Chicago, North Chicago, and Waukegan. Our college preparatory elementary schools provide a rigorous educational program that is built upon an intimate understanding of each individual's learning style and academic needs.

We firmly believe the seeds for college success must be sown and cultivated early in a child's education. As a Network of college preparatory elementary schools, we lay the foundation for our scholars to succeed in high school and beyond. LEARN's educational program is guided by five **Core Values** defining the culture and learning environment:

- 1) **Culture of Respect:** LEARN's culture of respect is expected between and among staff, parents, students and the communities LEARN serves. Respect is reflected in LEARN's open door policy, a guiding principle in effect at all LEARN schools. Administration and instructors are always available to talk to parents and guardians. We believe it is the right, privilege and responsibility of each individual to contribute to and work in an environment of trust and cooperation.
- 2) **High Expectations:** LEARN believes the utilization of data helps instructors and school leaders develop targeted, instructional strategies for excellence. LEARN uses school-wide instructional monitoring to ensure academic expectations are being met consistently throughout the year. Since LEARN provides numerous resources to instructors, instructors are held accountable for student performance.

- 3) **Safe and Nurturing Environment**: LEARN is committed to providing a safe and nurturing environment for our scholars to learn. As soon as a child walks through the door, LEARN promotes a sense of well-being and warmth. A goal at LEARN is to provide a safe haven for children. We aim to provide a place where learning takes place and students gain an understanding of themselves and how to treat others respectfully.
- 4) **Focus on the Whole Child**: In order to prepare students to be successful, we believe we must expose scholars to art, culture, physical fitness and a broader education encompassing more than core academic subjects. LEARN has partnered and collaborated with many organizations both formally and informally to offer students served a broad range of activities.
- 5) **Family Involvement**: LEARN fundamentally understands the importance of partnering with parents to fully develop the potential of each child. We believe it takes a community – of parents, teachers, other adults, as well as the children within the community—to create a sustainable, supportive learning environment.

Additionally, under the leadership of our Director of Special Education & Student Support Services, LEARN employs a team of highly qualified individuals that specifically support the social and emotional needs of our students. LEARN aims to provide an optimal learning environment for all students and remains committed to a focus on the positive development of our scholars.

Instructional Philosophy

Our objective is to ensure that effective student-centered instruction is being executed consistently across classrooms to maximize student achievement. We believe that the relationship between the student and instructor is critical. We provide small group instruction for our students in order to meet their individual academic goals. LEARN successfully prepares scholars to excel in high-performing secondary schools and colleges.

LEARN provides the following for students, parents and staff:

- 1) **High Academic Standards**: LEARN students are expected to make consistent academic growth and meet individualized academic goals
- 2) **Assessment Driven Instruction**: LEARN utilizes school-wide assessments throughout the year in order to establish learning objectives, plan instruction and keep parents informed of their child's progress
- 3) **Instructional Methods & Strategies**: LEARN instructors and students have access to the best resources and strategies proven to deliver successful student outcomes
- 4) **Instructor Support and Accountability for Student Performance**: LEARN is dedicated to recruiting, developing and supporting highly skilled instructors who can effectively facilitate instruction in the classroom

What Makes LEARN Unique

- Effective student-teacher ratio
- Extended school year (194 school days) & school day (7½ hours)

- Ongoing weekly professional development for instructors
- Commitment to the social and emotional development of all scholars
- LEARN offers a variety of visual and performing arts programming as well as technology, Spanish and physical education. Options vary by campus.



Administration and School Sites

CMO Administration

Mr. Gregory White	President & CEO
Ms. Kristen Denison	Chief Advancement & External Affairs Officer
Ms. Sabrina King	Chief Talent Officer
Ms. Donna Moore	Chief Financial Officer
Dr. Michelle Pierre-Farid	Chief Schools Officer
Dr. Princy Abraham	Director of Student Support Services
Ms. Sonia Jones	Director of Development

Building Administrators

<i>Ms. Robin Johnson</i>	<i>LEARN Romano Butler Campus</i>	<i>rjohnson@learncharter.org</i>
<i>Mr. Sekou Robertson</i>	<i>LEARN Excel</i>	<i>srobertson@learncharter.org</i>
<i>Ms. Ayanna Mitchell</i>	<i>LEARN Campbell Campus</i>	<i>amitchell@learncharter.org</i>
<i>Mr. David Lewis</i>	<i>LEARN South Chicago Campus</i>	<i>dlewis@learncharter.org</i>
<i>Ms. Latrice Franklin</i>	<i>LEARN Hunter Perkins Campus</i>	<i>lfranklin@learncharter.org</i>
<i>Ms. Kelly Tyson</i>	<i>LEARN 6 Campus North Chicago Great Lakes</i>	<i>ktyson@learncharter.org</i>
<i>Mr. Jon Bennett</i>	<i>LEARN 7 Elementary School</i>	<i>jbennett@learncharter.org</i>
<i>Mr. Ryan Rampetsreiter</i>	<i>LEARN 8 Middle School</i>	<i>rrampetsreiter@learncharter.org</i>
<i>Ms. Maytee Diez</i>	<i>LEARN 9 Campus Waukegan</i>	<i>mdiez@learncharter.org</i>
<i>Mr. Chris Cigan</i>	<i>LEARN 10 Campus North Chicago</i>	<i>ccigan@learncharter.org</i>
<i>Ms. Sharanda Morehead</i>	<i>LEARN Pre-K</i>	<i>prek@learncharter.org</i>

School Campus Location

<i>LEARN Romano Butler Campus</i>	<i>1132 S. Homan Avenue, Chicago, IL</i>	<i>(773) 722-0200</i>
<i>LEARN Excel</i>	<i>3021 W. Carroll Avenue, Chicago, IL</i>	<i>(312) 243-7001</i>
<i>LEARN Campbell Campus</i>	<i>212 S. Francisco Avenue, Chicago, IL</i>	<i>(773) 826-0370</i>
<i>LEARN South Chicago Campus</i>	<i>8914 S. Buffalo Avenue, Chicago, IL</i>	<i>(773) 722-8577</i>
<i>LEARN Hunter Perkins Campus</i>	<i>1700 W. 83rd Street, Chicago, IL</i>	<i>(773) 488-1634</i>
<i>LEARN 6 Campus North Chicago Great Lakes</i>	<i>3131 Sheridan Road, Great Lakes, IL</i>	<i>(847) 377-0600</i>
<i>LEARN 7 Elementary School</i>	<i>3021 W. Carroll Avenue, Chicago, IL</i>	<i>(773) 584-4350</i>
<i>LEARN 8 Middle School</i>	<i>3021 W. Carroll Avenue, Chicago, IL</i>	<i>(773) 584-4300</i>
<i>LEARN 9 Campus Waukegan</i>	<i>1200 W. Glen Flora, Waukegan, IL</i>	<i>(847) 377-0690</i>
<i>LEARN 10 Campus North Chicago</i>	<i>1811 Morrow Avenue, North Chicago, IL</i>	<i>(847) 693-5021</i>
<i>LEARN Pre-Kindergarten</i>	<i>3021 W. Carroll Avenue, Chicago, IL</i>	<i>(773) 826-9122</i>

Network Website

The Network maintains a website in order to facilitate communication with parents, guardians, families and students. The address is www.learncharter.org.

Eligibility, Registration and Enrollment

Age and Residency Eligibility

The State of Illinois requires that a child must be five years old on or before September 1st of the current school year to be eligible to enroll in kindergarten.

Each student enrolling in school for the first time should have a certified copy of his/her birth certificate and a physical examination with a completed immunization record before acceptance into the LEARN Charter School Network. Students transferring from other schools must have evidence of these items before being accepted into LEARN. If the birth certificate is not provided within 30 days after enrollment, the Network is required to notify the Illinois Department of State Police or local law enforcement. In such instances, the Network shall also notify the parent enrolling the child that they have 10 additional days to provide the birth certificate.

For students entering from another Illinois school, a Student in Good Standing Form (ISBE Form 33-78) must be submitted to the receiving school.

Student Residency: Enrollment at LEARN Charter School Network shall be open to any child who resides within the District boundaries of the City of Chicago, City of Waukegan, and City of North Chicago. Students may only attend campuses within their district of residence. A person who knowingly or willfully presents or assists another person to present to a school any false information regarding the residence of a pupil for the purpose of enabling that pupil to attend school in the network, shall be immediately withdrawn.

Students may attend The LEARN Charter School Network on a tuition-free basis if the child meets the following residency requirements:

- The student resides within the boundaries of the school network with his/her natural parents or his/her custodial guardians or parents in the case of divorce or separation.
- The student resides within the network with a person other than the natural or custodial parent, and custody and control has been transferred to such person.
- The student may not attend network schools if his/her residence is primarily for the purpose of enrollment in LEARN Charter School Network.
- The student may remain in the school network to complete the school term if the family changes residences after the start of the school year. The parent is responsible for transporting the student to and from school. If the student becomes homeless, LEARN provides the transportation and/or splits it with the “new” District the student is living as a homeless person. Please contact the STLS Liaison/Clerk at the attending LEARN Campus to get more information.
- A student residing outside of LEARN Charter School Network boundaries may not be permitted to attend school within the network.
- Students living in transitional housing, motel, or at a shelter are not required to provide proof of residency. Please contact the school office for more information.

Residency Regarding Special Education Students

A student identified as needing intervention through special education services shall be considered a resident in accordance with the following guidelines:

- The student’s parents must have legal guardianship.
- An individual guardian has been appointed by the courts and resides in the boundaries of LEARN Charter School Network.
- An Illinois Public Agency has legal guardianship and the student resides either in the home of the parent or within the same network as the parent in LEARN Charter Network boundaries.
- An Illinois Court orders a residential placement, but the parents retain legal guardianship.

In cases where an Illinois Public Agency has legal guardianship and has placed the student residentially outside of Illinois, the last school network of residence shall continue to be the network of residence until the student is no longer under the guardianship of Illinois Public Agency and is returned to Illinois.

Divorced/Separated Parents

In the case of divorced or separated parents, when only one parent has legal guardianship or custody, the District in which the parent having legal guardianship or custody resides is the resident District. When both parents retain legal custody or guardianship, the resident District is the District in which either parent who provides the student's primary regular fixed night-time abode resides; provided, that the election of resident district may be made only one time per school year.

Homeless Students

The School District of a homeless student is the district in which the student enrolls for educational services. Homeless individuals include those children defined in the Stewart B. McKinney Homeless Assistance Act. Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths. Homeless students shall not be separated or stigmatized.

Registration

To officially register your child, you must provide the following documentation:

- Proof of Age (e.g. certified copy of birth certificate)
- (2) Proofs of Residency (current utility bill, lease)
- Emergency Contact Information
- Ethnicity Survey
- Home Language Survey
- Updated medical and dental information, including immunization records
- Information on any special needs (e.g. current IEP or 504 Plan) or circumstances regarding your child (e.g. food allergies and asthma)
- School Fee
- LEARN forms

Once students are officially admitted, parents are expected to attend the parent orientation at the campus the student (s) will be attending. The date of the Parent Orientation at each campus will be announced.

Re-Enrollment

To re-enroll for the upcoming school year, you must provide the following documentation:

- Updated medical and dental information, including immunization records
- School Fee
- LEARN forms
- Families re-enrolling at LEARN 6, LEARN 10 (D187) and LEARN 9 (Waukegan) must provide (2) Proofs of Residency (please refer to your school campus for acceptable documents) and government issued Identification.

A staff person will contact the family if additional information is needed. *Falsification of any documentation can lead to disqualifying your child.*

Student Transfer Information

When a parent withdraws a student from LEARN Charter School Network in order to enroll their child in a new school, they are required to complete transfer forms available at the school office at each of the schools. All outstanding fees and fines must be paid. Students must return

school-owned property. If appropriate, a Student in Good Standing Form will be issued (ISBE Form 33-78)

School Fee Policy

Definition of School Fee

“School fee” means a fee collected by LEARN from a parent or guardian as a prerequisite to the student’s participation in any extracurricular program at the school.

Notification of School Fee Policy

Parents of students will be notified of LEARN’s school fee rates and fees for other optional activities and purchases such as year books and school dances and payment deadlines at the start of the school year in multiple communication forms.

School Fee Deposit

At re-registration for existing parents and registration for new parents, parents will be required to pay a deposit toward their total school fee for the upcoming school year. Failure to pay this deposit will not change a student’s enrollment status for the upcoming school year, and parents of students who cannot afford to pay the fee should contact the school office.

If the school fee deposit is not paid by the re-registration or registration deadline as outlined in the notification, the student will not be able to participate in non-academic/non-Network services at LEARN as outlined by the Illinois Administrative Code until the school fee is paid. A list of these non-Network services is listed on the following page.

School Fee Total Payment

Parents will have until the first day of school to pay their school fee balance as outlined in the notification. Failure to pay the balance by the first day of school will not change the student’s enrollment status for the upcoming school year.

If the optional fees are not fully paid by the first day of school, the student will not be able to participate in the activity fees until the optional fees are paid. A list of these optional programming is listed below.

Non-Network Services as defined by the Illinois Administrative Code

- Yearbooks, Pictures, or Diploma Covers
- Optional travel/trips undertaken by a school outside of school hours
- Field trips that are not a requirement or customary part of a class, such as senior class trip, camping trips, etc.
- School Dances, athletic events, or social events held outside of school hours
- Optional community service programs, such as before or after school care and recreational programs

LEARN allows for parents to set up monthly payment plans if the parent is unable to pay the deposit or total school fee balance or for activity fees in a lump sum. If a parent sets up a monthly payment arrangement with the school office and stays current on that arrangement, the student will be able to participate in the activity fees listed. Please visit the school office if interested in setting up a monthly payment plan.

School Fee Waiver Policy

Confidentiality

School records that identify individual students as applicants or recipients of fee waivers will be kept confidential and will not be disclosed except as provided under the Illinois Student Records Act (105 ILCS 10).

Waiver of Fees

LEARN will accept fee waivers from eligible students. In some circumstances, the Network will waive all fees assessed. Eligible students include but are not limited to, children who are eligible for lunches under the Federal Free and Reduced Lunch program and those who have other extenuating circumstances such as loss of income due to a sudden job loss, severe illness or injury in the family, unusual expenses as a result of a flood, fire, or storm. All textbooks and materials used by these students are on a loan basis only and must be returned to the school at the end of the school year.

The parents and guardians of all students shall be notified of this policy at the start of each school year. Thereafter, the parents and guardians of all students enrolling in the network for the first time shall be notified of the policies and procedures. The first notice sent to parents who owe fees shall state that the Board waives fees in accordance with this policy and shall state the waiver application procedure including the name, address and phone number of the person to contact regarding information about the fee waiver.

Eligibility

Fee waiver applications are available at each LEARN school office. To be eligible for a fee waiver, a parent must come into the school office to fill out a fee waiver application **and** verify one of the following circumstances:

1) Direct Certification: Parent participation in one of the following federal programs: Temporary Assistance for Needy Families (TANF), Medicaid, or Supplemental Nutrition Assistance Program (SNAP)/Food Stamps.

Verification:

- a) TANF letter from the city/state;
- b) Medical enrollment documents; or
- c) SNAP/Food Stamp enrollment documents

2) Categorical Eligibility: If, under state or federal law, a student is: homeless, a migrant, in foster care, runaway or participating in Head Start.

Verification:

- a) Homeless: STLS Application and Approval;
- b) Migrant: Birth Certificate from country of origin and check stub;
- c) Foster Care: Official letter from social worker or foster home; or
- d) Runaway: No guardian or parent involvement

4) Extenuating Circumstances: Examples include parents who have recently experienced a very significant loss of income due to severe illness or injury in the family, or unusual expenses such as fire, flood, or storm damage.

Verification:

- a) Note from doctor confirming severe illness and pay stubs; or
- b) Report from public service department confirming emergency

5) Federal: A student, who based on the federal income guidelines, is eligible for ****free breakfast and/or lunch pursuant to Section 1758 of the federal Richard B. Russell National School Lunch Act (42 U.S.C. 1758), the School Breakfast and Lunch Program Act (105 ILCS 125), or any other Act authorizing or requiring free school meal programs.**

Verification:

- a) Payroll stubs or tax returns; and
- b) Income guidelines prescribed by the Secretary of Education each year beginning on July 1. For income eligibility guidelines for 2016-2017, please see the chart below.

****LEARN** will not use information obtained during the student school fee verification process to determine or verify a student's eligibility for the free breakfast and/or lunch program(s).

In addition, **LEARN** will not use a student's application for the free breakfast and/or lunch program to determine or verify a student's eligibility for fee waivers.

Automatic Fee Waivers: If a student receives a fee waiver through one of the eligibility categories listed above, any other student living in the same household will also receive a fee waiver. No other circumstances qualify for automatic eligibility.

Resolution of Disputes

Fee waiver decisions will be made within thirty (30) calendar days of receipt of the application and all verification materials. The decision will be mailed to the address on file at **LEARN**. If denied, the decision will state the reason for the denial and include information regarding the appeal process. The notice will also state that the parent can re-apply for a waiver at any time if circumstances change.

Appeal Process

Parents may appeal the fee waiver decision within thirty (30) calendar days of their notified denial. The parent will be granted an appointment with a compliance officer and given the opportunity to explain why the fee waiver should be granted. The person who decides the appeal will not be the person who initially denied the fee waiver (Principal) or a subordinate of this person. If the appeal is denied, then **LEARN** will mail its decision to the parent within thirty (30) calendar days after receipt of the parent's request for appeal. The decision will state the reason for denial.

No fees will be collected from a parent who is seeking a fee waiver or in the appeal process until the parent has been notified of **LEARN**'s final decision. Students will also be able to participate in non-academic/non-district activities until a parent has been notified of **LEARN**'s final decision.

Verification Calendar

Fee waiver re-verification will take place every sixty (60) calendar days for those who receive waivers. See below for dates for the 2019-2020:

1. October 5, 2019
2. December 4, 2019
3. February 2, 2020
4. April 3, 2020

If a student receiving a fee waiver is found to no longer be eligible during the school year, and then LEARN will require the parent to pay an adjusted amount based upon the number of school days remaining in the school year.

Equal Educational Opportunities

The LEARN Charter School Network provides equal educational opportunities to all students without regard to race, color, national origin, immigration status, age, ancestry, sex, sexual orientation, gender identity, ethnicity, language, religious beliefs, physical or mental handicap or disability, economic and social conditions, status of being homeless, military status or unfavorable discharge from military service, order of protection status, actual or potential marital or parental status, or pregnancy. No student shall be denied access to programs, activities, services, or benefits on the basis of sex. Any student may file a discrimination or sex equity complaint by using the Uniform Grievance Procedure found on page 18 (Non-Discrimination and Anti-Harassment Policy).

Students with Disabilities/Impairments

All children with disabilities have the right to a free and appropriate public education as provided under Illinois and Federal law. It is the obligation of the school network to ensure that students who may be eligible for services per section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational services.

Any questions regarding the identification, evaluation, placement, supports or services for scholars with disabilities or impairments may be directed to the Director of Student Services (773) 584-4399 or your school principal. . A copy of the notice of procedural safeguards and parent rights is available to parents at the following link:
www.isbe.net/spec-ed/pdfs/nc_proc_sfgds_34-57j.pdf.

If you suspect your scholar may have a disability that substantially limits the child's ability to function in school, please contact the Director of Student Services (Network 504/ADA Coordinator (773) 584-4399).

Illinois School for the Deaf /Illinois School for the Visually Impaired

The parent/guardian of any child who is deaf or hard of hearing will be provided with written notice of the existence and services of the Illinois School for the Deaf or similar local schools, including information on school services, admission criteria and contact information.

Section 504/Americans with Disabilities Act

The Americans with Disabilities Act (ADA) and the federal Rehabilitation Act require the school network to ensure that no individual will be discriminated against based upon a disability. Under federal law, qualified students with disabilities may be entitled to certain services or

accommodations related to their school programming. Parents who believe their child has been discriminated against should follow the procedures outlined in the Non-Discrimination and Anti-Harassment Policy in this Handbook.

Harassment Policy

The LEARN Charter School Network has adopted policy with expectations students and individuals working or volunteering within the LEARN Charter School Network will abide by this policy. Complaints of harassment, intimidation or bullying are handled according to the provisions on harassment below. The President or his/her designee shall use reasonable measures to inform staff members and students that the Network will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks and on its website at www.learncharter.org.

General Statement of Policy

It is the policy of the LEARN Charter School Network to maintain a learning and working environment that is free from discrimination and harassment. No person, including a LEARN Charter School Network employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, national origin, military status, unfavorable discharge 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 characteristic, or other protected group status. The LEARN Charter School Network will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, electronic, or visual, that affects 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, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel of the LEARN Charter School Network to harass a student, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion, race, color, national origin, disability, sex, sexual orientation, age or other protected class as defined by this policy. For purposes of this policy, school personnel include board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the LEARN Charter School Network.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel of the LEARN Charter School Network to inflict, threaten to inflict, or attempt to inflict violence against a student, teacher, administrator or other school personnel based upon the person's religion, race, color, national origin, disability, sex, sexual orientation, age or other protected class as defined by this policy.

The LEARN Charter School Network will act to investigate all complaints, either formal or informal, verbal or written, filed based on religion, race, color, national origin, disability, sex, sexual orientation, age or other protected class as defined by this policy.

Definitions

A. Harassment Defined. “Harassment” under this policy shall include any harassment based upon an individual’s membership in a protected class by a student, teacher, administrator or other school personnel, or by any other person who is participating in, observing or otherwise engaged in activities, including sporting events and other extra-curricular activities whether on or off school grounds before, during and after school hours, under the auspices of the LEARN Charter School Network.

B. Sexual Harassment Defined. “Sexual harassment” is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by Title IX. Sexual harassment exists when:

1. a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the LEARN Charter School Network causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. the unwelcome sexual conduct is so severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment; or
3. the provision of educational aid, benefits, services, or treatment is denied or limited; or that makes such conduct a condition of a student’s academic status; or has the purpose or effect of:
 - a. Substantially interfering with a student’s educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating,” “hostile,” and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort.

Examples of conduct which may constitute sexual harassment include, but are not limited to:

- sexual advances;

- requests for sexual favors;
- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- engages in other verbal, physical, or electronic conduct of a sexual or sex-based nature;
- touching oneself sexually or talking about one's sexual activity in front of others;
- spreading rumors about or rating other students as to sexual activity or performance;
- Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student;
- other unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

C. Harassment based on Race/Color Defined. Racial harassment of a student consists of verbal or physical conduct or electronic conduct related to an individual's race or color, when:

1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's or employee's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color includes, but is not limited to:

- graffiti containing racially offensive language;
- name calling, jokes or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

D. Harassment based upon National Origin or Ethnicity. Ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors when:

1. the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include, but are not limited to:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- threatening or intimidating conduct directed at another because of the other's national origin or ethnicity;
- jokes, name calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;

- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

E. Harassment based on Disability. Disability harassment includes harassment based on a student's or an employee's disabling mental or physical impairment and includes any unwelcome verbal, written or physical conduct, directed at the characteristics of a person's disabling condition when:

1. the harassing conduct is so severe, persistent or pervasive that it affects a student's or employee's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include, but are limited to:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors or name calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

Reporting Procedures

Students or their parent(s)/guardian(s), employees, or community members should notify any Network Complaint Manager if they believe that the School Board, its employees, or agents or another student has violated their rights guaranteed by the State or Federal Constitution, State or Federal Statute, or Board policy including:

- Title II of the Americans with Disabilities Act;
- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX, of the Education Amendments of 1972.

A. Reporting. Any student who believes he or she has been the victim of harassment based on race, color, national origin, disability, sex or age or other protected basis by a student, teacher, administrator or other school personnel of the LEARN Charter School Network, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the LEARN Charter School Network, is encouraged to immediately report the alleged acts to the Non-Discrimination Coordinator, Principal, Assistant Principal, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. An allegation that one student was harassed by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action. Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of sexual harassment or harassment based on race, color, national origin, disability, sex or age by a student, teacher, administrator or other school personnel of the LEARN Charter School Network, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the LEARN Charter School Network is required to immediately report the alleged acts to an appropriate LEARN Charter School Network official designated by this policy, specifically the Complaint Manager. The Complaint Manager(s) are designated from the Human Resources Department or other administrator deemed appropriate by the President. Nothing in this policy shall prevent any person from reporting harassment directly to the President.

Any other person with knowledge or belief that a student has or may have been the victim of sexual harassment or harassment based on race, color, national origin, disability, sex, or age as set forth above, is encouraged to immediately report the alleged acts to an appropriate LEARN Charter School Network official designated by this policy.

Upon receipt of a report, the Complaint Manager must notify the Non-Discrimination Coordinator without screening or investigating the report. For sex-based complaints, the Complaint Manager shall notify the Title IX Coordinator or other LEARN Charter School Network officer who oversees sexual misconduct, abuse, or harassment; for disability-based complaints, the Complaint Manager must notify the Section 504 Coordinator or other LEARN Charter School Network officer who oversees disability harassment (as applicable).

The Complaint Manager may request but may not insist upon a written complaint. Oral reports shall be considered complaints as well. If the complaint involves the building Complaint Manager, the complaint shall be made or filed directly with the appropriately designated Non-Discrimination Coordinator by the reporting party or the complainant.

B. Designees. The Board designates the following LEARN Charter School Network individuals with responsibility to identify, prevent, and remedy harassment. The President (or designee) shall:

- receive reports or complaints of sexual harassment and harassment based on race, color, national origin, disability, and other basis as identified by this policy;
- oversee the investigative process of harassment complaints;
- be responsible for assessing the training needs of the LEARN Charter School Network's staff and students in connection with the dissemination, comprehension, and compliance with this policy;
- arrange for necessary training required for compliance with this policy; and
- insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.
- If any complaint involves the Complaint Manager, the complaint shall be filed with the President. If any complaint involves the President, the complaint shall be filed with the Board.

Non-Discrimination Coordinator:

Director of Student Support Services
 LEARN Charter School Network
 3021 West Carroll Avenue
 Chicago, Illinois 60612
 773-584-4300

Complaint Manager:

Susan Adams
 Herro Campus
 LEARN Charter School Network
 (773) 849-4860
sadams@learncharter.org

Mr. Matthew Smith
 Herro Campus
 LEARN Charter School Network
 (773) 372-4707
msmith@learncharter.org

Conflict of Interest: If prior to making a report of harassment or during the investigation and/or hearing process any individual has reason to believe a conflict of interest exists, the individual should report the conflict of interest to the Complaint Manager. If the conflict of interest involves the Complaint Manager, the individual may report the conflict to the Non-Discrimination Coordinator or the Board.

C. Publication. The LEARN Charter School Network shall conspicuously post this policy against harassment and violence in each school that the LEARN Charter School Network maintains, in a place accessible to students, faculty, administrators, employees, parents and members of the public. This notice shall include the name, mailing address and telephone number of the Non-Discrimination Coordinator, [the name, mailing address and telephone number of the state agency responsible for investigating allegations of discrimination in

educational opportunities,] and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights (Citicorp Building, 500 W. Madison, Chicago, Illinois, 60661; 312-730-1560).

A copy of this policy shall appear in all publications including, but not limited to, the student handbook, employee handbook, LEARN Charter School Network website, and shall be made available upon request of parents, students, and other interested parties.

D. Training. The Board (or designee) will develop a method of discussing this policy with students and employees. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Board in consultation with the Non-Discrimination Coordinator determines is necessary or appropriate.

E. Annual Review. This policy shall be reviewed at least annually for compliance with state and federal law.

F. Privacy. The LEARN Charter School Network will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the LEARN Charter School Network legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

Interim Measures

Upon notice of the complaint/report, the LEARN Charter School Network will promptly take steps to protect the complaining party as necessary, including interim measures before the final outcome of the LEARN Charter School Network's investigation (e.g., no contact order; increased supervision, check-in with both parties to a designee; change classes; change path to classes; provide different bus transportation (if applicable); counseling; health and mental services; escort services; academic support; retake course or withdraw without penalty; or similar measures.

Mediation

The LEARN Charter School Network will offer the parties the option to mediate the complaint and will only mediate complaints if both (all) parties mutually agree to participate. However, the LEARN Charter School Network does not require the complainant to work out an issue directly with the accused. Additionally, the parties have the right to end the informal process and begin a formal process at any time. Further, sexual violence complaints are not to be mediated even on a voluntary basis.

Investigation

The LEARN Charter School Network will act to promptly and impartially investigate using a preponderance of the evidence standard all complaints, formal or informal, verbal, written, or electronic of prohibited harassment and will conduct an investigation within seven (7) calendar days upon receiving a grievance or complaint of harassment and or retaliation. During the

process, the LEARN Charter School Network will apprise all parties of the status of the investigation at regular intervals.

Upon receipt of a report or complaint alleging harassment consistent with policy, the Complaint Manager shall immediately notify the Nondiscrimination Coordinator, without screening or investigating the report. The Complaint Manager shall then also immediately undertake or authorize an investigation. The investigation may be conducted by other LEARN Charter School Network officials or by a third party designated by the LEARN Charter School Network.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations. In determining whether the conduct constitutes a violation of this policy, the LEARN Charter School Network shall consider:

- the nature of the behavior;
- how often the conduct occurred;
- whether there were past incidents or past continuing patterns of behavior;
- the relationship between the parties involved;
- the race, color, national origin, disability, sex, age or other status of the victim;
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the harasser;
- where the harassment occurred;
- whether there have been other incidents in the school involving the same or other students;
- whether the conduct adversely affected the student's education or educational environment or the employee's work environment;
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

Criminal Complaint With regard to allegations of sexual assault, the LEARN Charter School Network will inform the complainant of the right to proceed with a criminal investigation and a Title IX complaint simultaneously. The LEARN Charter School Network is obligated to conduct its investigation whether or not there is a criminal investigation pending addressing the same or similar allegations or such investigation has concluded.

Confidentially The LEARN Charter School Network will take steps to investigate and respond to complaints, consistent with a complainant's requests for confidentiality. The privacy of the parties involved and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

The LEARN Charter School Network notes, however, if a complaint requests anonymity and does not agree to release of information, the LEARN Charter School Network may be limited in its ability to respond to the complaint (including pursuing discipline against the accused) or the LEARN Charter School Network must override a request for confidentiality to address the complaint. The LEARN Charter School Network will evaluate a request for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment for all students, and may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant's age; whether there have been other harassment complaints about the same individual; and the alleged harasser's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA), [20 U.S.C. § 1232g](#); [34 C.F.R. Part 99.15](#). The Complaint Manager is responsible for evaluating requests for confidentiality.

Retaliation

Submission of a good faith complaint or report of sexual harassment, or harassment based upon race, color, national origin, disability, sex, or other basis consistent with this policy will not affect the complainant or reporter's future employment, grades, learning or working environment or work assignments. The LEARN Charter School Network will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against a person who reports, testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

It is unlawful to retaliate against students, employees or applicants for:

- Filing or being witness in an Equal Employment Opportunity charge, complaint, investigation or lawsuit
- Communicating with a supervisor or manager about employment discrimination including harassment
- Answering questions during an investigation of alleged harassment
- Refusing to follow orders which could result in discrimination
- Resisting sexual advances, or intervening to protect others
- Requesting accommodation of disability or religious practice

Participating in a complaint process is protected from retaliation under all circumstances. Other acts to oppose discrimination are protected as long as the individual was acting on a reasonable belief something in the LEARN Charter School Network may violate Equal Employment Opportunity laws, even if he/she did not use legal terminology to describe it.

LEARN Charter Network Action

A. Upon receipt of a report that a violation has occurred, the LEARN Charter School Network will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation within seven (7) calendar days of the report of the violation. Appropriate actions may include but are not limited to counseling, awareness training,

parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, termination, discharge or other recourse. LEARN Charter School Network action taken for violation of this policy shall be consistent with the requirements of state and federal law, and LEARN Charter School Network policies for violations of a similar nature or similar degree of severity. In determining what is an appropriate response, to a finding that harassment in violation of this policy has occurred, the LEARN Charter School Network shall consider:

- what response is most likely to end any ongoing harassment;
- whether a particular response is likely to deter similar future conduct by the harasser or others;
- the amount and kind of harm suffered by the victim of the harassment;
- the identity of the party who engaged in the harassing conduct; and,
- whether the harassment was engaged in by school personnel, and if so, the LEARN Charter School Network will also consider how it can best remediate the effects of the harassment.

The LEARN Charter School Network will provide the parties written notice of range of potential remedies and sanctions (apology; written warning; written reprimand; prohibition from holding office or participating in student activities, including sports; recommended counseling; required training; termination or other remedies). This may include services separate from or in addition to interim measures offered at the time the Complainant reported the harassment even if originally declined.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a criminal statute, the Board shall also direct the Non-Discrimination Coordinator to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

B. To the extent the LEARN Charter School Network can do so while respecting the privacy rights of the individuals involved, including the duty of confidentiality under FERPA and/or the Illinois School Student Records Act, the Complaint Manager shall inform the parties notice of action taken in response to the complaint.

C. If the results of the LEARN Charter School Network's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful harassment in violation of this policy, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established Board procedures for appealing other adverse personnel and/or education related actions. A written appeal to the Board may be requested by either party within three (3) days from receipt of the written report. If an appeal reaches the Board, the Network hearing officer shall conduct a hearing within ten (10) days of receipt of the appeal and make a written report to the Board summarizing the evidence heard at the hearing within ten (10) days of the hearing. If the procedures allow the parties access to information used at a hearing, the

LEARN Charter School Network will provide similar and timely access to both parties. With respect to the hearing, the LEARN Charter School Network will provide equal opportunity to both parties and apply equal restrictions to ability of lawyers/representatives to speak or otherwise participate (or equally permitting 3rd party expert testimony; equal cross examination on witnesses; equally present for the entirety of a hearing).

With respect to hearings pertaining to sexual assault: the LEARN Charter School Network must not require a complainant to be present at the hearing as prerequisite to proceed. The LEARN Charter School Network does not allow parties to personally question or cross-examine each other during a hearing. However, the complainant and accused will have equal opportunity to present relevant witnesses and other evidence. The complainant and the accused will have similar and timely access to any information that will be used in a hearing. The complainant and the accused shall have the right to present witnesses, subject to the right of cross examination by the hearing officer. The LEARN Charter School Network does not allow evidence of past relationships with anyone other than the alleged perpetrator.

Upon receipt of the written report from the hearing officer, the Board may take action, as it finds appropriate. The Board will take action within thirty (30) days of receipt of the hearing officer's report.

- D. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained by the Network for at least five (5) years. The Nondiscrimination Coordinator shall be responsible for maintaining these records in a secure location.
- E. Submission of a good faith complaint or report of harassment will not affect the complainant or reporter's future employment, grades, learning or working environment or work assignments. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Decision and Appeal

After receipt of the Complaint Manager's report, the President shall render a written decision which shall be provided to both parties. If the Complainant is not satisfied with the decision, the Complainant may appeal to the Board by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the School Board. Thereafter, the Board shall render a written decision that shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board hearing.

LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Educational Amendments.

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

[105 ILCS 5/10-20.12](#), [10-22.5](#), [5/27-1](#), and [5/27-23.7](#).

[775 ILCS 5/1-101](#) et seq., Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

[Davis v. Monroe County Board](#), 119 S.Ct. 1661 (1999).

[Franklin v. Gwinnett Co. Public Schools](#), 112 S.Ct. 1028 (1992).

[Gebser v. Lago Vista Independent School District](#), 118 S.Ct. 1989 (1998).

West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

Title IV of the Civil Rights Act of 1964.

Section 504 of the Rehabilitation Act of 1973 (Section 504).

Title II of the American's with Disabilities Act of 1990.

Title IX of Education Amendments of 1972

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. "Teen dating violence" occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Anyone with information about incidents of teen dating violence should report them to the Building Principal, Assistant Principal, or 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.

Building Visitation

Visits to the building and observation in the classroom are subject to regulations of the Network. Requests to visit the school or a class shall be a scheduled meeting at a mutually agreed upon time with the School Principal, Class Teacher or any other school staff. Students with disabilities, visitation shall be approved by the child's teacher as well as the Principal/designee. In order to ensure the safety of students and staff, all visitors are required to sign in and obtain a visitor's pass from the main office upon arrival. Any visitor found in the building without permission will be directed to the main office and/or asked to vacate the premises.

Illinois prohibits the knowing possession or carrying of any firearm, stun gun, or taser on or about the person in any public or private elementary or secondary school, on the person or in a vehicle on the real property of any school, in any conveyance owned, leased or contracted by a school to transport students to or from school or a school-related activity, or on the person or in a vehicle on any public way within 1,000 feet of the real property comprising a school.

The Office Manager or designee will notify the LEARN staff member of the visitor's arrival and purpose of the visit. Visitors are restricted to the area in which they are visiting. All visitors must be escorted by the visited LEARN employee until they are either passed off to another LEARN employee or exit the building. LEARN reserves the right to restrict and/or prohibit a visitor's access to any campus and/or LEARN sponsored on-site and off-site events due to violations of this policy or behaviors that pose a risk to the safety of students or staff.

Students may not bring visitors or guests to school without first contacting the School Principal and obtaining permission.

Parent Communication

Parents are our partners in the education of our scholars. In order to meet the needs of every child, we believe communication must be open, honest and continuous. The Network has endeavored on several different initiatives to improve communication. The network website has been improved and can be accessed at www.learncharter.org. On the website, a running calendar of events provides parents with up to date information regarding activities throughout the Network.

LEARN Charter School Network uses student management system - "PowerSchool"- which provides private and immediate parent access to student progress and achievement. The system provides access to student information such as attendance and grades.

Regular communication with our administration, faculty and staff is encouraged. The administration and faculty are committed to regular and open communication. If there are any questions or concerns, parents are encouraged to call the school office to schedule an appointment with their child's teacher.

Home-School Partnership

The LEARN Charter School Network school community realizes the trust and responsibility that parents share with our schools. We believe that a home-school partnership will enhance the educational experience by providing clear communication on acceptable behaviors within the school environment and the larger community.

To maintain a working relationship between the home and school, we encourage parents to consider the following:

- Members of the school community and parents should establish positive, respectful communication between home and school.
- Staff members and parents should model positive behavior.
- An atmosphere of encouragement and high expectations provides an opportunity for students to give their best efforts.
- Attendance at parent teacher conferences, meetings, concerts, assemblies, fairs, demonstrations, extra-curricular, and sports activities provides opportunities for parents to support their children throughout the school experience.
- Enrichment activities such as plays, concerts, library and museum visits, and other cultural related activities enhance a child's learning.

- Clear procedures for homework and study activities will support the child's learning experience.
- Participation in Parent and Teacher activities provides another avenue of communication and involvement in the school community.

Community Notification Act (Sex Offender Information)

Information about sex offenders is available to the public as provided in the Illinois Sex Offender Community Notification Law. The Sex Offender Database can be accessed at the following Illinois State link: <https://www.isp.state.il.us/sor/>

Mandated Reporting

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required by state law to report suspected child abuse or neglect immediately. Once a staff member becomes aware that a student may be the victim of abuse or neglect, they must:

- Notify the administration
- Call the DCFS hotline at (800) 25-ABUSE
- Complete an incident report

LEARN will contact DCFS if a parent initiates corporal punishment on school grounds.

Emergency School Closing

It is the responsibility of the President to take such action as deemed appropriate for the schools within his/her jurisdiction. If there is a weather emergency and the schools of the LEARN Network must be closed, the following stations will carry the announcement: **Radio: AM-720 (WGN), 780 (WBBM); TV: 2(CBS), 5(NBC), 7(ABC), 9(WGN), 32(FOX), CLTV (cable).** Please tune to these stations for information. Emergency closing information may also be accessed electronically at the emergencyclosings.com web site. ***(We will also post the closing on the network website, as well as notify by email, text and telephone through our school communication system.)*** The Network makes the decision as to whether or not the school remains open, but the decision to send a child to school in severe weather is always the choice of the parent. Parents who feel conditions are unsafe for their scholar to attend school, even if school is open, may keep their child home that day. This will count as a day of absence.

Students will not be dismissed during a tornado warning except to a parent/legal guardian who enters the building and signs the child out of school.

All schools hold safety drills. When an alarm is sounded, children and teachers are sent to a designated location in the building. Parents are asked to impress upon their children the seriousness of these drills. Silence and complete cooperation will be expected of every child.

Emergency Management

The LEARN Charter School Network maintains an Emergency Management Plan, which outlines procedures to assist building staff in dealing with crisis situations, should they arise.

The plan includes guidelines for dealing with situations such as natural disasters, bus accidents, or an intruder in the building. A network-wide crisis plan has been developed and deployed throughout the school system. The plan is in place to address any threats to the safety and well-being of students and staff.

The plan outlines actions to be considered by the various staff in the school setting including administrators, teachers, nurses, building secretaries, and crisis teams at each school site.

Student Property at School

Students should not bring items of value to school or leave items of any value unattended or unsecured at school. The school is not able to ensure the safety or security of student property at school, and is not liable for any damage or loss of student property.

Teacher Qualifications

Under Illinois Licensure Charter School requirements, 75% of all LEARN teachers must meet state and local licensure requirements. All special education teachers must be licensed to teach special education. Please contact your school office regarding the Parent Right to Know Act if you would like to request information.

Section II - Student Attendance/Health

Student Attendance

Students are encouraged to attend class every day. A full-day of attendance for students in grades 2nd through 8th must be a minimum of five clock hours (300 minutes) of instruction under the direct supervision of: (i) a certified teacher, or (ii) non-teaching/volunteer personnel when engaging in non-teaching duties and supervising those instances specified in Section 10-22.34(a) and Section 34-18. A full-day of attendance for students in full-day Kindergarten or 1st grade must be four clock hours (240 minutes) of instruction or more. Adverse weather conditions causing an interrupted or delayed start to the day as well as conditions which occurs beyond the control of the school which poses a hazardous threat to the health and safety of students does not prevent a school from recording a full-day of attendance for students that were present; however, LEARN must provide at least 60 minutes of instruction.

On a regular school day, enrolled students in grades 2nd through 8th that receive less than 300 minutes of instruction but at least 150 minutes of instruction will only receive a half-day of attendance. Enrolled students in grades 2nd through 8th that are not in attendance for at least 150 minutes of instruction will receive no credit. On a regular school day, students in full-day Kindergarten or 1st grade that receive less than 240 minutes of instruction but at least 120 minutes of instruction will receive half day credit of attendance. Enrolled students who are in Kindergarten or 1st grade and are not in attendance for at least 120 minutes of instruction will receive no credit.

Early Dismissal

LEARN discourages early dismissal. This refers to any student picked up before 4:00 pm. There will be no early dismissals after 3:30 pm as teachers and support staff are preparing for

dismissal, unless it's an emergency. Entrance into the school buildings will be restricted starting at 3:30 PM. Additionally, students will be marked as absent for one half day if picked up prior to 2:00 pm. Finally, only adults who are listed in the school's records as being authorized will be allowed to take students from the school in these cases.

In the case of an early dismissal, Parents should contact the office beforehand, either by note or phone call explaining the reason, to arrange dismissing a student from school while in session. All students leaving school with an early dismissal must be picked up in the main office by a parent/guardian.

Absences

The Network requires that parent(s)/guardian(s) ensure that their children, once enrolled, attend school regularly and notify the school of absences and the reasons for those absences. The LEARN Charter Network adheres to Illinois School Code in determining excused absences. Valid causes include: illness, observance of a religious holiday, death in the immediate family, family emergency, reasonable concern of the parent for the safety or health of the student, and situations beyond the control of the student as determined by the parent/guardian or the Board of Directors.

Parents must call the school office as soon as possible to inform the school of an absence. Students must provide a written excuse, signed by the parent upon their return to school.

In the case of an unreported absence, the school will make a reasonable effort to call the parent/guardian on the telephone numbers provided at registration within the first two hours of the student's school day.

Students who are absent because of the observance of a religious holiday are excused provided the parent or guardian has given five (5) days advance notice of the student's intended absence to the building principal. A written excuse upon return to school following a religious observance absence that was prearranged is not required. All students who are absent from school due to the observance of a religious holiday have an equal opportunity to make up any school work requirements, including exams, missed due to the absence.

Tardy

Any student who arrives after the start of the school day at the school is considered tardy. Students are expected to arrive to class on time. Medical appointments and funeral attendance are valid reasons for excused tardiness. Parents are expected to notify the school office if a student is arriving late, either with a phone call, a written note, or by accompanying the student to the office to sign in.

Early Drop-Off

Students are not allowed to enter the building before 8:00 am for breakfast unless the Principal has deemed it necessary for safety reasons; LEARN Charter School Network bears **NO RESPONSIBILITY** for students who are dropped off before that time.

Late Drop-Off

Parents are expected to drop off students on time. Parents will **not** be allowed to drop students off at school after 1:00PM unless approved by the Principal. Late drop off significantly impacts the classroom environment. Please bring your child to school on time.

Late Pick-Ups

Parents are expected to pick students up on time. Students not picked up after dismissal will be waiting for pick-up in a designated area of the school. LEARN Charter School Network reserves its right to enforce appropriate consequences if late pick-ups become a chronic problem.

Truancy

Once enrolled at LEARN, regular attendance at school is expected. Parents are responsible for their child's regular school attendance.

Truancy is when an enrolled student is absent without a valid cause for 5% or more of the previous 180 regular attendance days (i.e., 9 days of school). "Valid case" is absences for "illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the Board, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student."

If attempts by the school are unsuccessful in resolving a truancy problem, or if the parent is uncooperative, the regional truant officer may begin legal action to enforce the Compulsory Attendance Act. No punitive action shall be taken against a chronic truant unless available supportive services have been provided to the student. Any student who is absent more than five consecutive or non-consecutive days may be required to provide a physician's excuse. Students are expected to be on time to school. Excessive tardies will be viewed as a truancy issue.

LEARN recognizes its legal responsibilities under administrative procedures 105 ILCS 5/10-20.9a. This amendment requires that school networks "shall not promote students to the next higher grade level based upon age or any other social reasons. Decisions to promote or retain student in any classes shall be based on successful completion of the curriculum, attendance, performance based on the Illinois Assessment, and any other testing criteria established by School Network."

Pick-Up/Drop-Off

Parents/guardians should familiarize themselves thoroughly with the designated pick-up and drop-off points, and the visitor parking areas at the school. All drivers must carefully follow the school's instructions for operating a motor vehicle in the vicinity of the school and its students. Students are to arrive no earlier than 25 minutes before classes start. All students are to be picked up no later than the time classes are dismissed, unless they are enrolled in an extended-day or after-school program. If a parent, legal guardian, or authorized adult cannot be reached within an hour of when classes are dismissed, LEARN reserves the right to take appropriate action which may include notifying the police.

Instruction at LEARN Charter School Network campuses begins promptly as scheduled. It is critical that all students be prepared to begin learning at that time. A student who is late misses valuable instructional time and conveys an unacceptable lack of regard for the school and education. Instruction at LEARN Charter School Network campuses begins promptly as scheduled. It is critical that all students be prepared to begin learning at that time. A student who is late misses valuable instructional time and conveys an unacceptable lack of regard for

the school and education. Arrival and dismissal times may vary by campus. Please contact your school office for specific information.

Authorization for Adults to Pick-Up Students

If you wish for someone else to pick up your child, the school must receive a signed and dated note from the parent or legal guardian to that effect. Our staff can and will refuse to release your child to any person related or unrelated to you who has not been authorized in writing by the parent/guardian to receive the child. **A phone call for authorization is NOT allowed.** Adults, other than the parent/guardian will be asked for identification in order to release the child. Parents/Guardians are required to update emergency contact forms during report card pick up meetings and report changes immediately to the Office Manager. Any responsible relative or non-relative 14 years or older may be included on the emergency forms for authorized pick up. Any student who walks home or takes public transportation must have an authorized note on file from the Parents/Guardians.

Student Health

Parent(s)/guardian(s) must present proof of a health examination by a licensed physician stating the student has received all immunizations and screenings for preventable communicable diseases, as required by the Department of Public Health Rules for the following students:

- Entering kindergarten or first grade;
- Entering sixth grade; and
- Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).
- Any students based on their age, require a specific immunization shot. Please contact the school nurse if you have any questions regarding requirements for your child.

Annual physical examinations are also required for students wishing to try out for, practice, or participate in interscholastic sports. Additional examinations may be required when deemed necessary by school authorities. All physical examinations must be performed by a licensed M.D. (Medical Doctor) or D.O. (Doctor of Osteopathy). Parents are expected to notify the school of any allergies to food or drugs or other physical needs their child may have.

Students have until October 15th to comply with the requirements of this policy to submit documents to be in compliance. If students have not complied by October 15, student may be excluded from school until proof of having received the required health examinations and immunizations are presented to the Network.

During a student's exclusion from school for noncompliance with this policy, the student's parents/guardians shall be considered in violation of Section 26-10 of the Illinois School Code.

Accidents and Injuries

All accidents or injuries should be reported immediately to the school office personnel.

Home Hospital Instructional Services

The LEARN Charter Network provides direct teacher instructional services for any student with a health or physical impairment which, in the opinion of a licensed medical provider, will cause the child to be absent from school for more than two weeks. Services will begin as soon as eligibility has been established and the child's physical and mental health permits.

Instructional services will be provided for the student to have access to the missed instruction with the goal of return to school with a minimal disruption in learning. A licensed teacher will provide these services in the home or hospital or in an agreed upon facility unless the attending physician certifies that the student should receive less instructional time.

When a medical provider indicates that a child will be absent from school for more than two consecutive weeks or 10 days intermittently, parents should contact the building principal. A medical certification form from a medical provider must be signed for services to begin.

If a child is to be absent from school for a shorter period of time, parents should contact the school office where arrangements will be made for homework assignments and books.

Parents of children between the ages of six months and six years must provide a statement from a physician or health care provider that their child has been risk assessed for lead poisoning before the child will be admitted into any Network-operated kindergarten, early childhood, or child care program.

Head Lice

When students are identified with having Lice parents/families are notified with information on proper treatment recommendations. The American Academy of Pediatrics recommends that students are allowed to stay in class, but discouraged from close direct head contact with others.

Parent notification of potential lice exposure in the school setting shall be distributed to the affected classroom(s) per written information on an as-needed basis. This information should include symptoms and recommendations for treatment. Specific questions can be addressed in consultation with the school nurse.

The school nurse or principal designee will notify facilities of classroom exposure. The school nurse or principal's designee will assess the students upon their return to school.

Adhering to a “No Nit Policy” to determine re-admittance to school is not recommended by either the American Academy of Pediatrics or the National Association of School Nurses.

Ringworm

Ringworm can only be diagnosed by a licensed physician. Students who present with a raised circular rash will be sent to be assessed by the school nurse. If the school nurse is unavailable, the rash should be covered with a bandage until the end of the day. Students should not be excluded from school or their classroom as long as the rash can be covered. The school nurse or principal's designee will notify parents or guardians of return to school restrictions which include a written note from their physician indicating a return to school date.

Bedbugs

If a bug is found on a student or in the classroom, an adult should discretely capture and contain the bug. The bug should be placed in a zip lock bag away from all students and handed over to the facilities manager at the school. The school nurse or principal's designee will notify facilities of the incident. Facilities will schedule an inspection of the exposed classrooms and notify the school nurse or principal's designee of inspection results and recommendations. If the bug is found on a student the school nurse or other trained personnel will notify the affected student's parents of the incident. It is extremely difficult to identify the originating source of bedbugs and treatment can take months; therefore, students will not be excluded from school or their classroom for bedbugs. The school nurse or trained personnel will notify staff of steps to take after a bed bug exposure is identified.

Allergen Policy

Identifying Students with Food Allergies

- 1) **Request for Allergy Information**: In order to effectively plan for and manage student allergy risks at school, parents/guardians are asked to promptly notify the school upon their child being diagnosed with a food allergy or their suspicions of a food allergy. At least annually at the beginning of each school year, principals shall request parents/guardians to report information about their child's known or suspected food allergies. The Office of Special Education and Student Support Services shall make food allergy disclosure forms available to schools for this purpose.

- 2) **Parent Submissions**: When a parent/guardian reports that their child has a diagnosed food allergy or other life threatening allergy, the school shall request the parent/guardian to provide the following:
 - a) Written authorization to obtain detailed medical information on the child's condition from the physician.
 - b) Written consent to share diagnosis and other information with school personnel.
 - c) Written consent to administer or self-administer medications during the school day, as applicable in accordance within the medication policy. The consent to administer or self-administer medications must be renewed annually.
 - d) An Emergency Action Plan and Treatment Authorization (Emergency Action Plan) completed and signed by their child's licensed health care provider and signed by the parent. LEARN campuses have aligned plans based on the EAP.
 - e) Any medications necessary to prevent or treat allergic reactions along with relevant prescription and dosage information. Replace medications after use or expiration.
 - f) A description of the student's past allergic reaction, including triggers and warning signs.

- g) Current emergency contact information and prompt notice of any updates.
- h) A description of the student's emotional response to the condition and the need for intervention.
- i) Recommendations on age-appropriate ways to include the student in planning or care and implementing their 504 Plan.

3) Non-Cooperation: If the parent/guardian of a student with a known or suspected food allergy or other life threatening allergy fails or refuses to cooperate with the implementation of an appropriate 504 plan or any documentation required to offer a 504 Plan, the school shall implement a simple Emergency Action Plan (EAP) stating to call 911 immediately upon recognition of symptoms along with sending written notification to the parent/guardian of the student's EAP.

Dental Examinations

All students in kindergarten, second grade, and sixth grade are required to have dental examinations. Proof that the student has been examined by a licensed dentist, in accordance with the Illinois Department of Public Health rules, must be presented to the school before May 15 of the school year. The dental exam must have taken place within 18 months prior to May 15th of the school year it is submitted. The student's report card may be held until proof of an exam is presented or proof that a dental exam will take place within 60 days is presented. The dental exam requirement may be waived for children who demonstrate undue burden or lack access to a dentist, in accordance with the rules established by the Illinois Department of Public Health. A waiver must be submitted no later than May 15th of the school year.

Vision Examinations

A vision examination is required by October 15th of the school year for all children entering kindergarten and students enrolling in school for the first time. The vision exam must be completed within 1 year prior to the first day of the school year the student enters kindergarten or school for the first time in Illinois. The vision exam requirement may be waived for children who demonstrate undue burden or lack access to an optometrist or medical doctor who performs eye exams, in accordance with the rules established by the Illinois Department of Public Health. The waiver form must be submitted by October 15th of the school year.

Vision Screenings

The Network may provide students vision screenings. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Exemptions

A student may be exempted from the requirements of this policy regarding health exams, dental exams, or immunizations on religious or medical grounds. If a student's parents or legal guardian object to the health examination and immunizations on religious grounds, the parent must discuss immunizations with a physician and submit a completed copy of the Illinois Certificate of Religious Exemption Form on an annual basis. If the physical condition of a child is such that one or more immunizing agents should not be administered, the medical provider

responsible for performing the health examination must endorse that fact on the health exam form.

Inclusion/Exclusion Policy

In order to ensure the health and safety of children and staff at LEARN Charter School Network, the following policy has been developed to determine when a child must be excluded from school and when he/she may safely return.

Exclusion of children (and adults) from LEARN Charter School Network is recommended if the exclusion could potentially reduce the likelihood of spread of illness. Parents are encouraged to disclose all symptoms and illnesses that their child may have. The final decision regarding exclusion lies with the school nurse, principal, and/or principal's designee.

According to the Illinois Department of Public Health suspected or confirmed cases of specific diseases must be reported to the respective County Department of Public Health within a designated time frame. Reportable diseases among school aged children include measles, chickenpox, mumps, pertussis (whooping cough), and rubella, outbreaks of public health significance, foodborne/waterborne infections, tuberculosis, hepatitis, and sexually transmitted infections. A complete list can be found on the County Department of Public Health website (www.cookcountypublichealth.org/communicable-diseases/reportable-diseases)

Children will be excluded for the following symptoms and may return to school when symptoms no longer exist and they are able to participate in normal classroom activities:

- Fever greater than 101°F before fever-reducing medicine is given. A fever greater than 105°F may require urgent medical attention.
- Respiratory distress
- Excessive drowsiness, lethargy, or difficulty to arouse
- Rash with fever
- Sudden, severe pain that begins on the right side or near the navel and shifts to the lower right abdomen; nausea and vomiting; loss of appetite; and low grade fever
- Vomiting (greater than three independent episodes)

Children will be excluded for the following symptoms and required to return to school with a physician's note and when symptoms have improved:

- Pink/redness of eyes, with white or yellow discharge on the eyelids, matted eyelids after sleep, eye pain, or redness of the eyelids or skin surrounding the eye.
- Unidentifiable rash
- Small bumps or blisters that cause severe itching; bumps are most often located on the webs of the skin between fingers and toes, the inner part of the wrist, forearms, and the folds under the arms.
- Sudden throat pain; painful swallowing; red and swollen tonsils with white patches or streaks of pus; swollen or tender lymph nodes in the neck; fever; and stomach pain

Students who present with the following symptoms should not be excluded from the classroom until the end of the school day; if follow up care is required they must return with a note from the doctor:

- Reddish, ring like rash that is often itchy or flaky; raised perimeter with a clear central area.
- Lice

The school nurse has the discretion to require a doctor's note for any child whose current health status is of concern.

Wellness Policy

BELIEF STATEMENT

LEARN Charter School Network is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. LEARN recognizes the importance of establishing a healthy lifestyle in order for students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

We are asking your help to provide the student with a safe school environment.

Intent

The purpose of this policy is to ensure a total environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act and the Health Hunger-Free Act of 2010. This policy will outline goals for nutrition education, physical activity and other school-based activities. This plan will be implemented in collaboration with the school nurse, school administration, educators, parents and students, and food service personnel.

Rationale

The Public Act 094-0199, the Illinois State Board of Education, and the Federal Child Nutrition Program require all districts to develop a wellness policy. According to the Centers of Disease Control and Prevention, approximately 18% of children age 6-11 years old and 21% of adolescents age 12-19 years old are obese. Evidenced-based research shows a student's academic performance may be impacted by poor nutrition, lack of physical activity, and lack of self-esteem. Good health fosters student attendance and education. The objectives of this wellness policy are to establish nutrition guidelines for all foods distributed on the school campus during the school day, nutrition education, and physical activity.

Goals for Nutrition Education and Nutritional Promotion

- The school Network will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.

- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, LEARN Charter School Network will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program, and the Fruit and Vegetable Snack Program).
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

Seafood and Nuts

Any **exposure to peanuts/nuts and/or seafood may cause a life-threatening allergic reaction** that requires emergency medical treatment. As a result, **ALL** Learn Charter School campuses are “**Peanut and Seafood**” free. To reduce the chance of allergen exposure resulting in anaphylactic shock occurring, please do not send any peanut or seafood containing products to school with your child. If your child has eaten peanuts/nuts and/or seafood before coming to school, please be sure your child’s hands and face have been thoroughly washed before entering the school.

In addition, we request that **ALL TREATS** brought for class parties be prepackaged (with listed ingredients to ensure the product either contains no nuts or was manufactured in a facility without nuts or seafood present).

Goals for Physical Activity

Students in preschool through 8th grade shall participate in daily physical activity that enables them to achieve and maintain a high level of personal fitness. Physical education shall be consistent with state and Network standards following a comprehensive health education curriculum that emphasizes self-management skills. The goals designated in the Illinois Learning Standards: Physical Development and Health shall be used as a framework for the physical education curriculum. During physical education accommodations will be made for students with disabilities, 504/IEPs (with medical accommodations), and other limitations as indicated by a licensed physician.

Daily supervised recess is a state requirement and shall be provided for all elementary school students. LEARN Charter School Network will provide all students with 90 minutes of moderate to vigorous physical activity per week. Recess must be at least 20 minutes in length, shall include unstructured play, and can include organized games. Physical activity improves academic outcomes and increases overall fitness; therefore, recess shall not be withheld as a disciplinary action.

Students shall be provided opportunities for physical activity through before and after school programs.

Cold Weather Guidelines:

- Above 32° F with or without wind chill: Recess should be held outdoors.

- Between 15° F and 31° F with or without wind chill: Principal's discretion.
- Below 15° F with or without wind chill: Recess should be held indoors.

Hot Weather Guidelines:

- Heat index of 90° F or below: Recess should be held outdoors.
- Heat index between 91° F and 94° F: Principal's discretion.
- Heat index above 95° F: Recess should be held in a cool location.

Food or Physical Activity as a Reward or Punishment

Physical activity improves academic outcomes and increases overall fitness; therefore, recess shall not be withheld as a disciplinary action. In addition, physical activity will not be used as a punishment.

In regards to nutrition guidelines, school personnel shall be encouraged to use non-food incentives or rewards with students and shall not withhold food from students as punishment.

Inactivity Reduction Goal

When students are expected to be sedentary for long periods of time (i.e. standardized testing days, inclement weather), breaks involving moderate activity will be implemented into the school day.

Administration of Medicine to Students Policy

LEARN Charter School Network recognizes that it is necessary for the critical health and well-being of students in certain circumstances to take medication during school hours. LEARN Charter School Network authorizes school nurses to administer to students, or to allow the self-administration of, both prescription and over-the-counter medication during the school day when students require such medication in an emergency, in order to attend school as long as a Medication Administration/Self-Administration Consent Form is submitted by the student's parent/guardian. LEARN Charter School Network also authorizes school personnel to render additional emergency medical assistance when necessary to protect the student's health, safety and welfare.

LEARN Charter School Network is authorized to establish administrative procedures to implement this Policy, which procedures shall include a designation of employees authorized to administer medication, the manner in which both prescription and over-the-counter medication will be administered to students, and procedures for self-administration by students. **All medical authorization forms are available at the school nurse's office.**

LEARN Charter Network, its schools, and its employees and agents are exempt from liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication, an epi-pen (whether or not undesignated), or an opioid antagonist. The parents/guardians must sign and return an acknowledgement to the network that they indemnify and hold harmless LEARN Charter Network, its schools, and its employees and agents against any claims, except for a claim based on willful and wanton

conduct arising out of the administration of asthma medication, an epi-pen (whether designated or undesignated), or an opioid antagonist.

Authorization For the Administration/Self-Administration of Medication and Emergency Medical Assistance

School employees shall not administer to a student or permit a student to self-administer prescription or over-the-counter medication in non-emergency situations unless a completed Medication Administration/Self-Administration Consent Form is obtained. Such form shall contain the following:

- 1) A written order from the student's physician, dentist or other person legally authorized to prescribe medication. The written order shall contain:
 - a. The student's name;
 - b. Date of birth;
 - c. Licensed prescriber's name, signature, and phone number;
 - d. Name of medication;
 - e. Whether the prescribed medication is for an asthmatic condition;
 - f. Dosage of medication;
 - g. Route of administration of medication;
 - h. Frequency and time of administration of medication;
 - i. Date of prescription and order;
 - j. Discontinuation date;
 - k. Diagnosis requiring medication;
 - l. Intended effect of medication;
 - m. Possible side effects;
 - n. Other medications the student is receiving;
 - o. Other requirements or special circumstances;
 - p. Whether student possession and self-administration is authorized;and

- 2) A written request and waiver of liability from the parents or guardian and physician requesting the administration of medication by school employees or requesting that LEARN Charter School Network permit the student to self-administer his/her medication.

- 3) Emergency medical assistance shall be provided, during school hours or at school sponsored activities, to all students whose parents have signed a written authorization for the provision of such assistance.

- 4) Authorizations required by this Section shall be placed in the student's temporary, with a copy to the school nurse and principal of the school which the student attends.

Administration of Medication

When the conditions contained in Section I.A of these Rules and Regulations are satisfied, medication shall be administered to students in the following manner:

- 1) Prescription medications shall be brought to school in the original container which shall display:
 - a. The student's name;
 - b. Prescription number;
 - c. Medication name, dosage, route of administration and other required directions;
 - d. Licensed prescriber's name;
 - e. Date and refill instructions;
 - f. Pharmacy name, address, and phone number;
 - g. Name or initials of pharmacist.
- 2) Over-the-counter medications shall be brought to school in their unopened original container with the seal unbroken and the student's name affixed to the container.
- 3) All medications shall be stored in a separate locked or secure area. Medications requiring refrigeration shall be refrigerated in a secure area.
- 4) The principal and the school nurse shall designate the employee or employees authorized to dispense the medication including employees who are required to administer medication in an emergency situation. Teachers or other non-administrative school employees, except school nurses, who may be certificated or uncertificated registered professional nurses, shall not be required to administer medication to students. However, such employees may be so designated if they agree or volunteer to administer the medication. When necessary, the school nurse shall instruct these employees concerning the manner in which the medication shall be administered, the circumstances requiring the administration of medication and the possible side effects.
- 5) Each dose of medication shall be documented for the student's health records. Documentation shall include date, time, dosage and route and signature or initials of the person administering or supervising the administration of the medication. In the event the medication is not administered as ordered, the reasons therefore shall be entered in the record. Logs should be kept electronically in LEARN Charter School Network's student information system and recorded on the paper "Daily Medication Record."
- 6) When requested by the student's physician, the medication's effectiveness and side effects shall be assessed and documented.

Discretionary Administration of Medication

If a parent consents to the administration of medication on a discretionary basis, the school nurse shall provide the necessary information and instructions for the administration of the medication including detailing any side effects to the designated personnel. The administration of medication on a discretionary basis shall be done only by a school nurse, who may be a

licensed or non-licensed school registered professional nurse or a previously designated and instructed employee after consultation with and approval of the school nurse.

Emergency Medical Treatment

School personnel shall render emergency medical assistance to any student experiencing a life threatening emergency; unless parents have refused (in writing), such assistance when paramedical personnel or licensed physicians are not available or have not arrived and such assistance is necessary to protect the student's health, safety or welfare. The school personnel providing emergency medical assistance shall attempt to contact the principal as soon as possible and contact a licensed physician or certified paramedical personnel to provide or assist in providing emergency medical assistance.

The student's parent or guardian shall be contacted as soon as possible after the injury giving rise to the need for emergency medical assistance. After emergency assistance is given and the incident/accident is stable, an incident or accident report must be completed by the school personnel who witnessed the circumstance and delivered to the Director of Security and Safety at LEARN.

Self-Administration of Medication

If a parent authorizes a student's self-administration of medication, the procedures set forth in these Rules and Regulations concerning the administration of medication by school personnel shall be followed, including completion of a Medication Administration/Self-Administration Consent Form by both the parent and physician. Self-administration of all medications shall be in the presence of designated school personnel and the medication shall be stored at the student's LEARN school.

However, a student who is prescribed a life saving medication such as an asthma inhaler or an epinephrine auto-injector, by a physician, or other medical professional authorized to prescribe such medication under the law, may possess and use his/her asthma medication and/or epinephrine auto-injector during school or at school sponsored activities without the supervision of District personnel provided his or her parent or guardian has so authorized on the Medication Administration/Self-Administration Consent Form.

Undesignated Epi-Pen Auto Injector

Under Illinois law, a physician is authorized to prescribe epinephrine auto-injectors in the name of a school district or a nonpublic school to be maintained for use whenever necessary. This emergency supply of epinephrine auto-injectors may be used in three circumstances:

- Administration of an epinephrine auto-injector to a student with an unknown allergy who is having a first-time anaphylactic reaction.
- Self-administration of an epinephrine auto-injector by a student with a known allergy who has forgotten his/her auto-injector or it is otherwise unavailable.
- Administration of an epinephrine auto-injector to a student with a known allergy.

Undesignated epinephrine auto-injectors shall only be administered by a licensed School Nurse when, in the nurse's professional judgment, a student is experiencing a potentially life-threatening allergic reaction. Emergency services also shall be contacted and a staff member will be expected to escort the student to the hospital if permitted by the emergency

services protocol. The nurse shall submit a written report regarding the use of the undesignated epinephrine auto-injector to the prescribing physician and the parent within 48 hours.

Undesignated epinephrine auto-injectors shall be stored in an unlocked cabinet in the nurse's office or a common space easily accessible by staff. The school nurse shall be responsible for checking the expiration of the auto-injectors on a monthly basis and will dispose of expired auto-injectors in a manner consistent with this policy. The school nurse also is responsible for obtaining new prescriptions for epinephrine auto-injectors upon expiration of the inventory. Finally, the school nurse must keep a log of the inventory of epinephrine auto-injectors indicating the date of receipt of the auto-injector as well as the date of use and/or date of disposal.

Use of Medicinal Marijuana

[Public Act 98-0122](#), an amendment to the Compassionate Use of Medical Cannabis Pilot Program Act, allows a student to use medicinal cannabis under certain conditions as stated below. For more information, go to the [Illinois Department of Public Health](#).

Only students who are registered qualifying patients under the Compassionate Use of Medical Cannabis Pilot Program are eligible to use these products, and both the student and the designated caregiver must have a registry identification card. Minors are eligible to register with the program if a physician has diagnosed them with a qualifying debilitating medical condition. A medical cannabis registered patient under age 18 is required to have a designated caregiver; usually a parent or guardian. The designated caregiver must be at least 21 years old and meet other requirements under the law:

- A parent or guardian or other individual may not administer a medical cannabis infused product under this Section in a manner that, in the opinion of the school district or school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.
- A school district or school may not discipline a student for using marijuana who is administered a medical cannabis infused products (as prescribed by their physician) by a parent or guardian or other individual under this Section and may not deny the student's eligibility to attend school solely because the student requires the administration of the product.
- A school district, public school, charter school, or nonpublic school may not authorize the use of a medical cannabis infused product under this Section if the school district or school would lose federal funding as a result of having such a policy.

Consistent with current local and federal legislation, the LEARN charter school network will allow designated caregivers with a registry identification card to administer medical marijuana to scholars who are registered qualifying patients. The Network's employees will not be required to administer medical marijuana. It is the designated caregiver's responsibility to work with school officials to do so as prescribed by the physician, and must meet the requirements under the law as indicated above and established by legislation.

Compliance with Rules

Students shall not allow other students to carry, possess or use their prescription or non-prescription medication, and violation of this rule may result in discipline.

Disposal of Medication

The parent(s) or guardian of a student will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent(s) or guardian does not pick up the medication by the end of the school year, the school nurse will dispose of the medication and document that the medication was discarded.

Medications will be discarded in the presence of a witness.

Dissemination of the Policy

A copy of the Policy and these Rules and Regulations shall be distributed to the parents or guardians of each student within 15 days after the beginning of each school year or within 15 days after starting classes for a student who transfers into the school during a school year. A copy of the Policy and these Rules and Regulations shall also be printed in the Student Handbook. In addition, at the beginning of the school year, students shall be informed of the contents of the Policy and these Rules.

NOTE: An employee of the network can provide emergency assistance.

Illinois Food Allergy Emergency Action Plan and Treatment Authorization

School attendance may increase a student's risk of exposure to allergens that could trigger a food- allergic reaction. While it is not possible for the Network to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the Network reduce these risks and provide accommodations and proper treatment for allergic reactions.

The parents/guardian and physician must complete the Food Allergy Emergency Action Plan form and the Individual Health Care Plan (IHCP) form and return them to the school nurse. These forms must include the name of any/all drugs and the dosage.

Vision and Hearing Screening Tests

Vision screening will be done during the school year, as mandated, for students in specific grades, new students to the network, students who have an individualized education program (IEP), and those students referred by their teacher. A student is not required to undergo this screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months, and that report is on file at school. Vision screening is not an option and no consent form will be sent home. If a vision examination report is not on file at the school for your student, your student will be screened.

Hearing Screening will also be conducted during the school year, as mandated for students in specific grades, for new students to the network, students who have an individualized education program (IEP), and those students referred by their teacher.

The network screening process may not identify all problems related to vision and hearing.

Athletic Physicals/Eligibility

Physicals for LEARN team sports are necessary after a student has been selected as a member of the team. All physicals must be completed prior to the start of the first game of the season and will be deemed valid for one (1) calendar year. Physical forms are available through the coaches of each sport or may be picked up in the main office.

*There is a section on the form that does **NOT** pertain to students in elementary school activities.*

The section regarding permission for the random testing for steroids and performance-enhancing substances is a high school only section. Elementary or middle school students and parents are not required to sign that section as it pertains only to high school students.

All students who wish to participate in team sports, including cheerleading, must also participate in physical education. Students who are not currently participating in physical education, for any reason, are not eligible to tryout or participate in any team sports or intramural athletic offerings.

- Academic progress shall be reviewed at two (2) week intervals.
- Participants who demonstrate unsatisfactory (U) grades in one (1) or more major subjects will be deemed ineligible for conference participation for a period of two (2) weeks.
- If, after the two (2) weeks ineligibility period, a student is passing all major subjects, he/she shall be reinstated to full participation.
- Should any participant continue for a second two (2) weeks to qualify under provision, he/she shall be removed from the school's eligibility roster.

Notice of CPR and AED Videos

Students and parents are encouraged to view the video on hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED), which are available on the Illinois High School Association's website and the Illinois State Board of Education's website at http://www.isbe.state.il.us/school_health.htm.

Section III – Student Records / Student Progress

Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act, LEARN shall protect the student and the student's family from invasions of privacy in the collection, maintenance, and dissemination of educational information and provide access to recorded information by those persons legally entitled.

Student records are reviewed to verify entries and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information every four years or upon a student's change in attendance centers, whichever takes place first.

If you would like the opportunity to inspect, copy, and challenge the information to be released, you have the opportunity to do so prior to the release of the information to other schools.

Federal Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy interests of students. It affords parents the right to access and amend their children's education records, and gives them some control over the disclosure of the information in these records. FERPA generally prevents an education agency or institution from sharing student records, or personally identifiable information in these records, without the written consent of a parent. The term "education records" is broadly defined to mean those records that are: (1) directly related to a student, and (2) maintained by an educational agency or institution or by a party acting for the 1 agency or institution. See 34 CFR § 99.3. At the elementary or secondary level, a student's health records, including immunization records, maintained by an educational agency or institution subject to FERPA. Schools are permitted to disclose a student's health and medical information and other "education records" to teachers and other school officials, without written consent, if these school officials have "legitimate educational interests" in accordance with school policy. See 34 CFR § 99.31(a)(1). Another exception permits the disclosure of education records, without consent, to appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals. See 34 CFR §§ 99.31(a)(10) and 99.36. LEARN fully complies with FERPA.

Permanent Record

A permanent record is maintained for each student that contains: basic identifying information including students and parents/guardians' names and addresses, birth date, place, and gender; birth certificate; academic transcript, including grades, graduation date, and grade level achieved, attendance record; health record; and record of release of permanent record information indicating exactly what records were released and containing copies thereof.

The permanent record may also include: honors and awards received and information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information is placed in the student's permanent record. Permanent records must be maintained for at least sixty (60) years after the student has transferred, graduated or otherwise permanently withdrawn from the Network.

Temporary Record

A temporary student record may include: a student's cumulative folder; cumulative record card; record of release of temporary record information; scores received on the State assessment tests administered; the completed home language survey; information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction; information provided under 8.6 of the *Abused and Neglected Child Reporting Act*; any biometric information that is collected; health-related information; accident reports; family background

information; intelligence test scores, group and individual; aptitude test scores; reports of psychological evaluations including information on intelligence, elementary and secondary achievement level test results; participation in extracurricular activities including any offices held in school-sponsored clubs or organizations, honors and awards received; teacher anecdotal records; disciplinary information; special education files including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records relating to special education placement hearings and appeals; records associated with plans developed under section 504 of the federal Rehabilitation Act of 1973; any verified reports or information of clear relevance to the education of the student.

Information added to the temporary record shall include the name, signature and position of the person who added such information, and the date of entry. The temporary record shall be maintained for a period of at least five (5) years after the student has transferred, graduated, or otherwise permanently withdrawn from the Network. The temporary record shall include a record of release of temporary record information indicating exactly what records were released and containing copies thereof.

Upon graduation, transfer, or permanent withdrawal of a student from the Network, the Network shall notify the parents/guardians and the student of the destruction schedule for the student's permanent record and the student temporary record and of the right to request a copy of each record at any time prior to their destruction. Such notification shall include the date of notification, the parent's name, the name of the records custodian, the name of the student, and the scheduled destruction date of the temporary and permanent records. No student record shall be destroyed unless the written approval of the Local Records Commission is first obtained.

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under state law.

Section III - Identity Protection Policy

It is the policy of this School Network to comply with the Illinois Identity Protection Act by ensuring confidentiality of Social Security Numbers ("SSNs") collected, maintained or used, and to protect them against unauthorized access.

Directory Information

The LEARN Charter School Network has designated the following as "Directory Information:" the student's name, address, email address, grade level, date and place of birth, telephone number, and his/her parents' names, mailing addresses, email addresses, telephone numbers, and Facebook profile name and other social media handles (such as Twitter and Instagram); participation in officially recognized activities and sports, awards and honors received, photographs and videos of students participating in school or school-sponsored activities that have appeared in school publications, and dates of attendance. Student social security number or student identification or unique student identifier will not be designated as Directory Information.

The LEARN Charter School Network may disclose Directory Information from time to time to the general public, including to military recruiters, the media, colleges and universities, and prospective employers. In addition, the LEARN Charter School Network may reach out to parents to inform them of, and/or connect them with opportunities to advocate for educational issues that impact their student and the LEARN Charter School Network. The LEARN Charter School Network may release Directory Information, namely parent names and contact information (mailing addresses, email addresses, and telephone numbers), to contractors and partners involved in those efforts. The LEARN Charter School Network does not engage directly in any electoral activities, including to support or oppose any political party or candidate for public office, or otherwise engage in activities not permissible for a 501(c)(3) organization.

Parents can object to the release of Directory Information regarding their student. Please contact the school office within 10 days of provision of this notice if you do not wish for your student's Directory Information to be released.

Consent to Contact

The LEARN Charter School Network needs your permission to inform you about important opportunities to advocate for your child and other students, including attending community meetings, public hearings, and other events. To that end, please understand that by signing the Handbook Parent/Guardian Acknowledgement, you are giving LEARN Charter School Network permission to contact you via email, phone, and/or text message in order to support the LEARN Charter School Network.

Additionally, by sharing your email address and phone number, you are agreeing to receive emails, phone calls and/or text messages authorized by LEARN Charter School Network related to school activities and political advocacy opportunities, including auto-dialed or prerecorded calls or announcements.

Access to Records by Students and Parents/Guardians

The following persons shall be entitled to inspect and review educational records and may do so by completing the [Request for Access/Release of School Student Records](#) form and the [Consent for Release of School Student Records](#) form and filing the same with the School Office Manager.

- 1) Any student shall be entitled to inspect and copy his or her permanent student record.
- 2) A student who reaches 18 years of age, graduates from secondary school, marries, or enters military service, shall be entitled to inspect and copy the student's permanent and/or temporary records, unless earlier access is afforded at the direction of the Network.
- 3) A parent/guardian of a student under age 18 who has not married, graduated from secondary school, or entered military service (or such parents'/guardian's designated representative) shall be entitled to inspect and copy the student's permanent and/or temporary records.
- 4) In cases of divorce or separation or loss of parenting and/or educational rights, both parents shall be so entitled unless the Network has been furnished with a certified copy of a court order or other legally authorizing document prohibiting such access. The

Network shall send copies of the following to both parents at either one's request, unless a court order or other legally authorizing document indicates otherwise:

- a) Academic Progress Reports or records
- b) Health reports; notices of school- initiated parent-teacher conferences; notices of major school- sponsored events, such as open houses, which involve pupil-parent interaction
- c) School calendars distributed to parents

A parent's or student's request to inspect and copy records, or to allow a specifically designated representative to inspect and copy records, must be granted within a reasonable time, and in no case later than 10 business days after the date of receipt of such request by the official records custodian. The time for response may be extended by the Network by no more than 5 business days from the original due date for any of the following reasons: (1) the requested records are stored in whole or in part at other location than the office having charge of the requested records; (2) the request requires the collection of a substantial number of specified records; (3) the request is couched in categorical terms and requires an extensive search for the records responsive to it; (4) the requested records have not been located in the course of routine search and additional efforts are being made to locate them; (5) the request for records cannot be complied with by the Network within the time limits prescribed above without unduly burdening or interfering with the operations of the Network; or (6) there is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district or among 2 or more components of a public body having a substantial interest in the determination or in the subject matter of the request. The person making a request and the Network may agree in writing to extend the time for compliance for a period to be determined by the parties. If the requester and the Network agree to extend the period for compliance, a failure by the Network to comply with any previous deadlines shall not be treated as a denial of the request for the records. When records cannot be made immediately available, the requesting party shall be made aware of the date such records are available.

Disclosure of Records

Except as otherwise provided herein, the Network shall obtain one of the following forms of dated written consent prior to disclosing any information in a student's education records which is personally identifiable other than directory information.

- Any student who reaches 18 years of age, graduates from secondary school, marries, or enters military service may consent to the release of information contained in his or her temporary student record.
- A parent/guardian of a student under age 18 who has not married, graduated from secondary school, or entered military service may consent to the release of information contained in the student's permanent and/or temporary records.

Such consent to disclose shall be signed and dated by the parent/guardian or student, designating the person to whom such records may be released, the reason for the release, and the specific records to be released. At the time such consent is requested, the Network shall inform the parent/guardian of his/her right to inspect, copy and challenge such records and limit such consent to designated records or portions thereof.

The Network shall grant access to education records without consent only in the following cases:

- The records of a student shall be transferred to another school network in which the student has enrolled or intends to enroll upon the request of the records custodian of the receiving school or the student. Request for such records shall be made using the Request for Access/Release of School Student Records form. The request shall be honored within 10 days. The parent/guardian shall be given prior written notice of the nature and substance of the information proposed to be released and an opportunity to inspect, copy, and challenge such information.
- Pursuant to a court order, in which case the parent/guardian shall be given prompt written notice of the terms of the order, the nature and substance of the information proposed to be released, and an opportunity to inspect, copy and challenge the information. Request shall be made using the Request for Access/Release of School Student Records form. Notice is considered provided if the family is a named party.
- To an employee or official of the school or the Network or the State Board of Directors, provided such employee or official has a current, demonstrable educational or administrative interest in the student and the records are in furtherance of such interest.
- The school shall grant access to information contained in school student records to persons authorized or required by State or Federal law to gain such access. Request shall be made using the Request for Access/Release of School Student Records form. The requesting party must provide appropriate identification and a copy of the statute authorizing such access.
- The parent/guardian shall be given prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect, copy, and challenge such information. Such notice shall be sufficient if published in a local newspaper where the proposed release of information relates to more than 25 students.
- To any person for the purpose of research, statistical reporting, or planning, provided that no student or parent/guardian can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules relating to school student records.
- In cases of emergency to protect the health or safety of the student or others, the parents/guardians shall be notified as soon as possible of the information released, the date of the release, the person, agency, or organization receiving the information, and the purpose of the release. Factors to be considered in determining whether records should be released pursuant to this paragraph include:
 - a) The seriousness of the threat to the health or safety of the student or other persons
 - b) The need for such records to meet the emergency
 - c) Whether the persons to whom such records are released are in a position to deal with the emergency
 - d) The extent to which time is of the essence in dealing with the emergency

The records custodian or his/her representative shall be present when records are inspected to answer questions and assure that no records are removed. In addition, the Network shall, if requested, provide appropriately trained educational personnel to assist the parent/guardian or

student in understanding certain school records such as psychological evaluations, social work profiles, and health data.

Copies of disclosure of personal information about a student, whether such disclosure is pursuant to parental or student consent or otherwise shall be conditioned upon the agreement of the recipient not to permit any other party to have access to the information without further written consent. Such documents may be stamped, "Written consent required prior to release to any other person or agency."

Every student's cumulative folder shall contain a record of any release of information. Such record of release shall be maintained for the life of the student records and shall be available only to the parent/guardian and official records custodian. It shall include:

- The nature and substance of the information released
- The name and signature of the official records custodian releasing such information
- The name of the person requesting such information, the capacity in which such a request has been made, and the purpose of such request
- The date of the release, and
- A copy of any consent to such release

All rights and privileges accorded to a parent/guardian under this Act shall become exclusively those of the student upon his/her 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first.

Procedure for Challenging Student Records

A parent or guardian shall have the right to challenge the accuracy, relevance or propriety of any entry in the school student records, exclusive of academic grades and references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's records are forwarded to another school to which the student is transferring, in accordance with the following procedure:

- The challenging party shall inspect the educational records to determine what portions thereof shall be challenged.
- The challenging party shall file a written Request for Hearing/Challenge to Student Records with the Network's Record Clerk, specifying the entry or entries to be challenged and the basis of the challenge.
- The Network's Records Clerk or another representative of the Network shall confer with the challenging party within 15 days to determine whether the challenge is valid and requires an amendment to the educational records and thereafter advise the challenging party of his/her decision.
- If the Records Clerk decides not to amend the records in accordance with the challenging party's request, the challenging party shall be advised of his/her right to a hearing before an impartial hearing officer.
- If a hearing is requested, it shall be held within 15 days of such conference, unless given notice of the date, place and time reasonably in advance of the hearing.
- The hearing shall be conducted by an impartial hearing officer who is not employed in the attendance center in which the student is enrolled.

- The challenging party shall be afforded a full and fair opportunity to present evidence relevant to the issues raised, in accordance with Section 7 of the Illinois School Student Records Act. A tape-recorded record of the hearing shall be made or a court reporter provided.
- The impartial hearing officer shall make his or her determination within 10 days after the conclusion of the hearing. The decision shall include a summary of the evidence and the reasons for the ruling. The challenging party shall be immediately notified of the decision. It shall be based solely on the information presented at the hearing and shall be one of the following:
 - a) To retain the challenged contents of the student record
 - b) To remove the challenged contents of the student record or
 - c) To change, clarify or add to the challenged contents of the student record
- If, as a result of the hearing, the Network determines the challenge records to be inaccurate, misleading or violates the rights of the student, such records shall be amended and the challenging party informed of such amendment in writing.
- Parents/guardians shall have the right to place in the student's records a statement of reasonable length setting forth their position on any disputed information subsequent to the dissemination of the information in dispute.
- Any party shall have the right to appeal the decision of the impartial hearing officer to the Superintendent of Chicago Public Schools or North Chicago School District t 187 the Regional Office of Education (ROE) within 20 school days thereof. The appealing party shall inform the other party of the appeal. Within 10 school days the School Network shall forward a transcript of the hearing, a copy of the record entry in question, and any other pertinent materials to the President of the Regional Office of Education. CPS or the Regional President will make findings and issue a written decision to the parents/guardians and the school within 20 school days of the receipt of the appeal documents.
- The decision of CPS or NCSD 187 or the President of the ROE may thereafter be appealed to the Circuit Court of the County in which the school is located.

Reciprocal Reporting Agreement

School Network Release of School Student Records and Record Information to Police Department

School officials shall follow state and federal laws regarding school student records, which are considered confidential, and no school student records or information therein may be released, transferred or disclosed except with parental consent or as otherwise permitted by the Illinois School Student Records Act, 105 ILCS 10/1 et seq., as amended. The following exceptions permit the release of student records and information to the Police Department without parental consent:

Adjudication of Student by Juvenile Court

School networks can release student records and information to the Police Department, upon the request of the Police Department, when necessary for the discharge of their official police duties, prior to adjudication of the student and upon written certification from the Police Department that the information or records disclosed by the school, will not be disclosed to any other party, except as provided by law or order of court. 105 ILCS 10/6, as amended.

Pursuant to Public Act 97-1104, significant new limitations have been placed on the sharing of information by local police with school officials. The Act places no new limitations on the current authority of schools to continue to share specific information with the police. Local police can now share information from law enforcement records with proper school officials (those who the school have determined have a legitimate educational or safety interest) **only after**: (a) a student under 17 has been arrested or taken into custody, and (b) the officer or department believes there is an “imminent threat” of physical harm to students or others at school or on school grounds, as follows:

1) Specified Offenses: *Inspection and copying* of law enforcement records is allowed, pursuant to a reciprocal reporting agreement between the school and police, when the student is arrested or taken into custody for specified offenses.

2) Any Offense: *Verbal sharing* of information is allowed when the minor is the subject of a current police investigation (“an official systematic inquiry by a law enforcement agency into actual or suspected criminal activity”) that is directly related to school safety, for any offense. The information shared, whether copied or shared verbally, must be kept separate from the student’s record and cannot become a public record. Further, the information shall be used solely by the appropriate school officials to protect the safety of students and employees in the school and aid in the proper rehabilitation of the child.

Protection of Pupil Rights (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding the network’s conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas, (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - a) Political affiliations or beliefs of the student or student’s parent
 - b) Mental or psychological problems of the student or student’s family
 - c) Sexual behavior or attitudes
 - d) Illegal, anti-social, self-incriminating, or demeaning behavior
 - e) Critical appraisals of others with whom respondents have close family relationships
 - f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 - g) Religious practices, affiliations, or beliefs of the student or parents
 - h) Income, other than as required by law to determine program eligibility

- Receive notice and an opportunity to opt a student out of:
 - a) Any other protected information survey, regardless of funding

- b) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of students, except for hearing, vision, scoliosis screenings, or any physical exam or screening permitted or required under State law
 - c) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- Inspect, upon request and before administration or use:
 - a) Protected information surveys of students
 - b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 - c) Instructional material, including any applicable procedures, used as part of the education curriculum

Surveys Created by a Third Party

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

The LEARN Charter School Network in consultation with parents is developing policies, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The LEARN Charter Network will directly notify parents and eligible students of these policies at least annually at the beginning of each school year, and after any substantive changes. LEARN will also directly notify parents and eligible students of the specific or approximate dates of the following activities, and provide an opportunity to opt a student out of participating in:

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

Parents/eligible students who believe their rights have been violated may file a complaint with:

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

Student Progress

Monitoring and communicating student achievement is accomplished using a variety of tools.

Report cards describing classroom performance are sent home every trimester to parents. Twice a year an opportunity for home-school communication in the form of parent-teacher conferences is made available. A parent may schedule a conference at any time to discuss student progress, achievement, behavior, or other issues related to the student.

The School Visitation Rights Act of 1993 entitles parents/guardians to eight hours of employer-granted leave to attend school conferences or classroom activities involving the employee's child during any school year. Verification of Attendance forms may be obtained from the principal if the employer requires them.

The Network maintains a website - www.learncharter.org to provide information regarding student activities, academics and other network information.

IAR State Assessment The Illinois Assessment of Readiness (IAR) is the state assessment and accountability measure for Illinois students enrolled in a public school district. IAR assesses the New Illinois Learning Standards Incorporating the Common Core and will be administered in English Language Arts and Mathematics. IAR assessments in English Language Arts and Mathematics will be administered to all students in grades 3-8.

Measures of Academic Progress (MAP)

LEARN utilizes NWEA developed Measures of Academic Progress (MAP) assessment, a state-aligned computerized adaptive assessment program that provides educators with the information they need to improve teaching and learning. Educators use the growth of achievement data from MAP to develop targeted instructional strategies, and to plan school improvement. With the ability to test students up to three times a year, MAP test results help educators make student-focused, data-driven decisions.

Parental Review of Instructional Materials

Parents have the right to inspect all core curriculum materials. Procedures are provided for making a formal complaint regarding the curriculum, or programs using the Network's Uniform Grievance Procedure. Inquiries may be addressed to building principals.

Parental Involvement

The LEARN Charter School Network encourages parental involvement. Parents are invited to become actively involved in the organization of their school. Additional information is available at each individual school office.

In addition, the Network works to develop collaborative relationships between students' families and school personnel, and to enable parents to become active partners in education. Opportunities exist at all ten schools for parents to become involved in the classroom as volunteers, and in advisory capacities through Building Leadership Team participation.

School Visitation

Under the School Visitation Rights Act, employers must grant leave to eligible employees for the purpose of attending school conferences or classroom activities. For additional information, please refer to the School Visitation Rights Act at 820 ILCS 147/1, *et seq.*

As a partnership we are all aware of the importance of good working relationships and all recognise the importance of these relationships to equip our children with the necessary skills for their education. For these reasons we will continue to welcome and encourage parents and care-givers to participate fully in the life of our school.

The purpose of this code of conduct is to provide the expectations around the conduct of all parents, care-givers and visitors connected to our schools.

We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. However we understand that everyday misunderstandings can cause frustrations and have a negative impact on our relationships. Where issues arise or misconceptions take place, please contact your child's teacher or the principal, who will be available to meet with you and go through the issue and hopefully resolve it. Where issues remain unresolved, please follow the school's complaints procedure.

This code aims to clarify the types of behavior that will **not** be tolerated and seeks parental agreement to these expectations.

The code of conduct also sets out the actions the school can take should this code be ignored or where breaches occur.

Behavior that will NOT be tolerated:

- Disruptive behavior which interferes or threatens to interfere with any of the schools normal operation or activities anywhere on the school premises.
- Any inappropriate behavior on the school premises.
- Using loud or offensive language or displaying temper with continuous derogatory language.
- Threatening in any way, a member of staff, visitors, fellow parent/care-giver or child.
- Damaging or destroying school property.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of students /parents/staff/principal at the school on Facebook or other sites
- The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment of your own child on school premises. This could lead to us contacting DCFS.

- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- Smoking, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events)

Should **any** of the above occur on school premises or in connection with school, the school may feel it is necessary to take action by contacting the appropriate authorities or consider banning the offending adult from entering school property. Please note that once a parent is banned, we have the right to ban for an indefinite amount of time.

Together we create a positive and uplifting environment not only for the children but also all who work and visit our school.

Pre-kindergarten Program

The LEARN Pre-Kindergarten program is an educational program supported with funds from the Preschool for All program. The PFA program is for children ages 3 through 5 who are not age eligible for kindergarten (i.e., age 5 on or before September 1 of the school year in which the early childhood program is to be implemented), and who are determined by multiple weighted at-risk factors.

The LEARN Charter School Network has developed guidelines to screen three and four year olds who exhibit academic or behavioral characteristics that would suggest the need for early intervention through the Network's Early Childhood Learning Program. Information is available from the building principal at each of the network's school buildings.

LEARN considers several processes to determine the needs of children enrolling in the program including district boundaries, low income status, and the results of assessments and screening. PFA provides funding for partial day programming; parents may be responsible for providing additional funds for continuous, full day care.

Transitional n Program (TBE) Transitional Program of Instruction (TPI/EI)

The LEARN Charter School Network provides screening, evaluation, and instruction for students whose cultural background includes languages other than English. Upon enrollment in the LEARN Charter School Network, students are identified through the use of our Language Use Pattern & Cultural Background/Home Language Survey form. Services are available for those who need assistance in listening, speaking, reading, writing, and general academic skills after students are evaluated. Parents will be notified in writing if their student qualifies for services in either the network Transitional Program of Instruction (TPI) or Transitional Bilingual Program (TBE).

Report Cards / Progress Reports

A Report Card will be sent home with each student every trimester. Special progress report forms will be sent to parents whenever deemed necessary by the teacher. These reports will be sent home with recommendations for student improvement. Parents who have concerns should arrange a conference with the student's team.

Graduation Commencement Exercise Participation Criteria

Teachers and administration believe that participation in the commencement exercise should be a meaningful activity earned by the individual student. The following criteria have been developed for commencement exercise participation. Parents will be informed following the second and third quarters if their student is at-risk of not participating in the commencement exercises. Parents will be notified if their student is being reviewed by the administration related to the commencement exercise criteria.

The criteria for commencement exercise participation are as follows:

- 1) Students who demonstrate and establish a pattern of continuous positive behavior, or students who demonstrate significant behavior improvements are eligible to participate in the commencement exercises. Students are expected to meet and maintain a high standard of behavior for the entire school year.
- 2) Students meeting the first criteria and earning a final passing grade in all subjects (including Fine Arts and Physical Education) are eligible to participate in the commencement exercises.
- 3) Students not earning a cumulative grade point average of 1.0 in all subjects are not eligible to participate in the commencement exercise and will be retained in their current grade placement. These students will be reviewed utilizing a research-based instrument, which considers student intelligence, academic achievement, and history of learning disabilities, parent involvement, and other relevant criteria. The results of the review will determine appropriate placement for the ensuing school year. This review and decision will be made by the School administration, and will include parent involvement.
- 4) Students serving out-of-school suspensions running concurrent with the commencement exercise are not eligible to participate in any school activity, including the commencement exercise.

Eighth Grade End-of-the-Year Eligibility Requirements

Students must be academically and behaviorally eligible for eighth grade activities. End-of-year eighth grade activities including the trip, eighth grade graduation dance, and walking across the stage at graduation are privileges. Therefore, the eighth grade team of teachers and the building administration will review students' academic and behavioral data after each quarter. Any students who have accumulated 10 or more detentions and/or more than one suspension in their eighth grade year will be required to attend a meeting with their parents, administration, and teachers to discuss eligibility for participation, and may develop a plan in order to attend the activities. Students who do not meet the expectations of the plan will lose their end-of-year privileges as indicated by the plan developed by the student, teachers, parents, and administration.

Fines and Fees

All fines and fees (including athletic and club fees, textbook fines, library fines, and lunch fines) are to be paid in full in a timely manner. Late fines will result in a loss of privileges (including non-attendance at extracurricular events and field trips, nonparticipation in clubs, sports or activities), and report cards will be held until all fines and fees are paid.

Section IV – Technology Use/Acceptable Use of Electronic Network & Internet

Acceptable Use Policy (AUP) for the Internet

Reasons for Policy

The LEARN Charter School Network (“School Network”) provides electronic resources including but not limited to hardware, software, network access, data files (including virtual files), Internet resources, social networks, and other Web 2.0 resources and personal technology devices for its students and employees. These resources are a part of the School Network’s instructional program and promote educational excellence by enabling employees and students to share information and resources, communicate, learn new concepts, research diverse subjects, and create and maintain school-based websites. The School Network is not responsible for any information that may be lost, damaged, or unavailable when using the electronic resources, or for any information that is retrieved or transmitted via the Internet. The School Network will not be responsible for any unauthorized charges or fees resulting from the use of its electronic resources.

The School Network has adopted this Acceptable Use Policy (“Policy”) to set guidelines for accessing the School Network’s electronic resources, including the computer network or the Internet service provided by the School Network. Every year, students and employees who want access to electronic resources (including but not limited to the computer network and Internet) for that upcoming school year need to sign and submit this Policy to the School Site Principal. Students who are under 18 years also must have their parents or guardians sign this Policy. By signing this agreement, the student, employee, and parent or guardian agree to follow the rules set forth in this Policy, and to report any misuse of electronic resources, (including but not limited to the computer network or the Internet) to a teacher or supervisor. Parties agreeing to this policy also understand that the School Network may revise the Acceptance Use Policy as it deems necessary. The School Network will provide notice of any changes either by posting such a revised version of the Policy on its website or by providing written notice to the students, employees and parents or guardians.

The electronic resources may only be used during the time the user is a student or employee of the School Network. Anyone who receives access to the School Network’s electronic resources, including any Account that is a part of the School Network’s electronic resources, is responsible for making sure it is used properly.

Acceptable Uses of Electronic Resources

All use of the Network’s electronic resources must be in support of education and/or research, and be in furtherance of a Board of Directors stated goal, or 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 School Network’s

electronic network or School Network computers. General rules for behavior and communications apply when using electronic resources. The School Network's *Authorization for Electronic Resource Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by school officials. Staff may use the Internet for personal use only if such use is incidental and occurs during their duty-free time.

Internet Safety

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

- Ensure staff supervision of student access to electronic resources including social networking and other Web 2.0 resources;
- The education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms
- Restrict access to inappropriate matter as well as restricting access to harmful materials;
- Ensure student and staff privacy, safety and security when using electronic resources;
- Restrict unauthorized access, including "hacking" and other unlawful activities; and
- Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as names and addresses.

If a user is uncertain about whether a particular use of electronic resources is appropriate, he or she should consult the President or system administrator.

Social Networks, other Web 2.0 Resources and Personal Technologies

Definitions:

- 1) **Includes:** Means "includes without limitation" or "includes, but is not limited to."
- 2) **Social Network:** Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. Examples include Facebook, LinkedIn, My Space, Twitter, YouTube, and SnapChat.
- 3) **Personal Technology:** Any device that is not owned or leased by the School Network or otherwise authorized for School Network 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 smartphones, tablet computers and other personal electronic devices.

- 4) **Account:** Staff and students must use assigned accounts with passwords to access the School Network's electronic resources. Each member of the staff and each student will receive his/her own unique School Network Account.

Usage and Conduct

All School Network employees and students who use personal technology and social media shall:

- Adhere to the high standards for appropriate school relationships in policy 5:120, Ethics and Conduct at all times, regardless of the ever-changing social media and personal technology platforms available. This includes School Network 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; 5:120, Ethics and Conduct; 7:20, Harassment of Students Prohibited; and the Ill. Code of Educator Ethics, 23 Ill. Admin. Code §22.20.
- Use only School Network-provided or approved methods to communicate with students and their parents/guardians. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
- Comply with policy 5:130, Responsibilities Concerning Internal Information. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or School Network employees without proper approval.
- Refrain from using the School Network's logos without permission and follow Board policy 5:170, Copyright, and all School Network copyright compliance procedures.
- Obtain prior approval from the school network administration for the use of personal technology or a personal computer. Social media, for personal purposes, can only be used during non-work hours. Any duty-free use must occur during times and places where the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
- 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 personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its students' and employees' personal technology.
- Be subject to remedial and any other appropriate disciplinary action for violations of this policy.

Authorization for Electronic Resource Access

Each staff member must sign the School Network's *Authorization for Electronic Resource Access* as a condition for using the School Network's electronic resources. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted use.

All users of the School Network's electronic resources, including School Network computers, shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Resource Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Unacceptable Uses of School Network Electronic Resources

The following uses of the School Network's electronic uses, including any Account provided by the School Network are unacceptable. Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to the following:

- Selling or purchasing
- Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law
- Transmitting or downloading confidential information or copyrighted materials.
- Uses that involve the accessing, transmitting or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency or other related authority.
- Uses that involve obtaining and or using anonymous email sites.
- Uses that cause harm to others or damage to their property are unacceptable.
- Unacceptable uses include, but are not limited to the following:
 - Deleting, copying, modifying, or forging other users' emails, files, or files without that User's permission;
 - Damaging electronic resources such as computers, files, data or the network;
 - Using profane, abusive, or impolite language;
 - Disguising one's identity, impersonating other users, or sending anonymous email messages;
 - Threatening, harassing, or making defamatory or false statements about others;
 - Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - Accessing, transmitting, or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance;
 - Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
 - Using electronic resources to pursue "hacking," internal or external to the network, or attempting to access information that is protected by privacy laws.
 - Uses that jeopardize access or lead to unauthorized access into Accounts or other electronic resources are unacceptable. Unacceptable uses include, but are not limited to the following:
 - a) Using other users Account passwords or identifiers;
 - b) Disclosing one's Account password to other users or allowing other users to use one's Accounts;
 - c) Getting unauthorized access into other users' Accounts or other computer networks; or
 - d) Interfering with other users' ability to access their Accounts.

Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:

- a) Selling or buying anything over the Internet for personal financial gain;
or
- b) Using the Internet for advertising, promotion, or financial gain; or

- c) Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying or political purposes

Internet Safety

In compliance with the Children’s Internet Protection Act (“CIPA”), the School Network will implement filtering and/or blocking software to restrict the access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors less than 18 years of age. The software will work by scanning for objectionable words or concepts, as determined by the School Network. [NOTE: CIPA does not enumerate any actual words or concepts that should be filtered or blocked. Thus, CIPA necessarily requires that the School Network determine which words or concepts are objectionable.] However, no software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. An Account user who incidentally connects to such a site must immediately disconnect from the site and notify the system administrator, a teacher or supervisor. If an account user sees another user is accessing inappropriate sites, he or she should notify the system administrator, a teacher or supervisor immediately.

In compliance with CIPA, the School Network and its representatives will implement a mechanism to monitor all minors’ on-line activities, including website browsing, email use, chat room participation and other forms of electronic communications. Such a mechanism may lead to discover a user has violated or may be violating this Policy, the appropriate disciplinary code or the law. In such an instance, the School Network shall take any necessary action to enforce the appropriate disciplinary code or the law. Monitoring is aimed to protect minors from accessing inappropriate matter, as well as help enforce this policy, on the Internet, as determined by the school board, local educational agency, or other related authority. The School Network reserves the right to monitor other users’ (e.g., employees, students 17 years or older) online activities; to access review, copy, necessary; and to enforce appropriate and applicable disciplinary provisions for employees and/or students who violate School Board Policies, ordinances, state and/or federal laws.

If a student under the age of eighteen accesses his/her account or the internet outside of school, a parent or legal guardian must supervise the student’s use of the Account or Internet at all times and is completely responsible for monitoring the use. Filtering and/or blocking software may or may not be employed to screen home access to the Internet. Parents and legal guardians should inquire at the school or network if they desire more detailed information about the software.

Student information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the student’s teacher and parent or guardian has granted permission.

Account users shall not reveal on the Internet personal information about themselves or about other persons. For example, an Account user should not reveal their full names, home addresses, telephone numbers, school addresses, or parents’ names on the Internet.

Account users shall not meet in person anyone they have met on the Internet in a secluded place or a private setting. Account users who are under the age of 18 shall not meet in person anyone they have met on the Internet without their parent's permission.

Account users will abide by all school network security policies.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the School Network staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Neighborhood Children's Internet Protection Act. The disabling or otherwise modifying any technology protection measures shall be the responsibility of President or designated representatives. School Network staff will provide age appropriate training for students who use the School Network Internet facilities. The training provided will be designed to promote the Networks commitment to:

- The standards and acceptable use of Internet services as set forth in the School Network Internet Safety Policy;
- Student safety with regard to:
 - a) Safety on the Internet;
 - b) Appropriate behavior while online, on social networking Web sites, and in chat rooms; and
 - c) Cyber bullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the Network's acceptable use policies.

Privacy Policy

The system administrator has the authority to monitor all electronic resources, including all Accounts, e-mail and other materials transmitted or received via the School Network's electronic resources. All such materials are the property of the School Network. **Account users do not have any right to or expectation of privacy regarding such materials. Network users should assume that you have no privacy when using all school network electronic resources.**

Storage Capacity

To ensure those utilizing electronic resources remain within the allocated disk space, and other files or data that take up excessive storage space, the system administrator will also routinely delete messages from account users' inbound and outbound log files, messages saved to the archive folders on the system, and messages posted to the School Network's web site.

Penalties for Improper use

The use of the School Network's electronic resources is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of use of School Network electronic resources, including any Accounts. Inappropriate use may lead to any disciplinary and/or legal

action, including but not limited to suspension or expulsion or dismissal from employment from the School Network, or criminal prosecution by government authorities. The School Network will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

Disclaimer

The School Network makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of School Network electronic resources. The School Network also denies any responsibility for the accuracy or quality of the information obtained through the School Network's electronic resources.

Any statement, accessible on the School Network's electronic resources, is understood to be the author's individual point of view and not that of the School Network, its affiliates, or employees.

Account users are responsible for any losses sustained by the School Network or its affiliates, resulting from the users' intentional misuse of the electronic resources.

Media Authorization

Students in The LEARN Charter Network may be photographed and/or videotaped at school. Photos and videos become teaching and communication tools within the school and community. They may be used for educational purposes in Network newsletters/web pages, on local cable access programming related to the network, or shared with the news media to communicate school events. Student names are not used on the Network web site.

In addition, the press and media periodically take photos of students to publicize school activities and events.

The network asks parents to sign the "Media Authorization Form". This form is kept on file as long as the child is enrolled in The LEARN Charter Network schools.

Parents may change the media authorization for their child at any time by submitting the change in writing, using the Media Authorization Form. This form may be obtained from your child's school.

Department of Justice Dos and Don'ts

DO:

- DO use the Internet to help with schoolwork.
- DO use the Internet to "visit" museums in faraway places like The Smithsonian Institution.
- DO use the Internet to meet children in other countries or to keep in touch with pen pals who live far away in this country or other countries.
- DO be careful about talking to "strangers" on a computer network. Who are these people anyway? Some people say and do things that are NOT NICE.

- DO use the Internet to learn more about universities and colleges that you may be interested in attending.
- DO respect the privacy of other users on the Internet, just as you expect your privacy to be respected. How would you feel if someone reads your private email or your grades?
- DO be careful when you "download" (copy) programs from the Internet. Use a virus scan program before loading it on your computer. Some programs on the Internet contain viruses that can harm your computer.

DON'T:

- DON'T give your password to anyone.
- DON'T answer messages that make you feel uncomfortable because they seem improper, indecent, or threatening. TELL an ADULT RIGHT AWAY.
- DON'T give any personal information, such as your family's address, phone number, credit card or calling card numbers, your school's name, or your picture to anyone on a computer network that you don't personally know.
- DON'T arrange to meet anyone you've met on the Internet without telling your parents.
- DON'T try to break into computers. It's not a game. It's a crime and it's an invasion of privacy.
- DON'T steal copyrighted computer programs ("software") by copying it from the Internet. This is the same as stealing it from a store.
- DON'T make copies of any copyrighted material, like books, magazines, or music without the permission of the author, publisher or artist.
- DON'T copy material that you find on the Internet and pretend that it's your own work.

<http://www.cybercrime.gov/rules/rules.htm>

Section V – Transportation

Transportation

Bus Transportation

Special education students are transported in accordance with State Law (BP 435).

Student safety is always a primary concern. Although LEARN does not have responsibility for students before they board the school bus, appropriate behavior is expected of all students who ride the bus. Gross disobedience or misconduct may result in the suspension of school bus privileges. The Network's regular suspension procedures are used to suspend a student's privilege of riding a school bus.

Video Surveillance on Buses and in School

To promote the health, safety and well-being of students and staff, routine video and audio recordings are made on the school buses. The Network also reserves the right to video record public access and areas in and about the school buildings for these same purposes, as may be determined necessary by the network. Electronic recordings (video, digital, audio) made on

school buses are not considered to be part of, nor treated as a student record. The School Network authorizes audio-recordings on its school buses.

Section VI – Building and Environment Safety

Pest Control

The LEARN Charter School Network utilizes an Integrated Pest Management (IPM) process to identify and eliminate conditions in the school that may cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate pest problems. Regular spraying is not part of the program. The network has contracted with Anderson Pest Control to provide IPM services.

Only approved pest control methods are used. If it becomes necessary to use pest control products other than traps or baits, notice is posted two business days prior to the application. An exception to the two-day notice may be made in the event of an immediate threat to health or property.

Network personnel, certified in the handling of herbicides, occasionally make application of such materials on school grounds. Every effort is made to make such applications when school is not in session. Only approved herbicides are used.

Parents and staff may request written notification of all pesticide and herbicide application by contacting the school office.

Asbestos Management Plan

All LEARN Charter School Network school buildings have been inspected for asbestos and management plans have been written and accepted by the Illinois Department of Public Health. Copies of the plans are available by contacting the Department of Facilities at the Network Office or the building principals.

Hazardous Materials

To promote the health and safety of the students, staff, parents and the community, and to ensure the environment is reasonably protected from hazardous materials, LEARN Charter School Network has developed procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities. Emergency response actions and evacuation plans will also be coordinated with the procedures. Hazardous materials shall be defined as any substance specifically designated as such by state or federal law, or any other substance or mixture of substances which may be explosive, ignitable, corrosive, reactive and/or toxic. The procedures developed by the administration comply with all local, state and federal laws and regulations which pertain to the proper management of hazardous materials. The Facilities Manager is responsible for identifying any substances which may be hazardous, and ensuring such substances are properly disposed in a state-approved facility or landfill. When necessary, LEARN shall contact the U.S. Environmental Protection Agency (EPA) and/or the Waste Management Program in order to

obtain relevant information regarding hazardous waste management. LEARN personnel will be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize quantities of such substances generated by the school. In addition, LEARN employees shall follow the procedures developed by the administration and shall take the necessary precautions recommended by manufacturers' warnings when handling or transporting hazardous materials.

Eye Protection in School Act

Every student, teacher, and visitor is required to wear an industrial quality eye protective device when participating in or observing any courses involving milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, and welding, repairing, or servicing of other materials, and chemical or combined chemical-physical laboratories involving caustic or explosive chemicals, hot liquids, or solids. LEARN ensures this requirement is upheld at all schools.

Suicide Awareness and Prevention Policy

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 Network goals. The full Network policy on Suicide Awareness and Prevention is located at <https://suicidepreventionlifeline.org>

Section VII – Code of Conduct

Philosophy

To discipline a child is to teach lifelong problem solving skills and decision making providing a framework for positive interactions with others.

Definition of Discipline

The precise definition of the word “discipline” means to “teach”. Discipline is defined as providing a school focus and perspective for teaching children clear and precise guidelines for behavior. Through a partnership between the school and the family, the overall framework of discipline is developed providing continuity between home and school. The goal of the school discipline policy is to provide learned strategies that will support positive child and adult relationships, and enhance the learning experiences of each child that can be carried into adult life. Discipline is administered on an individual basis.

Corporal Punishment

LEARN Charter School Network does not use corporal punishment as a means of discipline. Parents will not be allowed to use corporate/physical punishment within any of our schools.

Social Emotional Learning (SEL)

As a Network, we develop our curriculum based upon the Common Core State Standards. Recently, the State of Illinois has created specific goals about the development of social and

emotional learning as well. These standards, referred to as Social and Emotional Learning (SEL), are being regarded as equally important in the development of students as the core concepts of math, literature, language, science and social science. Throughout the Network, we have begun the process of striving to achieve these goals for every student.

Several staff members have attended trainings to learn about SEL standards, and how to implement them at school. As a result of this training, a team was formed to continue the planning and implementation of these goals. These team members will work to exemplify SEL in their educational roles, as well as promoting and helping all school employees learn and practice SEL skills. In the collective view of those involved, Social Emotional Learning is not a program or task, but rather a way of educating students that enables them to reach their greatest potential.

These standards have been developed in accordance with Section 15(a) of Public Act 93-0495. This Act calls upon the Illinois State Board of Education to "develop and implement a plan to incorporate social and emotional development standards as part of the Illinois Learning Standards."

The Illinois state Social and Emotional Learning goals are as follows:

- Goal 1: Develop self-awareness and self- management skills to achieve school and life success.
- Goal 2: Use social-awareness and interpersonal skills to establish and maintain positive relationships.
- Goal 3: Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

Positive Behavior Intervention Support and Responsive Classroom

LEARN Charter School Network participates in PBIS, or Positive Behavior Intervention Support and Responsive Classroom. These methods provide school wide intervention for all students. At the beginning of the school year, students are taught behavior expectations for each area of school (i.e.: hallway, bathroom, assembly, etc.). As the school year progresses and data is gathered, students are re-taught behavior expectations in the same way they would be re-taught an academic concept that required mastery.

How does it work?

Students will participate in a "kick off" at the beginning of the school year. They will participate in learning all behavior expectations starting the first day of school. All staff members are committed to this process. Reward celebrations for all students take place quarterly throughout the school year to celebrate positive behavior.

What are the School Wide Behavioral Expectations?

In all of LEARN Network schools the behavior expectations are the same and center on three basic principles which are: Be Respectful, Be Responsible, and Be Safe. These principles are posted in all buildings on a behavior matrix, which states what the behavioral expectations are in all areas of the building, and on the school bus.

What happens to the data?

Schools collect data every year in order to improve services for students. PBIS data and discipline will be analyzed regularly by the PBIS Universal Team, as well as grade-level teams in order to determine what behaviors we need to work on, where those behaviors occur and what time of day. With that, we can improve supervision, facilitate school wide re-teaching strategies and address the specific needs of our school as they arise. The data does not follow the student in any way, and it is not included in cumulative files.

Who is affected?

Everyone in the school community is involved: parents, students, teachers, lunch personnel, custodians, teachers and administrators. All schools within the LEARN Charter School Network are participating in this initiative.

What will my students learn?

Your students will learn behavior expectations in every area of school. Behavior will be modeled to students through the use of video lessons and school wide lesson plans. Your student will be expected to display mastery of behavioral expectations in the same way they master academic skills throughout the year.

How can I help?

Parent support is vital in the PBIS and the Responsive Classroom process. As usual, school personnel will be communicating with parents when a student struggles with mastering a specific behavior concept. Parents and school staff need to be “on the same page” when it comes to behavior expectations. In this way, the lessons learned at school will also benefit students in the home setting. Since all students will be learning the same skills, parents can support this effort by discussing behavior expectations at home, much the same way parents support academic efforts by discussing assignments, projects, and books.

Drug-Free Schools

Consistent with federal law, the Board of Directors prohibits the use, possession, concealment, or distribution of drugs by students, staff and visitors on school grounds or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, any unlawful controlled substance as defined by Illinois law, and any substance that could be considered a “look-a-like” controlled substance. Also prohibited is cigarettes, nicotine and/or any vaping substances or any devices or materials related to cigarettes, nicotine and/or vaping. Any student who violates this policy is subject to discipline, up to and including expulsion. When appropriate, the network will refer the student to resources that can assist the student in addressing drug or alcohol related abuse problems.

Misconduct and Disciplinary Options Overview

Good student behavior is the goal of this disciplinary policy. At times, students may commit an error in behavioral judgment. When that occurs, discipline may be appropriate subject to a case by case review.

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 occurs during the school day or on school premises or is reasonably related to school or school activities, including, but not limited to:

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

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct. Gross disobedience and misconduct is any behavior that is of such an egregious nature as to constitute, on its face, gross disobedience or misconduct. Gross disobedience or misconduct also includes any conduct, behavior, or activity, as defined by the Network in its policies, procedures, rules, and codes of conduct, which causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school-related activities, with the rights of other students or school personnel, or the risk of same.

Gross disobedience or misconduct includes, but is not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials and vaping and/or vaping materials and/or products, including without limitation, electronic cigarettes or any alternative nicotine product, or any cartridge or component of an alternative nicotine product.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcoholic beverages 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, controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless being administered in accordance with a physician 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 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 or licensed practitioner's instructions. The use of possession of medical cannabis even by a student for whom medical cannabis has been prescribed is prohibited.
- 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 without limitation, 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 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, 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 are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education

- program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, 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 person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
 10. Engaging in sexual activity, including without limitation, 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.
 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 signaling indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school buses, or at any school activity.
 15. Being absent without a recognized excuse; State law and 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, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Cyber-Bullying is making an explicit threat or posting/ re-posting information on an Internet website or instant messaging 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 drones 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.

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 lockers, desks, 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 Network 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 infractions are generally defined according to the following categories for reference and include examples and suggestions. Disciplinary infractions and options may include, but are not limited to the below examples and each is reviewed on a case by case basis. All gross disobedience and misconduct is subject to any and all discipline based on severity up to and including out of school suspensions and expulsions.

1) Minor Infractions: Those behavioral infractions that are less serious than major infractions, but are needed to maintain a positive learning environment.

2) Major Infractions: Those behavioral infractions which are less serious than critical infractions, but do not present a substantial risk of harm to health, safety, and/or the educational environment. (May include a 1-3 day suspension after other steps are taken before-hand to remediate the behavior)

3) Critical Infractions: Those behavioral infractions that are the most serious because of great potential harm to health, safety, and/or the educational environment. (May include a suspension of more than 3 days depending on the severity of the incident and the steps taken beforehand to remediate the behavior)

Minor Infractions

- Repeatedly tardy to school or class
- Failure to follow school rules or procedures
- Chewing gum in school or at school related events – student chewing gum will be asked to dispose of it promptly and respectfully
- Eating or possessing unauthorized food outside of the cafeteria
- Extreme dress or appearance which is disruptive or likely to be with the education environment.
- Bringing toys, a laser pen/pointer, or other related items to school without permission (permission may be granted for special occasions)
- Moving within the school building or on school grounds without a pass, except during prescribed passing periods
- Locker or lock misuse
- Repeated failure to complete assigned consequence

Disciplinary Options

- Verbal Warning
- After School Conference
- Parent Contact
- Community Service
- Counselor Contact
- Student/ Principal Contact
- Detention/Extended Detention

Major Infractions

A parent contact is made for each major infraction.

- Excessive violations of minor infractions
- Rowdy behavior in the building or on school grounds that is extremely disruptive and potentially dangerous
- Disobeying lunchroom procedures
- Disrespect toward any student, school personnel, or adult (including swearing, using abusive language, body language, name calling, and/or making inappropriate comments)
- Verbal aggression toward other students, adults, or school personnel including harassment, bullying, intimidation, threatening behavior, or making threatening statements about, or to, another student, adult, or school personnel

- Disruptive behavior which interferes with the learning process within the classroom or at extra-curricular activities
- Defiance and/or Insubordination: flagrantly, purposefully, or repeatedly failing to comply with or follow the instructions of school personnel
- Providing a false name when asked to identify oneself to school personnel: Providing false information to school personnel, or impersonating another person verbally or in writing to provide false or misleading information
- Inappropriate display of affection
- Failure to report to an after school conference or detention, or complete assigned consequence
- Forgery of a parent or teacher signature
- Lying or cheating on or about homework, class work, or tests
- Spitting
- Throwing any objects within or outside of the school environment
- Throwing snowballs or using snow to intimidate or hit another student
- Possession and or use of cigarette (s) or tobacco products, matches, or lighters
- Unauthorized transfer of money
- Unauthorized use of cell phones or any cellular or calling device
- Gambling
- Misuse of technology (any violation or misuse of technology may revoke a student's access to technology, may result in disciplinary action or legal referral/ action)

Disciplinary Options

Options are not listed in any specific order. The assignment of discipline will be determined on consideration of the infraction.

- Removal from class and/or activity
- Detention
- Community Service
- Counselor / Social Worker Contact
- Parent/Teacher/Student Conference
- Student Contact
- Social Probation
- Suspension (1-3 days)
- Referral to the Principal
- Referral to the Social Worker / Counselor
- Police involvement
- Student/Principal Conference
- Community Service
- Expulsion

Critical Infractions

A parent contact is made for each critical infraction.

- Excessive violation of major infraction(s)
- Threatening to use a weapon to cause bodily harm
- Deliberate destruction of another student's property
- Misuse of technology

- Inappropriate drawings, writings, or comments that depict violence, threaten, harass, bully, or intimidate another person
- Any harassment based on any proactive category.
- Sexual harassment/advances or other verbal or physical conduct of a sexual or sexually- based nature
- Engaging in hazing, bullying, or any verbal or physical aggression toward another student(s)
- Striking school personnel, physical aggression, or using abusive language toward personnel
- Any action by a student that threatens the health and safety of themselves or others (this includes, but is not limited to, pulling or activating the fire alarm, calling in a false threat or bomb threat, setting fires, possessing or setting off fireworks)
- Possession, purchase, use, sale, and/or distribution of alcohol or other drugs, look alike drugs or related paraphernalia on school premises
- Being under the influence of alcohol or other drugs
- Unauthorized use or possession of over the counter drugs or anabolic steroids or prescription drugs not prescribed to the student (all prescribed drugs – except those medically authorized for self- carry, should be in possession of nurse or authorized administrator).
- Vandalism (writing, painting, drawing, scratching, or otherwise marking any inscription, figure, or mark of any type on any school or staff owned property) or theft of school property (i.e. including theft of food items during lunch; theft of classroom property)
- Truancy, absent without recognized excuse
- Leaving school grounds without permission
- Gang reference, affiliation, or being involved in gang or gang-related activities on or around school grounds
- Being involved with any public school fraternity, sorority, or secret society
- Tampering with school documents including, but not limited to, report cards, detention notices, and school/home correspondence
- Possession of weapons, use control, or transfer of any object which may be used to cause bodily harm. This includes, but is not limited to firearms, knives, guns, brass knuckles, billy clubs, and ‘look-alikes” as defined as 430 ILCS 65/1-1 and use of a weapon as defined 720 ILCS 5/24-1. Items such as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered a weapon if used or attempted to be used to cause bodily harm.
- Transmitting inappropriate or graphic images through a cellular device (sexting)
- Making explicit threats on an internet website against a student, employee, or any student related personnel
- Stealing, or attempting to steal/cause damage to school property
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing

Disciplinary Options

Options are not listed in any specific order. The assignment of discipline will be determined based

on consideration of the infraction.

- Detention
- Parent contact
- Parent/Teacher/Principal/Student Conference
- Community Service
- Counselor/Social Worker Contact
- Student Contact
- Social Probation
- Suspension (1-10 days)
- Revocation of Privileges
- Expulsion
- Police involvement
- Restitution
- Referral to Social Worker/Psychologist

Extracurricular Activities

The aforementioned discipline policy applies to the school-related conduct of all students involved in extracurricular activities and athletics both on and off campus. Discipline rules apply in school, on school property, at any school- sponsored event or activity, at any activity or event reasonable related to the school, and while students are traveling to and from school or any school-related activity or event. Additionally, these rules apply when any field trips or off-campus trips are taken as part of a course taken at the school. In order to be allowed to participate in extracurricular activities and athletics, a student must meet the school's participation policies.

Access to Extracurricular Activities

Parents and students are expected to show good sportsmanship and conduct themselves in an appropriate, respectful manner at all activities related to the school. Attendance at events and participation in activities, whether as an athlete or fan, is a privilege. The exercise of such privilege is subject to proper behavior. LEARN's rules pertaining to rules of conduct and sportsmanship for athletic and extracurricular school events apply broadly to all spectators, students, and participants in the athletic and extracurricular events. Any person who violates the rules may be denied admission to school events for up to one year, provided that ten days' notice of the violation is given to the person and the opportunity for a hearing before the board pursuant to its rules and regulations is provided.

Reciprocal Reporting Agreement

School Network Release of School Student Records and Record Information to Police Department

School officials shall follow state and federal laws regarding school student records, which are considered confidential, and no school student records or information therein may be released, transferred or disclosed except with parental consent or as otherwise permitted by the Illinois School Student Records Act, 105 ILCS 10/1 et seq., as amended. The following exceptions

permit the release of student records and information to the Police Department without parental consent:

Adjudication of Student by Juvenile Court

School networks can release student records and information to the Police Department, upon the request of the Police Department, when necessary for the discharge of their official police duties, prior to adjudication of the student and upon written certification from the Police Department that the information or records disclosed by the school, will not be disclosed to any other party, except as provided by law or order of court 105 ILCS 10/6, as amended.

Pursuant to Public Act 97-1104 significant new limitations have been placed on the sharing of information by local police with school officials. The Act places no new limitations on the current authority of schools to continue to share specific information with the police. Local police can now share information from law enforcement records with proper school officials (those who the school have determined have a legitimate educational or safety interest) **only after:** (a) a student under 17 has been arrested or taken into custody, and (b) the officer or department believes there is an "imminent threat" of physical harm to students or others at school or on school grounds, as follows:

1) Specified Offenses: *Inspection and copying* of law enforcement records is allowed, pursuant to a reciprocal reporting agreement between the school and police, when the student is arrested or taken into custody for specified offenses.

2) Any Offense: *Verbal sharing* of information is allowed when the minor is the subject of a current police investigation ("an official systematic inquiry by a law enforcement agency into actual or suspected criminal activity") that is directly related to school safety, for any offense.

The information whether copied or shared verbally, must be kept separate from and cannot become part of the student's record and cannot become a public record. Further, the information shall be used solely by the appropriate school officials to protect the safety of students and employees in the school and aid in the proper rehabilitation of the child.

Locker Usage

Lockers remain the property of the school and are provided to students without charge. School officials are authorized to open lockers and to examine content, including personal belongings of the students, when there is reasonable cause to believe that the contents threaten the safety, health, or welfare of students or staff, or include suspected stolen property or items that are specifically prohibited by law, board policy, or school regulation. All students are personally responsible for the contents of their lockers. Locker combinations must not be shared with other students for security purposes.

Searches of Students and Their Possessions

The Illinois General Assembly declared that students have no reasonable expectation to privacy in areas where schools own or control equipment or property. Students and their belongings, including student lockers, may be searched by qualified school network employees if reasonable grounds exist to believe there is evidence of a violation of school rules or laws. Students or their possessions may be searched if there is reasonable suspicion to believe that the student is violating these rules or laws.

School employees may inspect or search desks, parking lots, and other school property or equipment owned or controlled by the school to maintain safety and security in the schools without notice, consent, or search warrant. School authorities may request the assistance of law enforcement officials in conducting searches and inspections for illegal drugs, weapons, and other dangerous substances or materials. This search may include specifically trained canine units.

If a search produces evidence that a student has violated or is violating the law, local ordinance, or school network policies or rules, school authorities may seize such evidence and take disciplinary action. School authorities may also turn over such evidence to law enforcement authorities. If a search of a student is necessary, the search will be reasonable in inception and scope.

After School Detention

It is sometimes necessary to assign a detention. The detention will be served the day of or the day following the offense after a parent signature has been secured or permission is granted from the parent/guardian through phone contact. Students may be required to stay for a 30, 45, 60 or 90 minute period on one or more days. The building administrator or teacher will determine the detention period use of time.

Definition of Related Terms: Social Probation

Students who have been assigned Social Probation are not permitted to attend any school-sponsored programs (i.e., assemblies, entertainment, class trips, sports, dances, social activities, graduation ceremony, dinner dance, practices and related activities,) during or after school hours. Social Probation may be assigned or extended for a specified time by the principal. During the second semester, students who have had ten behavioral referrals resulting in detentions, or who have been suspended or out of school or who have a police contact, will be removed from the class trip and/or graduation activities. Additional disciplinary actions may result in removal from the dinner and/or graduation ceremony. Participation in these activities is a privilege, not a right.

If a student misses a detention, he/she will be removed from any social activities including but not limited to, assemblies, dances, field trips, sports and any student council activities.

Suspension

Suspension is the removal of a student from the regular class schedule. Suspensions are a disciplinary consequence which may be imposed on a case by case basis for gross disobedience and misconduct.

There are two types of suspensions, in-school or out-of-school. No out of school suspension can exceed 10 days in length. Students have a right to a pre suspension review conference before they are suspended unless it is unsafe to provide such an opportunity.

Out-of-School Suspension Procedures

The administrator or designee shall implement out-of-school 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 practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. 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 or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continued presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continued presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. 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. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Behavior Improvement Program:

1) In-school suspensions: students are removed from class and placed in isolation but remain in school for the period of the suspension. Class work will be provided for the student and the work done while on suspension is for credit. A student serving an in-school suspension will not be allowed at any other school activities.

2) Out-of school suspensions: students are removed from school and they are not allowed to be on school grounds at any time during the suspension. Out-of-school suspensions are deemed more serious than an in-school suspension. Class work may be made up for credit. It is the responsibility of the student to make-up work independently. In the event class work is not available at the time of the suspension, upon return class work should be given to make-up. The date to return class work should mirror time out; example: out for 3 days-3 days after return to make up.

Definition of Related Terms

Suspension Procedures - Regular Education

The following are suspension procedures:

- Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
- 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.
- Any suspension shall be reported immediately to the student's parent(s)/ guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice shall be given to the School Board.
- Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School 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.

Expulsion (Board Policy; Effective August 1st, 2016)

Expulsion means removal from school for a substantial length of time. In Illinois, an expulsion is the removal of a student from school for 11 days up to two (2) calendar years. The Gun-Free Schools Act requires school boards to expel students who bring weapons to school for not less than one year. This includes but is not limited to Possession of weapons, use control, or transfer of any object which may be used to cause bodily harm. This includes, but is not limited to firearms, knives, guns, brass knuckles, billy clubs, and ‘look-alikes” as defined as 430 ILCS 65/1-1 and use of a weapon as defined 720 ILCS 5/24-1. Items such as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered a weapon if used or attempted to be used to cause bodily harm.

The school network’s chief administrative officer can modify the one- year requirement on a case-by-case basis. Only the School Board may remove a student for that period of time.

Expulsion Procedures

The following are expulsion procedures:

- Before expulsion, the student and parent(s) shall be provided written notice of the time, place, and purpose of the hearing and will briefly describe what will happen during the hearing and detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - The prior written notice a hearing will be sent by registered, certified mail, or hand delivered by school administrator requesting the appearance of the parent(s) guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by a committee consisting of a hearing officer appointed by it CEO/President. If a hearing officer is appointed by the CEO/President, he or she shall report to the Board the evidence presented at the hearing and the CEO/President shall take such final action as it finds appropriate. If a Board member serves as a hearing officer, he/she must recuse himself from any final vote.
 - During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and evidence, and cross-examine witnesses and otherwise present reasons why the student should not be expelled. At the expulsion hearing, a Board member or hearing officer shall hear evidence of whether the student is guilty of 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 substantial disruption posed by the student.
 - After presentation of the evidence or receipt of the hearing officer’s report, the hearing officer shall decide the issue of guilt and take such action as it finds appropriate.
1. In determining the length of the student’s expulsion, the Board also shall consider:
 - a. The egregiousness of the student’s conduct;
 - b. The history of the student’s past conduct;
 - c. The likelihood that such conduct will affect the delivery of education for other students;

- d. The severity of the punishment; and
 - e. The student's best interests.
2. If the President/CEO acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason 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 of the recommended expulsion, as well as the rationale for any suspension that preceded the 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.
 - e. Document whether available and appropriate support services were offered or provided during the suspension and, if they were not offered or provided, document that none were available.
 3. Upon expulsion, the Network may refer the student to appropriate and available support services.

A parent has a right to appeal the expulsion and may contact Mr. Gregory White through Ms. Ashley Paige at apaige@learncharter.org or at (773) 584-4399

Behavioral Interventions

The LEARN Charter School Network is committed to providing a learning environment, which is conducive to academic, social and emotional growth for all students. Network staff will intervene with students whose behavior is not consistent with this goal. Intervention may occur when a student's behavior endangers the health and safety of the student or others, is resulting in or has the potential to result in property loss or damage, interferes with the school's legitimate educational purpose, or otherwise represents a disruption of the educational process. Positive interventions shall be designed to develop and strengthen desirable behavior in the most effective way.

Time out and Physical Restraint

Any use of isolated time out or physical restraint permitted by the board's policy must conform to the requirements of the ISBE regulations at 23 Ill. Admin. Code Sections 1.280 and 1.285. (These regulations apply to the use of isolated time out or physical restraint with both disabled and non-disabled students.)

Suspension and Expulsion Procedures—Special Education

Suspensions of 1-10 Days each School Year

A school may suspend a special education student for up to and including ten days for any violation of school rules. During a 1 to 10 day suspension, school networks are not required to provide services, conduct a manifestation determination review, or draft a behavior intervention plan. However, it is advisable that functional assessments and Behavioral Interventions Plans

are drafted as soon as the need arises. A Behavior Intervention Plan may be developed once the student has completed the fifth day of suspension.

Suspensions Over 10 Days each School Year

Special Education students may be suspended for more than 10 cumulative days per school year. Suspension of up to ten days for separate acts of misconduct is allowed, as long as the removals do not constitute a change in the student's placement. Once the student reaches 11 days, the following requirements must be met:

- Change of Placement – School personnel decide whether the suspension constitutes a change in the student's placement.

Definition of Related Terms

- 1) **Services:** The student must receive services. This means that the goals and objectives within the student's IEP are being implemented. Behavior Intervention Plan – The IEP team must either:
 - a) Review and revise, if necessary, a behavior intervention plan; or
 - b) Draft a Behavior Intervention Plan if one is not already in place. The meeting to address the Behavior Intervention Plan must be held no later than ten business days after removing the student for more than ten days in a school year. Business day is defined as Monday through Friday, excluding federal and state holidays. A school day is defined as days including partial days when students are in attendance at school for instructional purposes.

For each subsequent suspension, each team member, including the parents, must review the behavior intervention plan to determine if revisions should be made. If any team member, including the parent, thinks changes are necessary, the team must meet again and consider revising the Behavior Intervention Plan. A suspension is a change in placement when:

- It lasts more than ten consecutive school days.
- The suspensions form a pattern based on the following: The length of each suspension; the total amount of time the student is suspended; the proximity of the suspensions to one another.
- Special education personnel who are familiar with the student have the authority to determine if the suspension constitutes a change in placement.
- Services are provided and an IEP meeting is filed to draft or revise the Behavior Intervention Plan

If the suspension is a change in placement the school network must:

- Notify the parents of the change in placement and provide them with their procedural safeguards no later than the date on which the decision is made.
- Convene an IEP meeting to draft, review or revise the student's behavioral intervention plan.
- Conduct a manifestation determination review no later than 10 school days after the date the decision regarding a change of placement is made.

Manifestation Determination Review

A Manifestation Determination is required:

- When an expulsion is being considered; when a 45-day placement is being considered; and when a series of suspensions constitutes a change in placement.
- A manifestation determination must be made immediately, if possible, but in no case later than 10 school days after the date on which the decision to take any one of these actions is made.

A manifestation determination review is required only if crossing the 10-day mark constitutes a change in placement. The IEP team must first consider all relevant information of the child including:

- Evaluation and diagnostic results, including information supplied by the parents, observations of the child, and the child's IEP and placement.
 - After considering the above, there are three relevant questions that must be answered when making a manifestation determination.
- 1) Whether the students' IEP and placement were inappropriate and/or whether the special education services, supplementary aids and services, and behavior intervention strategies were provided inconsistently with the student's IEP and placement in relationship to the behavior subject to disciplinary action;
 - 2) Whether the student's disability impaired his/her ability to understand the impact and consequences of his/her behavior; and
 - 3) Whether the student's disability impaired his/her ability to control the behavior that was the subject of the disciplinary action.

If the IEP team answers **yes** to **any** of the above questions, the student's behavior must be considered a manifestation of the student's disability.

Expulsion

A manifestation determination review is an essential first step before a student is considered for expulsion. If the misconduct is related to the child's disability, expulsion may not be considered by a school network. If the misconduct is found unrelated, a school network may expel a special education student in the same manner as a regular education student, however the network is still responsible for providing services to the student.

Suspensions

If the conduct is found to be related to the student's disability, the suspension must be rescinded and the student must be allowed to make up any missed work. If the conduct is not related to the suspension may stand.

Unsafe School Choice

The unsafe school choice option allows students to voluntarily transfer to another District school or to another public charter school within the Network. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education, and
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during school-sponsored event.

Bullying Policy

Aggressive behavior is defined as using force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct. Aggressive behavior includes student behavior that is commonly referred to as bullying and/or hazing. School personnel will create a supportive climate that encourages reporting of such behavior. When teachers see aggressive behavior or when it is reported to them, they are to address that behavior. This can include interventions such as redirecting toward appropriate behavior, modeling positive behavior, pursuing other consequences consistent with school policy, and /or reporting the behavior to a school administrator.

Bullying

Bullying may include, but is not limited to, aggressive or negative gestures, written, verbal, or physical acts that place another student in reasonable fear of harm to person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any students. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to another student. Such behavior may include, but is not limited to, pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling, browbeating nature. Disciplinary action will be taken in instances in violation of this policy.

Hazing

Hazing is meant to include any activity that physically or mentally injures any student through harassment, intimidation, or wrongful act. Disciplinary action will be taken in instances of violation of this policy.

Any type of aggressive behavior by a student, including bullying and hazing, will be documented by the school staff to provide information needed to develop appropriate interventions. When significant evidence is collected to suggest the existence of repeated aggressive behavior, parents or guardians of the student will be notified. Interventions for repeated aggressive behavior shall not preclude any other type of discipline from being imposed in accord with other provisions of this policy.

Anti-Bullying Policy

Rationale:

Recognizing that a safe and civil school environment is necessary for students to learn and achieve and that bullying causes physical, psychological, and emotional harm to students and interferes with their ability to learn and participate in school activities, the **LEARN Charter School Network** is committed to maintaining a school environment free of harassment and bullying. All members of the LEARN school community have a right to be educated and work in a secure and caring environment, that are in alignment with the mission and values of the

LEARN network. It is also expected that every member of the LEARN Charter School Network community has a responsibility to contribute to the protection and maintenance of a safe and nurturing environment.

The LEARN Charter School Network request that every scholar, with the support of his/her parent(s), guardian(s) and the LEARN school community, commit to the following principles, which will apply to everyone on the school property and school-related activities:

- I will not bully others.
- I will try to help anyone I suspect is being bullied.
- I will work to include students who are left out.
- If someone is being bullied, I will tell an adult at school and an adult at home.

Principles:

Bullying is contrary to Illinois law and this policy is consistent with the Illinois School Code. This policy protects LEARN Charter School Network scholars against bullying and harassment on the basis of actual and/or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity and/or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The LEARN Network recognizes the particular vulnerability of scholars with actual and/or perceived disabilities and those who identify as or are perceived to be lesbian, gay, bisexual or transgender. Nothing in this policy is intended to infringe upon any expression protected by the First Amendment of the United States Constitution or Section 3 of Article I of the Illinois Constitution.

Bullying is prohibited:

- during any school sponsored or school sanctioned program or activity; in school, on school property, on school buses or other LEARN Network provided transportation, and at designated locations for students to wait for buses and other LEARN Network provided transportation;
- through the transmission of information from a LEARN Charter School Network computer or computer network, or other electronic school equipment;
- when communicated through any electronic technology or personal electronic device while on school property, on school buses or other LEARN Network provided transportation, at bus stops, and at school sponsored or school sanctioned events or activities;
- when it is conveyed that a threat will be carried out in a school setting, including threats made outside
- school hours with intent to carry them out during any school related or sponsored program or activity or on LEARN Network provided transportation;
- when it is a LEARN Charter School Network Student Code of Conduct (“SCC”) Group 5 or 6 behavior that occurs off campus but seriously disrupts any student’s education.

Definitions:

Bullying means any severe or pervasive (repeated over time) 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 one or more of the following effects:

- placing the student in reasonable fear of harm to the student's person or property;
- causing a substantially detrimental effect on the student's physical or mental health;
- substantially interfering with the student's academic performance; or
- substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative of examples and may not include all examples of bullying.

Bullying behaviors may also qualify as other inappropriate behaviors listed in the SCC. When deciding whether inappropriate behavior constitutes bullying, administrators should consider the student's intent, the frequency or recurrence of the inappropriate behavior, and whether there are power imbalances between the students involved. While bullying is often characterized by repeated acts, sometimes a single incident constitutes bullying depending on the student's intent and power imbalances.

Cyber-bullying means using information and communication technologies to bully. This definition does not include cyber bullying by means of technology that is not owned, leased, or used by the Network, unless an administrator or teacher receives a report that bullying through this means has occurred. This policy does not require a Network or school to staff or monitor any non-school-related activity, function, or program. If the cyber-bullying is based on age, sex, or disability, it is subject to the LEARN Charter School Network non-discrimination policy, see page 17.

Retaliation means any form of intimidation, reprisal or harassment directed against a student who reports bullying, provides information during an investigation, or witnesses or has reliable information about bullying or harassment.

Peer Conflict means disagreements and oppositional interactions that are situational, immediate and developmentally appropriate. When school employees are aware of peer conflict, they are expected to guide students in developing new skills in social competency, learning personal boundaries and peaceably resolving conflict, and to model appropriate social interactions. These interventions are designed to prevent Peer Conflict from escalating to Bullying.

LEARN Scholars, Parents and/or Guardians:

No student who witnesses bullying may stand by or participate in the bullying, but must notify an adult at school and an adult at home as quickly as practicable. Any parent or guardian who witnesses or is notified of bullying has an obligation to advise the Principal/Designee as quickly as practicable. Reports can be made to any LEARN Charter School Network employee or contractor in person, by completing the Bullying Complaint Form and submitting it to the Principal/Designee.

No disciplinary action will be taken on the sole basis of an anonymous report, see page 17.

Transgender Children

LEARN is committed to providing a safe and nurturing environment for all students and fully complies with Title IX. Under Title IX, schools cannot “exclude, separate, deny benefits to, or otherwise treat differently on the basis of sex any person in its educational programs or activities unless expressly authorized to do so under Title IX or its implementing regulations”. Schools’ obligations to treat a student according to the student’s gender identity begins when a student or the student’s parent or guardian notifies the school administration that the student is asserting a gender identity different from what the student previously represented. From that date forward, schools must treat the student according to the student’s gender identity. Schools may not require medical documentation or official documentation regarding the student’s gender identity as a precondition to recognizing the student’s gender identity, see page 17.

Academic Dishonesty

Students engaged in academic dishonesty such as, but not limited to, intentional plagiarism, giving or receiving help during an examination, directly copying another student’s work, obtaining copies of tests or scoring devices prior to an examination instrument, or impersonating another student to assist him/her academically, will be subject to disciplinary action.

Portable Communication Devices

Portable communication devices (including but not limited to pagers, beepers, cellular communication devices, picture phones and laser devices) are not to be used during regularly scheduled school hours unless authorized. It is the student’s responsibility to ensure devices are turned off. Students are permitted to use cellular telephones before and after the school day only, provided that it is not disruptive to school activities or events. These phones are to be turned off and stowed away during the regular school day. Students may also use hand- held laptops and electronic devices for instructional purposes during the school day. Any device with photo capability is not permitted in bathrooms or locker rooms at any time.

Students found in possession of portable communication devices during times of unauthorized use will have one or more of the following consequences: respective devices turned over to the administrator, contact to parents or guardian, device picked up by a parent or guardian, and/or detention. LEARN Charter Network is not responsible for lost or stolen portable communication devices.

Games, Radios and Electronic Devices

MP3 players, iPods and CD players may be used only during transport to and from school or school-related or sports activities. Misuse of these devices will result in the device being confiscated. Responsibility for these devices remains with the student. LEARN Charter School Network is not responsible for lost or stolen games, radios, or electronic devices.

Dress and Grooming

Good grooming on the part of students is a factor in developing a desirable classroom climate, aids in the promotion of good citizenship, and establishes self-esteem and pride in our schools. A student's dress and grooming should not detract from the educational environment. The following framework serves as guidance for student dress during the school day and during extra-curricular activities:

- Students must be in uniform at all times. Students will not be allowed to wear any clothing displaying depictions of death, dying, suicide, cigarettes, alcohol or other drugs, gang affiliation, derogatory sayings, or inappropriate language.
- Undergarments may not be worn as outerwear or be visible.
- Students may not write on skin.
- Coats and hats are not allowed during school days unless specified by the principal.
- Students may not wear heavy or thick chains or studded jewelry (including, but not limited to chained wallets or animal choke collars).
- Students must wear a complete uniform. Clothing must be proper fitting, including length and style. Clothes may not be too loose fitting or too tight.
- Pants must be worn at the waist.

PARENT/GUARDIAN ACKNOWLEDGEMENT

I have read the 2019-2020 Parent and Student Handbook and have shared it and/or explained it to my child. We agree to comply with these policies and all of the policies mandated by LEARN Charter School.

Student Printed Name(s) _____

Student Signature(s) _____

Parent/ Guardian Printed Name(s) _____

Parent/Guardian Signature(s) _____

Date of Acknowledgement _____