

**Niles Township District for  
Special Education**

**Student Handbook  
2016-2017**



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***Empowering All to Achieve***

***Districts 67, 68, 69, 70, 71, 72, 73, 73.5, 74***



## **NTDSE Administrative Staff**

NTDSE Office  
847-965-9040

Executive Director:

Mrs. Tarin Kendrick ext. 1102

Director of Fiscal Services and Transportation:

Ms. Kathy Gavin ext. 1114

Director (Satellite Programs):

Mrs. Candice Hartranft ext. 1110

Special Education Supervisor:

Mrs. Sheila Arad ext. 1107

Coordinator of Special Education:

Mrs. Rebecca McClaney ext. 2514

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Mr. Ryan Mayhall ext. 1115

Bookkeeper:

Mrs. Joyce Hummel ext. 1133

Administrative Assistants:

Ms. Christina Dimas ext. 1103

Mrs. Alicia Hastings ext. 1101

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Molloy Office  
847-966-8600

Principal:

Mrs. Christine Perry ext. 1109

Administrative Assistants:

Ms. Patty Kontos ext. 1111

Mrs. Linda Pusateri ext. 1100

**ELEMENTARY DISTRICTS – CONTACT  
INFORMATION**

Golf School District 67 / Lynn Kurokawa  
847-966-8200

Skokie School District 68 / Peg Lasiewicki  
847-676-9000

Skokie School District 69 / Kristine Schubert  
847-675-7666

Morton Grove School District 70 / Stephanie Evans  
847-965-6200

Niles School District 71 / Laura Guarraci  
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Skokie School District 72 / Carly Gross  
847-929-1050

Skokie School District 73 / Debra Yasutake  
847-673-1141

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## **WELCOME TO NTDSE**

Dear NTDSE Families,

NTDSE, together with your member district, strives to provide a continuum of services to meet the needs of all students within Niles Township. We work collaboratively to ensure that each child's individual needs are fulfilled and your child's school experience is productive.

Please use this Handbook to familiarize yourself with the policies and procedures at NTDSE. Within the Handbook, we outlined our day-to-day routines and school rules. These practices are aligned with our member districts' expectations.

We strive to build a strong connection between home and school and encourage parental support to harness the power of the school community. Parents are encouraged to be an active participant in their child's education. Please communicate with your child's teacher regularly and be actively involved in your child's education.

The success of our students requires consistent effort, collaboration and genuine commitment from students, parents and staff. Working together, we can make a difference!

I look forward to a great year!

Tarin L. Kendrick  
Executive Director

## **Purpose**

*Empowering All to Achieve*

## **Mission**

The Niles Township District for Special Education, in collaboration with its member school districts and families, provides an array of quality programs that create optimum learning experiences to meet each child's specialized needs.

## **Beliefs and Values**

- NTDSE believes that programs and student interventions should be based upon sound research and provide documented evidence of their effectiveness.
- NTDSE supports and helps build effective programs in member districts through research-based intervention programs and quality professional development.
- NTDSE believes in strong, meaningful collaboration with families to meet their children's changing needs.
- NTDSE is an advocate for public policy and legislation benefiting children with special needs.

## **Vision**

To be recognized as an organization out in front of education.

## **NTDSE Programs**

### **Early Childhood**

*Ages 3 through 5*

The NTDSE Early Childhood program is committed to providing quality education for children with a variety of special education needs. Our mission is to implement individualized and developmentally appropriate practices to support children's learning. The program follows the New Illinois Learning Standards and the curriculum focuses on communication, social skills development, motor development, self-help skills, and academic readiness skills. Classrooms are located within the Molloy Education Center

### **LIFE Skills (Learning Independence for Everyone)**

*Grades Kindergarten through age 22*

The mission of the NTDSE LIFE Skills program is to maximize each student's independence in order to access meaningful participation in their community and prepare the students for adult life. The program focuses on functional academics and daily living skills that are aligned with the New Illinois Learning Standards. Classrooms are located within the Molloy Education Center

### **Project ABLE (Academic, Behavior, Learning, Excellence)**

*Grades Kindergarten through Eighth Grade*

NTDSE Project ABLE provides an emotionally supportive environment within the context of high behavioral expectations guided by each student's Individualized Education Program and Behavior Intervention Plan. The curriculum utilized is aligned with the curricula of NTDSE districts as well as the



New Illinois Learning Standards. In addition to academics, all students receive social skills instruction and counseling. Classrooms are located within the Molloy Education Center.

### **Project CLASS (Communication, Learning and Social Supports)**

#### *Grades Kindergarten through Eighth Grade*

The Project CLASS program is for students who show delays in communication, learning, and social reciprocity. The mission of this program is to assist students in learning to function in the general population to the fullest extent possible by supporting communication to develop relationships and build independence. The program is built upon the principles of scientific teaching. Individualized student curriculum is designed to align with the New Illinois Learning Standards. Classrooms are located within the member district schools and at the Molloy Education Center

### **NTDSE Services**

NTDSE provides support services to help students achieve their education goals. These include:

- Adaptive Physical Education
- Assistive Technology
- Instructional Coaches
- Music Therapy
- Occupational Therapy
- Physical Therapy
- Psychology
- School Health Services
- Social Work
- Speech Therapy
- Vision Itinerant / Orientation & Mobility

# Registration Procedures

## **General Information**

Students enrolled in NTDSE programs must be approved for the program by their home school district. This process begins at an IEP meeting or when a student registers in their home school district with an IEP.

## **Registration**

Registration information is provided to parents/guardians following spring break for the following school year. Transportation will be arranged and students will be able to start school once NTDSE receives a complete registration packet and residency in the home district is complete. Registration is on-going throughout the school year as students enroll.

## **Required Forms**

- **Emergency Information Sheet:** It is imperative that the school office has a current student emergency information form on file. Parents will be asked to complete emergency information forms at the beginning of each school year. These forms ask for address, phone numbers, and names of parents/guardians. Parents must notify the school office immediately if there are any changes that require student information to be updated (including email addresses). Please include your home phone numbers as well as a work number and cell phone number if available. Also, list the names of two individuals who can be called if you cannot be reached in the event of an accident, illness, or other emergency.

- **Medical Information:** Please see the health section of this handbook for information regarding what is needed for each grade.
- **Permission Notification:** NTDSE asks parents to sign a video/photo release form for each child attending school. This form gives you consent to have your child photographed, videotaped, or audio taped for school, NTDSE website and classroom use.
- **Use of District Electronic Network:** Computers and technology are used as part of our district's curriculum. The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet access. NTDSE asks parents/guardians to please read and discuss the *Authorization for Electronic Network Access* with your child and sign the form for use.
- **Home Language Survey:** This form is required by the Illinois State Board of Education for all public school students in Illinois.
- **Crisis Intervention/Isolated Time Out Procedure Form:** These procedures outline

under what circumstances NTDSE staff might use a time out procedure or crisis intervention procedure with your child.

These procedures are used only to maintain a safe discipline in schools, that is, as a means of maintaining safe and orderly environment for learning and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individuals, i.e., as a form of punishment. (Board Policy 7:190-AP4).

Although the use of these procedures is always viewed as a last option, there are situations where staff might use these procedures to ensure your child's safety. Except in the case of emergency situations where your child is posing a danger to himself/herself or to others, use of time out and/or crisis intervention will be a part of your child's IEP. Your signature indicates that you have been given a copy of these procedures.

- **Explanation of Procedural Safeguards:** This document describes parental rights as they relate to special education services and placements. For additional information regarding these rights, please contact an NTDSE administrator.

# **Residency Procedures**

## **General Information**

Families must prove residency with their home school district every year. Each district has specific residency procedures. Once the family has proven residency within the school district, the district will authorize tuition for the student and the student may begin school. Transportation will not be provided until residency is authorized.

## **Change of Address**

Parents/Guardians must notify the NTDSE office immediately when a student has a change of address. If the new address falls outside of the current home school district but within Niles Township, then the parent must prove residency in their new school district. Transportation will be arranged once the new district authorizes tuition.

# **Attendance**

## **General Information**

Regular attendance is a critical factor for success in school. The Illinois Compulsory attendance law requires all children ages 7-17 to attend school. Children below the age of 7 years who are enrolled in grades 1 or higher are also required to attend schools while in session during the regular school term. It is the responsibility of the parent or guardian to ensure his/her child attends school regularly in order to obtain maximum benefits from the educational program.

Students may be excused from school for personal illness or medical appointments, a family member's

death or other emergency, observance of a religious holiday, certain court appearances or other approved prearranged absences.

### **Reporting an Absence**

**Molloy Education Center:** Parents are asked to call the Molloy Education Center **847-966-8600** before 8:30 a.m. to report a student's absence. **Phone calls from young adults/or students will not be accepted.** Parents/Guardians who do not telephone the school will be contacted. If attempts are unsuccessful, other emergency contacts will be called.

**NTDSE Satellite Site:** Parents/Guardians of students attending NTDSE Satellite sites are asked to follow the procedures for reporting an absence in their building and contact their child's classroom teacher 30 minutes prior to the start of the school day. **Phone calls from young adults/or students will not be accepted.** Parents/Guardians who do not telephone the school will be contacted. If attempts are unsuccessful, other emergency contacts will be called.

### **Student Illness**

Parents should call the school at least 30 minutes prior to the start of the school day. A student should be fever-free, without medication, for 24 hours prior to returning to school. When a student has been absent three or more days, the school may require a doctor's note before the student can be readmitted to school. If the absence is due to a contagious disease, a doctor's statement is required in order for the student to return to school.

### **Medical Appointment**

Parents/guardians are encouraged not to make medical appointments for students during the school day unless absolutely necessary. Parents requesting their child to be excused for medical appointments may be required to bring documentation to the office upon their arrival at school. This documentation must include the time of requested dismissal, doctor's name and phone number, and parent/guardian signature. Failure to follow this procedure will result in an unexcused absence.

### **Death in the Family**

When a death in the family occurs, parents/guardians are encouraged to contact the school via telephone or written communication.

### **Parents Out of Town**

It is the responsibility of parents/guardians to inform the office if they will be unavailable for a period of time. The authorized person appearing in the student's emergency contact information must call the office if the student is absent from school. If another adult is designated by the parents/guardians to excuse their child from school, a phone call from the parent/guardian identifying the adult must be received prior to the parents leaving town. Failure to follow the above procedures will result in an unexcused absence.

### **Religious Holiday**

A student may be released from school as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the teacher at least 5 calendar days before the student's anticipated absence.

## **Court Appearance**

Parents requesting their child be excused due to a court appearance may be required to bring documentation from the appropriate authorities in order for the absence to be excused.

## **Vacations**

Parents are highly discouraged from taking vacations outside of the District's planned vacation times. Time out of school can be detrimental to a child's progress, growth, and success in school. It is not the responsibility of the teaching staff to prepare work prior to a trip. **Students who are absent for vacation for more than ten consecutive, regularly scheduled school days will be reported to their home school district which will result in being withdrawn from enrollment.** Upon return, parents will need to re-register their child(ren).

## **Excessive Absenteeism/Truancy**

If a child is absent for 10 consecutive days, not due to illness, he/she will be withdrawn from enrollment. Prior to re-enrollment, parents will have to re-register and prove residency for their child within their home district.

A chronic or habitual truant is a child subject to compulsory attendance laws who is absent without valid cause from school for 5% or more of the previous 176 regular attendance days. (A person who willfully attempts to encourage a child to not attend school is guilty of a Class C misdemeanor.) Schools may implement one or more of the following consequences:

1. Parent/guardian conference;



2. All future absences must be verified by a physician or dentist;
3. Restriction or prohibition in the participation of extracurricular activities, field trips, or other activities;
4. The student may be reported to the Regional Office of Education.

### **Home / Hospital Instruction**

A student's absence from school for more than 10 consecutive school days or who will have ongoing intermittent absences because of health or physical impairment related to the same illness may be eligible for services provided by a certified teacher in the home or hospital. Appropriate educational services shall begin as soon as eligibility has been established through IEP and/or with a written statement from a licensed physician and written parental/guardian request filed in the office of the Principal/Director.

Instructional time will be provided for a minimum of 5 clock hours per week on the days when school is normally in session. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff, when appropriate, to coordinate course work and facilitate the student's return to school.

### **Leaving the School Grounds Without Permission (Elopement Procedures)**

Police will be called to support student safety when a student has left the school grounds. Students who leave school grounds without permission may not be allowed to return to the building on that day. A parent/guardian may be called to pick up the student from the Molloy Education Center and/or there may be further disciplinary consequences at school. To

maintain safety, staff members(s) will try to maintain visual contact with the student and report their location to a designated staff member in the school building, until the student has been located by the police. Parent/Family or school staff may request an immediate meeting to discuss the elopement incident.

### **Early Departure/Late Arrival Procedures**

Students requiring an early departure must be signed out at the office by a parent or guardian. Students arriving at school after the school start time must be signed in at the office by a parent or guardian. Students arriving late by any method of transportation, other than the district provided transportation, will be counted as tardy. Parent/guardians are responsible for ensuring students arrive at school on time every day.

## **Safety Procedures**

### **General Information:**

One of NTDSE's main priorities is maintaining a safe and secure learning environment for all students, staff, and visitors. A comprehensive Crisis Plan has been developed for the Molloy Education Center. The Crisis Plan includes procedures for fire and tornado drills. Drills are conducted on a regular basis to ensure that staff and students are familiar with the procedures to be followed in the event of an actual emergency.

Parents are advised that in the event of an emergency, students would remain at school under the supervision of school staff until the emergency has ended. This means that regularly scheduled dismissal times might be ignored if the emergency continues past the typical end of the school day. In this event, parents would not be permitted to take their child home until the emergency has ended.

## **Field Trips/Community Trips**

Throughout the school year, community based instruction and field trips might be a part of a student's schedule. Community based instruction and field trips are used to enrich the classroom curriculum and to expose students to community resources.

All community and field trips are conducted under the supervision of a certified NTDSE staff member. Parents will be notified of scheduled community and field trips well in advance of the scheduled activity. Permission for your child to participate in community based instruction is part of the registration process completed annually. For field trips, a Field Trip permission form will be sent home. Parents are required to sign the permission slip and have the slip returned to school prior to the field trip. Students without a signed permission slip will not be permitted to attend the trip. Verbal permission is not accepted unless it is accompanied by written documentation. A fax or email with parental signature will be accepted in lieu of the permission slip.

Parents are responsible for all costs associated with the field trip. No student would be denied the opportunity to participate in a field trip due to a parent's inability to pay for the trip.

## **School Lunch/Nutrition**

NTDSE strives to create a healthy environment for our students and recognizes that nutrition is an essential part of a healthy school environment.

Snacks and cooking activities might be part of a student's school program. If parents are asked to send snacks to school, parents are encouraged to send healthy snacks to school. Snacks that are high in caloric content or contain high amounts of processed sugar and/or salt are not conducive to a healthy school environment. If parents are providing a snack to the entire classroom, parents are asked to consult with the classroom teacher regarding possible food restrictions and suggestions for healthy snacks.

The Molloy Education Center does not have a lunch program and students are required to bring a sack lunch to school on a daily basis. Milk, juice and/or water are provided by the school.

Eligibility for Free Lunch is determined by the student's home school district. Application for Free Lunch should be made at your home school. If a child meets eligibility requirements, NTDSE will provide a lunch to your child.

## **Visitors in Buildings**

### **Security**

All visitors must report to the main office to check in. A valid State issued ID is required to enter the building. The office staff will scan your ID. This provides an effective way to keep our school safe.

### **General Information:**

NTDSE believes that parents are our educational partners and encourages parents to maintain an active role in their child's education. To this end, NTDSE encourages parents to visit their child's classroom and

to maintain regular communication with teachers, therapists and administrators regarding their child's educational progress. In addition to parents, NTDSE welcomes visits from professionals working with our students. We believe that collaboration between professionals supports maximum student growth.

Parents/professionals wishing to visit the child's classroom should contact their child's classroom teacher with a proposed date and time for the visit. Parents must provide a minimum of 3 day notice prior to the observation. The classroom teacher will work with administration to arrange for a staff member to accompany the parent/professional during the visit. Visits should be no longer than 30 – 40 minutes.

### **Videos and Photos**

Photos taken at school functions, which include NTDSE students other than your own, may not be shared on social media or other internet websites.

## **Classroom Observation Procedures for Parents and Private Providers**

Niles Township District for Special Education #807 (NTDSE) welcomes the opportunity to collaborate with parents and private providers in order to meet the needs of students. In order to facilitate the many requests made for school observations in a timely manner, a specific process is utilized by the district. Before scheduling any observation, the district must have a current "Consent for Release of Confidential Information" on file for any private provider who wishes to observe or consult.

Requests for observations must be made at least 3 days in advance of preferred visit dates by submitting a Classroom Observation Request Form, which also includes these components:

- Individual making request
- Name and title of observer
- Purpose of observation
- Preferred visit days and times
- Contact information

Classroom observation request forms will be turned in to the Program Administrator.

Each Classroom Observation Request will be considered on an individual basis based on its purpose, duration, and frequency. We will make every effort to accommodate observation requests, but our first priority is maintaining the learning environment for our students. To minimize classroom disruptions, observation durations may be limited based on the specific purpose as well as staff availability. A member of the student's educational team, such as the Principal, Psychologist, Social Worker, and/or Program Administrator, will always accompany visitors. Visits

will be scheduled in an effort to accommodate the classroom schedule, school personnel schedule, and the requests of the parent or private provider. If there is a need for a follow-up discussion with the teacher, this must be scheduled in addition to the actual observation.

## **Parent Teacher Conferences**

Parent-Teacher conferences are an important way to keep abreast with a student's progress in school. Conferences are scheduled twice a year. Parents are encouraged to schedule a conference with their child's teacher. Dates of the Parent-Teacher conferences are listed on the school's calendar.

Should parents wish to schedule a Parent-Teacher conference at a time other than the scheduled dates, parents are asked to contact their child's teacher. Teachers will make a reasonable effort to schedule a conference with you at a mutually convenient time.

## **Distribution of Non-Curricular Materials by Students**

Students are prohibited from accessing and/or distributing at school any written or electronic material including material from the internet:

1. That will cause substantial disruption to the proper and orderly operation and discipline of the school or school activities;
2. That violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. That is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. That is primarily intended for the immediate solicitation of funds; or
5. That is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside source as long as the material to be distributed or accessed is primarily prepared by students.



The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or materials are endorsed by NTDSE.

# **Transportation/Bus Procedures**

## **General Information:**

If a child is eligible for transportation then the parent/guardian must complete a Parent/School Transportation Agreement found in the registration packet. Transportation is the responsibility of the student's home school district. The student's IEP determines how the student will be transported to and from school. If the home district chooses to provide their own transportation, then their rules and guidelines will apply. If the home district chooses to provide transportation through NTDSE, then the following guidelines will apply:

Parents/guardians are responsible for the safety and well-being of their children before they board the bus in the morning and after they leave the bus in the afternoon. Children under the age of 12 must have a parent or other adult home to receive him/her after school. Parents/guardians must notify/list responsible adults to receive their children on the transportation and waving to the driver, or by coming to a window with a clear line agreement. The bus driver will not permit any child to leave the bus until a responsible adult is visible to the driver. This may be accomplished by the adult coming to the front door, opening the door of sight to the bus and motioning to the driver. The driver cannot assume that someone is home merely because the door is unlocked and the child is able to enter the house. When a bus drops off a child and no pre-designated adult is there to receive the child, then the child will be returned to the Molloy Center and the parents will be contacted. After the second offense, parents will receive written notification. Upon the third offense, the Department of Child and Family Services will be contacted. Parents

must provide written and signed permission for children over 12 to be dropped off at home without an adult receiving him/her.

**NTDSE transports students only within the boundaries of Niles Township. Districts who provide their own transportation have specific transportation boundaries and rules.**

**Bus Changes/Late Bus Rules**

If a parent requires a change in the bus pick-up or drop-off, they must contact the NTDSE office 3 days prior to the change. It will be the responsibility of the parent to make arrangements to see that their child is consistently transported to school until the Director of Transportation can accommodate the change.

**Bus Transportation for Field Trips**

At times, the students will be allowed to ride school buses for field trips and community trips when parents provide written permission.

## **Bus Rules and Regulations for Students**

While on the school bus, students must follow the rules or directives issued by the bus driver to ensure a safe trip. Any violation to the following rules will be submitted by the driver to NTDSE. In addition to the school rules, the following rules apply for students riding the school bus:

1. Each student shall be seated immediately upon entering the bus and must fasten his or her seatbelt or vested seatbelt.
2. Remain seated at all times while the bus is moving. Students who have difficulty remaining in their seat may require a vested seatbelt for their personal safety.
3. Loud or profane language or indecent conduct will not be tolerated.
4. Students will not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in any objectionable manner. Keep head, hands, and arms inside bus at all times.
5. Keep aisle clear and free of objects.
6. No students shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. Students should be ready and waiting at their home when the school bus arrives. Generally, buses will run close to the same time each day; however, times are subject to change. Buses will wait for a student for 3 minutes at each stop and will then proceed to their next location.
8. Obey the driver's directions promptly and cooperatively.

9. Eating, drinking, or littering is not allowed on the bus.
10. No medication, except authorized inhalers and EpiPens will be allowed to be transported to or from school by students.
11. Animals may not be transported to or from school on the bus unless it is previously authorized.
12. Any item that could be considered a distraction or cause a dangerous situation is not allowed on the bus.

## **Parent Vehicle Safety**

Parents should show extreme caution on or near school grounds, reduce speed, increase vigilance, and be alert for children crossing near vehicles. Parents should make sure their children are legally restrained in car safety seats when arriving at school and when leaving school grounds. Parents are required to follow all drop-off and pick-up procedures.

## **No Cell Phones in a School Zone Law**

Effective January 1, 2010, a state law was passed regarding cell phone usage while driving in a school zone. According to the new law: " A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone. " There are exceptions for a person engaged in highway construction or maintenance, emergencies and when the phone is in voice-activated mode.

## **Transportation of Students by a School Employee**

No school employee may transport students in school or private vehicles unless authorized by the administration and the student's parents/ guardians.

## **Equal Educational Opportunities**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, age, religious beliefs, physical or mental disability, status as homes, sex, ethnicity, language barrier, economic and social conditions, or actual or potential marital or parental status, including pregnancy. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

## Dress Code

NTDSE believes that proper dress creates a respectful, productive learning environment for all students. Inappropriate clothing is disruptive and disrespectful to other students and to staff members.

While NTDSE does not maintain a student dress code, certain basic standards of clothing are required. Among the prohibited clothing items are:

- Clothing cannot be torn or ripped.
- Shirts and blouses must cover the entire torso and must hit the top of pants.
- Pants must be worn at hip level.
- Except for religious reasons, hats are not to be worn in school.
- Hats and coats must be kept in lockers during school hours.
- Clothing that represents/glamorizes/promotes gang membership, alcohol, tobacco or sexual activities are prohibited.
- Appropriate footwear is required. Snow boots are not to be worn during the school day. Open toed, rubber beachwear is not permitted.
- Sunglasses are not to be worn inside the school building.

## **Student Conduct and Discipline**

Students are expected to be on time to school and classes, be prepared for class each day, actively participate in all classroom activities, respect the rights and property of others and to follow the directions of staff members and all rules and procedures outlined in this handbook.

Engaging in gross disobedience or misconduct on school grounds, school buses, or at school activities or any activities related to school may result in disciplinary consequences.

While not an exhaustive list, the following represent examples of gross disobedience or misconduct:

- Using, possessing, distributing, purchasing or selling tobacco or tobacco related materials.
- Using, possessing, distributing, purchasing or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, “look-alike” drugs, drug paraphernalia, or any anabolic steroid not administered under a physician’s care and supervision.
- Using, possessing, controlling or transferring a weapon or look-alike weapon.



- Using or possessing an electronic device such as a cellular telephone that disrupts the educational environment.
- Engaging in bullying and/or using any form or type of aggressive behavior that causes or may cause physical or psychological harm to someone else and/or urging other students to engage in such conduct.
- Theft of school property or personal property of others.
- Engaging in any form of harassment.
- Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.

Discipline of students with disabilities is governed by Federal and State regulations. Students guilty of any misconduct will be disciplined in accordance with NTDSE Board Policy and State and Federal Laws.

For conduct that represents a violation of the law (e.g., drug use, weapons, etc.), school officials will notify the local law enforcement agency. Parents will be notified whenever police involvement is initiated.

Please refer to NTDSE Board Policies and Parents' Rights documents for a further explanation of discipline of students with disabilities.

## **Personal Property of Students**

Students are responsible for maintaining their personal property. Items brought from home are the students' and NTDSE does not assume any responsibility for the loss or damage of these personal items. It is strongly recommended that students not bring electronic items from home (I-Pads, Game Boys, etc.).

Cell phones and personal electronics are an important part of the 21<sup>st</sup> century. It is important that every student understands the acceptable use of these electronic devices at their school and during school academic time. Students are expected to place their personal electronic devices in their locker during the school day. Students who demonstrate inappropriate uses of electronic devices are subject to disciplinary action, as well as confiscation of any device that is deemed disruptive to the learning environment. Furthermore, students may not employ the photographic, video, or audio recording or reproduction capacity of any electronic device for the purpose of photographing, video capture, recording or reproduction of any student or staff person without the prior consent of the student or staff person, or under the supervision of a teacher or administrator. This applies at all times while on school property, school transportation, and/or school sponsored events.

## **Search and Seizure**

To maintain order and security in schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

## **School Property, Equipment, and Personal Effects of Students**

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

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

### **Students**

School administration may search a student and/or the student's personal effects in a student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.), when there is reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the District's student conduct rules.

### **Seizure of Property**

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

## **Student Records**

School student records are confidential and information from them shall not be released other than as provided by law.

NTDSE student records are maintained by the home school district. Parents/guardians interested in reviewing their child's records should contact their home district.

## **Health**

NTDSE encourages students to practice good hygiene in order to maintain a healthy learning environment.

Students should not attend school if any of the following conditions are present:

- Temperature of 99.4 degrees or higher
- Vomiting
- Diarrhea
- Incessant or deep cough
- Conjunctivitis (pink eye)
- Strep throat
- Unidentified rash

Symptoms should be absent for twenty-four hours before the student returns to school (fever-free without medication) and a physician's note may be required after a child misses 3 consecutive days. Children with communicable diseases will be excluded from school. Please contact your physician in these cases and notify the school nurse or specialist when a diagnosis is established.

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

A student must follow the guidelines set forth in the registration packet regarding physicals, immunizations, dental examinations, and eye examinations by October 15 of the current school year. Failure to comply with the requirements will result in the student's exclusion from school until the required health forms are presented to NTDSE. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present an immunization schedule and a statement of medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, registered health aide, health specialist, or local health department responsible for administering the immunizations. All new students who are first-time registrants shall have 30 days following the registration to comply with the health procedures as required by the NTDSE Board of Education Policy and State Law.

### **Health Protocols**

If a child requires a specific health protocol for allergies, seizures, diabetes, feeding, etc., the parent should contact the NTDSE nurse. The NTDSE nurse will then write a protocol which will be reviewed and authorized by the parent and/or physician for the teachers and staff (including bus staff) working with the student. The school nurse will also provide the appropriate training. Protocols will be reviewed on a yearly basis, when changes are made or otherwise specified by a student's IEP.

## **Prescriptions**

All students receiving occupational and/or physical therapy are required to have a prescription completed by their physician. The prescription form is included in the registration packet or can be made available upon request.

## **Medication or School Health Services**

Administering medication at school or school-related events is discouraged and is only permitted when absolutely necessary for the critical health and well-being of the student. Unless the student is deemed capable of self-administering the medication, the medication must be dispensed in accordance with NTDSE procedures. Medication cannot be administered without both the physician's and parent's signature. If you need a School Medication Administration form, please contact the NTDSE Office. First aid for minor injuries which occur at school will be provided in the health office. All medication must be stored in and dispensed from the school health office, with the exceptions noted below.

A student may possess an epinephrine auto-injector and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian and physician have completed and signed the appropriate medication forms. A student may also possess the supplies and equipment necessary to manage their diabetes pursuant to a diabetes care plan approved and signed by the student's physician.

## **Pesticide Application**

NTDSE periodically applies pesticides to maintain a pest-free school environment. If anyone wishes to be notified at least two business days in advance of when pesticides are applied, please notify the Administrative office at 847-965-9040.

## **Criminal Offender Notification**

The Principal or designees shall inform parents/guardians about the availability of information concerning sex offenders during school registration and, if feasible, during parent-teacher conferences. See the Sex Offender Community Notification Law, 730 ILCS 152/101 et seq., as amended by P.A. 94-994, eff. 1/1/07.

Parents/guardians may also seek information regarding criminal offenders via the Statewide Sex Offender Database (a/k/a Sex Offender Registry), at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor), and the Statewide Child Murderer and Violent Offender Against Youth Database, at [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/).

## **Disclaimer**

This Handbook serves only as a guidance document. It contains a summary of some NTDSE policies. Complete policies are available to the public on the NTDSE website. Please note that this Handbook may be amended at any time during the year without notice. All policies are communicated to persons expected to execute and comply with them.



## Emergency Closing Information

**NTDSE Satellite:** NTDSE Satellite Sites follow the host school's calendar and emergency closing procedures. Please refer to host school's emergency closing information.

**NTDSE Molloy:**

If there is a possibility of not having school due to weather conditions, please refer to the following stations:

**Phone:** You will be contacted via an automated voice message system.

**Radio:** WGN 720 AM or WBBM 780 AM

**TV:** Channels 2, 5, 7, 9, FOX and CLTV

**Website:** <http://www.ntdse.org>

[www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com)

*Please do not contact the schools as phone lines must be kept open for emergency, maintenance, bus driver, and police calls.*