



FELICITY SCHOOL

STAFF AND STUDENT HANDBOOK

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I. INTRODUCTION

Felicity School is... Felicity School is a private therapeutic day school committed to the fundamental belief that all students can achieve greatness and success in settings that accentuate their skills. Felicity School is a non-traditional school environment with open and flexible spaces that alleviates negative feelings students may associate with a more traditional school setting.

Through integrated vocational programs, experiential learning, individualized programming, technology, mentoring and individual and group counseling, students are provided with the resources to develop a sense of self-worth, accept responsibility, and become better equipped to make healthy life choices. Our students gain an understanding of ethics and values while developing a strong sense of community.

Our student to staff ratio is a maximum of 10 students combines with 2 staff members (one certified teacher and one paraprofessional). Related services staff are available as directed by each student's Individualized Education Plan. We serve students ages 11 to 21 years old. Our access to a wide variety of activities and experiences creates a unique sense of belonging.

- Behaviors are best developed with positive supports.
- We value choice, independence, and accountability and will provide these to all our students and staff.
- We value our diverse learners and diversity in our staff.
- Academic growth will occur as we utilize data, individualize instruction, teach to strengths, and remediate weaker areas.

Our Philosophy & Values

Felicity School aims to be Chicagoland's premier private therapeutic day school, employing superior staff and facilities to provide a curriculum and experience focused on the individual. Felicity School will cultivate successful students who can engage in future goal setting in and out of the academic environment. Our philosophy focuses on the development of the **Mind, Body and Spirit**. Our teaching focuses on the following outcomes: developing problem solving skills, incorporating appropriate morals into individual growth, establishing a healthy lifestyle, becoming a good employee as well as a smart consumer, giving back to the community, building useful social skills and appreciating the beauty found in nature, art and music.



As an organization, we have developed a set of core values regarding our approach to education. We will manage our school, students, staff, and instruction based on these fundamental beliefs:

- All students can achieve greatness
- Education is a partnership with community, families, school faculty and local businesses
- The most productive environment to learn in is a safe, friendly, positive place
- Integrating the mind, body and spirit is essential for every student's development
- Experiential learning is critical for development and growth
- Developing social-emotional skills is crucial to a well-rounded education
- Positive behaviors are best developed with positive and consistent supports
- We provide individual choices, value independent growth and encourage accountability for both our students and staff
- We value our diverse learners and diversity in our staff
- Academic growth will occur as we utilize data, individualize instruction, teach to strengths, and maintain open communication for areas of improvement

The learning environment should be a joyful place where every person is comfortable, safe, motivated and excited about one's possibilities. Felicity staff encourage students to bring their individuality to each academic setting and embrace the specialized resources we provide. We believe this is a driving force for creating success and is reflected in our school's name and daily practice.

Who We Serve

Felicity School is designed to serve students who are eligible for special education services in the categories of Autism Spectrum Disorder (ASD), Emotional Disability (ED; i.e. depression), Learning Disability (LD; i.e. dyslexia), and Other Health Impairment (OHI; i.e. post-traumatic stress disorder), Intellectual Disability (ID). Students are typically referred by their school district to one of our staff members to determine eligibility to provide services. Regardless of the diagnosed eligibility category, students referred to us have externalized behavioral overlays that negatively affect their ability to learn in their home school setting. Anyone from a student's support system, such as a therapist or family member, is welcome to reach out to Felicity School to ask questions and confirm that Felicity is the best fit for their student. We are located in Deerfield (just off Lake Cook Road and Kates Road) and have the capacity to serve up to 60 students.

The Facility



Our non-traditional school setting helps our students process and overcome previous negative feelings or anxiety associated with mainstream school settings. Felicity School is set up in sections – our downstairs area includes a gymnasium for P.E. and specialized activities such as basketball (we were the home of Michael Jordan), animal care, and on-site job opportunities. There is classroom space as well as a free activity room space, which are utilized for quiet study, art therapy, and music/band practice. Our upstairs area includes creative classroom spaces, a library area for students to read and work with teachers individually, common spaces for group work and socializing, a lunchroom, and staff offices. Felicity also has an outdoor classroom to spread out and enjoy a change of scenery.

Felicity – What's in a Name

The word ‘felicity’ exemplifies our approach to education. ‘Felicity’ provides a great representation of our school, values and qualities that we strive to develop in our staff and students.

1. The quality or state of being happy; especially: great happiness, joy
2. A source of happiness
3. A pleasing manner or quality especially in art or language
4. A skillful faculty: felicity of expression

Felicia Beth Nekritz



Felicia Beth Nekritz was a wonderful person committed to the rights of others and the belief that all human beings deserve the best possible advocacy. Felicia manifested this passion in the State’s Attorney’s office where she served as a Juvenile Defense Lawyer. She held the fundamental belief that all people are inherently good. She feverishly defended at-risk youth and spent her spare time volunteering with the homeless as a legal resource.

Most importantly, Felicia was a vibrant soul who enjoyed life and made life better for all whom she touched. She was an athlete, writer, lawyer, and good friend to many. Despite succumbing to breast cancer in her twenties, Felicia still serves as an inspiration to many. Felicity School is committed to living up to the high ethical and moral standards demonstrated by Felicia Beth Nekritz throughout her short life. We are incredibly proud to be tied to her spirit with our name.



II. General Information

A. Admission

Admission to Felicity School begins with communication with each student's home school district. If your child is referred to Felicity the home school district will send your student's records (including the current IEP, Case Study Evaluation, transcripts, and any other related information). An "intake meeting" will be scheduled. At the "intake meeting" you and your student will be able to tour our program and meet with staff. The Felicity Team will determine the appropriateness of your student's enrollment based on their unique needs. Participation in the "intake meeting" is not a guarantee of acceptance. All communication regarding admission or acceptance will be provided directly to your student's home school district.

B. Registration

All students must register or re-register at the beginning of each school year. Parent/guardian(s) must complete registration paperwork. Enrollment information will be emailed to parent/guardian(s) once the student has been registered with their home district. The home district will also require parent/guardian(s) to reregister at the start of each school year.

C. Attendance

School Hours: Our doors open at 8:15. Classes are in session from 8:30am-2:45pm. There is a once-a-month early release (1:15pm) on a Tuesday which will be published on our school calendar.

Regular attendance plays a big role in helping students succeed. Coming to school each day helps students stay connected, keep up with their learning, and feel part of the school community. Because of this—and in line with state requirements—we encourage all students to be here every day.

Absences: Students may be excused from school for several reasons, including illness; medical or therapy appointments; family emergencies; a death in the immediate family; religious holidays; lack of transportation provided by the student's home district; or other circumstances beyond the student's control that are approved by a Felicity School administrator. Any absence for reasons not listed above will be considered unexcused.

A parent or guardian must call the main office at 224-999-3900 or email the front office to report an absence. The teacher can also be contacted via email. If there has been no notice,



Felicity School will phone the parent/guardian by 10:00am to check on the status of the student.

Late Arrival/Early Pick Up: Parents or guardians should notify Felicity School of any late arrivals or early departures. If a student is being picked up early, the parent/guardian needs to come into the office and sign the student out.

D. School Contact Information

For additional information, questions or concerns, please call Felicity School at 224-999-3900.

E. Emergency School Closing Information

There may be times when schools may be closed due to inclement weather. On days when the weather is concerning, please check with your home district and check your email to determine if school will be in session and if your transportation has been cancelled. Felicity School will also communicate as appropriate via email and text.

- If Felicity should have to cancel school due to weather, please make sure you bring your Chromebook home
- On E Learning Days, teachers will have open Google sessions minimally from 10:00 am until 12:00 noon
- Check your email regularly, please

F. Emergency Procedures

Felicity School is committed to student safety through a comprehensive emergency and safety management plan. Clear emergency procedures are posted in every classroom and throughout the school. Regular evacuation, severe weather, lockdown, and other safety drills are conducted each year in compliance with state and local laws to ensure students and staff are prepared to respond quickly and safely.

G. Transportation

Transportation to and from school is arranged by the students' home district. Felicity Educational Services can provide transportation under unique circumstances. This would require approval from the students' home district.

H. Use of Physical Restraint, Time Out and Isolated Time Out



The purpose of this policy is to comply with action taken by the Illinois State Board of Education (“ISBE”) to ban the use of seclusion and certain physical restraints in Illinois schools and to improve data collection on all instances of time out and physical restraint. ISBE filed emergency rules effective November 20, 2019 (23 Ill. Adm. C. 1.285) and as amended. This policy sets forth requirements, restrictions and procedures related to the use of physical restraints and time-outs for Felicity students in accordance with ISBE’s rules.

Felicity Schools will evaluate any incident that results in the injury of a student during the course of a physical restraint or time out. The Building Principal shall investigate and evaluate any incident that results in a serious injury as reported by the affected student, parent/guardian, staff member, or other individual. §1.280(c)(4).

Felicity Schools’ annual review for the use of isolated time out, time out, or physical restraint, shall include:

- The number of incidents involving the use of these interventions
- The location and duration of each incident
- Identification of the staff members who were involved
- Any injuries or property damage that occurred
- The timeliness of parental or guardian notification, timelines of agency notification, and administrative review

The following are Felicity School’s requirements for parental/guardian notification after each incident involving the use of physical restraint, time out, or isolated time out during the school year, either in written form or email:

- A copy of standards for when isolated time out, time out, and physical restraint can be used
- Information about the rights of parents/ guardians and students.
- Information about the parent or guardian right to file a complaint with the Illinois State Board of Education, the complaint process, and other information to assist the parent/guardian through the complaint process.

The following also apply:

1. The circumstances under which isolated time out or physical restraint will be applied are limited to maintaining a safe and orderly learning environment. §1.280(c)(1).
2. The ISBE rules are adopted as the Felicity School’s written procedure to be followed by staff for the use of isolated time out or physical restraint. §1.280(c)(2).



3. Staff members shall inform the principal whenever isolated time out or physical restraint is used and the principal shall maintain the documentation required according to Section 1.285. §1.280(c)(3).
4. The principal shall compile a description of alternative strategies that will be implemented when determined advisable pursuant to Section 1.285(f)(4). §1.280(c)(5).
5. The site owners shall compile an annual review of the use of isolated time out or physical restraint. The principal shall report the following information to the site owners in order to facilitate the report's compilation: §1.280(c)(6).
 - a. The number of incidents involving the use of these interventions;
 - b. The location and duration of each incident;
 - c. Identification of the staff members who were involved;
 - d. Any injuries or property damage that occurred; and
 - e. The timeliness of parental/guardian notification and administrative review.

Overview

1. Time out and physical restraint as defined in Emergency Rule 23 Ill. Adm. C. 1.285 shall be used only for therapeutic purposes, or as a means of maintaining a safe environment for learning, to the extent necessary to preserve the safety of students and others.
2. Neither time-out nor physical restraint shall be used as a form of punishment.
3. When a student experiences three instances of non-therapeutic time out or physical restraint, the school personnel who initiated, monitored, and supervised the incidents shall initiate a review of the effectiveness of the procedures used and prepare an individual behavior plan for the student that provides either for continued use of these interventions or for the use of other, specified interventions. The plan shall be placed into the student's temporary student record. The review shall also consider the student's potential need for an alternative program or for special education eligibility, or, for a student already eligible for special education, change in program.
4. Any adult who is supervising a student in time out or applying physical restraint shall be trained in de-escalation, restorative practices, and behavior management practices.

Physical Restraint

1. Physical Restraint means holding a student or otherwise restricting the student's movements. Physical restraint as permitted pursuant to Emergency Rule 23 Ill. Adm. C. 1.285 includes only the use of specific, planned techniques (e.g., the "basket hold" and "team control"). A physical restraint shall not impair a student's



- ability to breathe or speak normally.
2. The use of a Physical Restraint must be authorized by, and included in, a student's IEP where deemed appropriate by the student's IEP team. A Physical Restraint shall be used in compliance with a student's IEP. Physical Restraints shall not be used as a means of punishment.
 3. The use of Physical Restraints is prohibited except when (i) authorized by the IEP, (ii) used by trained school staff, (iii) a student poses a physical risk to himself, herself, staff or others, and/or (iv) use of the restraint is not known to be medically contraindicated. Only trained security personnel or other staff who have been appropriately trained in the safe application of Physical Restraints may employ a Physical Restraint with a student.
 4. Effective November 20, 2019, and in line with New rules regarding the use of restraint and time out (23 IAC 1.285) that went into effect on April 9, 2020, all school staff are required to document any use of physical restraint using the "Physical Restraint and Time-Out Form" found here. The completed form must be:
 - a. Sent to the student's parents or guardians within 24 hours of the use of physical restraint;
 - b. These completed forms are to be kept in the student's temporary record. All serving entities will be required to enter specific data components from the forms into the Student Information System (SIS) within two school days of the incident per these instructions.
 5. Nothing herein prevents school personnel from employing a momentary physical intervention in accordance with Felicity CPI-trained and LSCI-trained interventions with students.

Time-Out

1. "Time-out" means a behavior management technique that involves the monitored separation of a student from classmates with a trained adult for part of the school day, usually for a brief time, in a non-locked setting.
2. Effective November 20, 2019, all school staff are required to document any use of time-out using the form titled "Physical Restraint and Time Out Form" attached and available on the ISBE website at <https://www.isbe.net/Documents/11-01-Physical-Restraint-Time-Out-Form.pdf>. The completed form must be:
 - a. Sent to the student's parents or guardians within 24 hours of the use of time out;
 - b. Emailed to ISBE at restrainttimeout@isbe.net within 48 hours of the use of time out.
3. A trained adult who is responsible for supervising the student must remain with the student at all times during the time out. A student shall not be kept in time out



for longer than is therapeutically necessary. No less than once every 15 minutes, the trained adult must assess whether the student has ceased presenting the specific behavior for which the time out was imposed.

4. Use of isolated time-out is prohibited.

All staff shall employ physical restraints and time-outs in accordance with the requirements of this policy as adopted by Felicity School.

Legal References:

23 Illinois Administrative Code 401.140(a);

23 Illinois Administrative Code 1.285;

105 ILCS 5/14-8.05

And former Legal References:

105 ILCS 10-20.33;

105 ILCS 5/34-18.20;

105 ILCS 5/2-3.130;

Revised April 2024: Felicity School *Behavior and Physical Management, Time Out, and Restraint Policy*

I. Communication

Every student has an assigned teacher and a primary clinician. Their assigned teacher also serves as their case manager and will be the main point of contact regarding your student. They would be the main point of contact regarding your student. We work as a team to provide the best for your student and we encourage communications from parents and guardians regarding any and all information. Related service contact logs are available by parent request.

J. In case of Emergency

Please call Felicity School at 224-999-3900. Felicity School staff typically check their email during regular school hours (School Year: Monday–Friday, 8:30 a.m.–2:45 p.m. Summer Term: Monday–Friday, 8:30 a.m.– 1:30 p.m.). Messages sent outside these times should not be used for emergency communication. If you are experiencing an emergency, please call 911 or go to the nearest emergency room for immediate assistance.

K. Visitors

All visitors need to be cleared before coming to the school. All visitors need to check in at the front office and state their business. A state ID will be required to enter the school area. Visitors will be accompanied by Felicity Staff members at all times. Visitors from the



Illinois State Board of Education and our district schools will have access to our school at any time.

III. PROGRAMMING

A. Curriculum

Our program uses a combination of direct instruction and online learning platforms, including Edgenuity and MyPath Learning, to meet students' academic and credit requirements. This blended approach allows teachers to provide individualized support and instruction while ensuring students complete standards-aligned coursework and earn appropriate academic credit in accordance with district and state requirements. By using district-aligned curricula, we ensure that students remain on track academically, earn appropriate credit, and experience continuity in their education while receiving the clinical and emotional supports they need.

What is Edgenuity?

- Edgenuity is a comprehensive digital learning platform that provides structured, interactive instruction across a wide range of subjects, including core academics, electives, and career-focused courses. It includes built-in lessons, assessments, and teacher oversight, allowing for both independent work and guided instruction. In a therapeutic day school setting, Edgenuity offers consistent structure and scaffolding for students who benefit from clear expectations, routine, and instructional support. Teachers can provide feedback and track student engagement and mastery, which can be integrated into treatment planning and support both academic growth and social-emotional development.

What is MyPath Learning?

- MyPath is an online, self-paced curriculum platform designed for middle and high school students that offers standards-aligned courses in core academic subjects and electives. It allows students to work at their own pace, making it especially effective for credit recovery and individualized learning. In a therapeutic day school, MyPath Learning supports students who may experience anxiety, academic gaps, or difficulty with traditional classroom structures by providing flexibility, reduced academic pressure, and opportunities to build confidence through independent progress. Staff can monitor student performance and adjust academic expectations to align with therapeutic goals and individual learning needs.

B. Related Services



In addition to academic and clinical programming, we offer **occupational therapy, speech therapy, art therapy, addictions counseling, and reading specialist (Wilson Reading)** services to support students' developmental, communication, and academic needs. These services help students strengthen skills related to sensory regulation, motor functioning, language development, literacy, social communication, and daily living, and are integrated into each student's individualized educational and therapeutic plan. Related service logs can be provided upon request.

C. Extended School Year (ESY)/Summer Program

Felicity School offers Extended School Year services. The recommendation for Extended School Year (ESY) is determined by the student's IEP Team.

D. Student Transition

Once students reach the expected criteria, they typically are able to transition back to their home school for academics or extracurricular events. The recommendation for reintegration is determined by the student's IEP Team.

E. Graduation

Students have the option of participating in Felicity graduation activities. In most cases, students who attend Felicity School are able to participate in graduation activities at their home school.

F. Transition Services

Our **Transition and Vocational Services** provide students with a comprehensive, developmentally appropriate pathway toward postsecondary education, employment, and independent living. Through structured life skills and independent living instruction, students build practical competencies such as time management, communication, and self-advocacy, while also participating in individualized vocational training tailored to their interests, strengths, and goals. The program offers a full continuum of vocational opportunities, including job training, resume building, and on-site job coaching, alongside real-world work experiences through small internal businesses such as managing the vending machines, concessions, and some kitchen operations. Students are also supported in exploring future pathways through college tours, assistance with applications, and exposure to junior colleges and technical campuses. Partnerships with local businesses, including Second City Snacks, further enhance community-based learning by providing authentic employment experiences and opportunities to generalize skills in real workplace settings.



G. Leadership Groups

Students are encouraged to join one of our Leadership Groups. These groups provide opportunities for students to connect, give back, and contribute to the school's improvement.

Belonging Group- This group plans activities for the program to help get other students involved and connected with our program. This group plans and carries out monthly holiday celebrations along with fun events to increase student engagement.

Generosity Group- This group emphasizes giving back to the community. The Generosity Group plans volunteering opportunities throughout the year. This year the group has gone to Bernie's Books, Feed My Starving Children, and provided holiday treats to a local senior home.

Operations Group- This group is dedicated to improving programs within the school. They are currently gathering suggestions from students and have started an attendance incentive! We will also begin planning field trips and outings for the program.

Overall, these groups provide opportunities for students to connect, give back, and contribute to the school's improvement. Please let your staff know which group you would like to join!

IV. Policies and Procedures

A. Student Check In

To maintain a safe environment for all students and staff, every student is searched before entering the school building. Phones, computers and gaming devices are collected and locked up in a closet and returned at dismissal. Searches are conducted by staff of the same gender (e.g., female staff search female students), unless a student's individualized plan specifies otherwise. Searches typically involve the use of a metal-detecting wand, emptying of pockets, removal of outerwear and inspection of all personal belongings. School staff or administration may also conduct random searches during the school day if they determine it is necessary. If a student refuses to cooperate with removing potential metal items, parents may be contacted to come to the school to assist.

Students are prohibited from having the following items at school: weapons; over-the-counter medications; illegal drugs; alcohol; tobacco or vaping products, including e-cigarettes; and lighters

B. Student Health Policies



1. Student Health Examinations. Health examination, immunization, dental examination, and eye examination forms are required by the State of Illinois for all school students enrolled in certain grades and for a first-time enrollee in an Illinois school. Parent/guardians must submit all required forms to the student's home district.

a. Health Examination and Immunizations: All students entering kindergarten or 1st grade, 6th grade, 9th grade, and any first-time enrollees are required to submit proof of a health examination and proof of immunizations against, and screenings for, preventable communicable diseases no later than the first day of school. Students entering 6th and 12th grade must also submit proof of immunization against meningococcal disease.

b. Eye Examination: All students entering kindergarten or entering school in Illinois for the first time are required to have an eye examination and submit proof of the examination by October 15.

c. Dental Examination: All students in kindergarten, 2nd grade, 6th grade, and 9th grade are required to have a dental examination and submit proof of the examination by May 15.

2. Student Illness. Felicity Day School abides by all applicable laws and regulations regarding communicable and chronic infectious diseases and works in cooperation with State and federal government health agencies to enforce the applicable laws and regulations. To prevent the spread of illness, students exhibiting the following symptoms must be kept at home until well:

a. Fever of 100.4°F or higher within the past 24 hours. Student must be fever-free for at least 24 hours prior to returning to school, without the use of fever-reducing medication;

b. Severe coughing, sore throat, or difficulty swallowing;

c. Diarrhea or vomiting within the past 24 hours;

d. Undiagnosed rash (student may return to school with a doctor's note that the rash is not contagious);



e. Discharge from eye (e.g., pinkeye) or ears, or profuse colored nasal discharge (student may return to school when discharge is clear or has been on antibiotics for 24-48 hours, according to doctor's instructions);

f. Unusual lethargy, irritability, persistent crying, or difficulty breathing (student may return to school when symptoms subside); or

g. Evidence of a contagious or communicable disease. If a student becomes ill during the school day, the student will be sent to the school office after obtaining permission from the student's classroom teacher. The school staff, in consultation with the parent/guardian, will determine whether the student should be sent home.

3. Contagious and Chronic Infectious Disease. Felicity Day School abides by all applicable laws and regulations regarding communicable and chronic infectious diseases and works in cooperation with State and federal government health agencies to enforce the applicable laws and regulations. Parents/guardians must notify the school office if their student is diagnosed with a contagious or communicable disease or other contagious condition. Examples include, but are not limited to, strep throat, strep-related diseases, chicken pox, measles, mumps, pink eye (conjunctivitis), and COVID-19. In the event that a student contracts an illness that is considered contagious or communicable to others, it is imperative that the student remain home until cleared by a doctor to return to school. Felicity Day School reserves the right to disclose necessary information regarding student health concerns to notify students and staff. Student health information will remain strictly confidential.

4. Injury. If life or limb is threatened, staff will call 911 after the emergency has been addressed. Felicity Day School does not offer student accident insurance. Parents should submit accident/injury claims to their insurance carrier.

5. Medication at School. Whenever possible, the parent/guardian should make arrangements for medication to be administered at home, before and/or after school hours. Administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well-being of the student. If a student's physical health and/or emotional wellbeing requires the administration of medication during school hours, a school administrator, or trained staff member will administer medication to students in compliance with applicable state laws and regulations, pertaining to the administration of medication to students during regular school hours and during school-related activities. Felicity Day School will keep on file any record of medication administration training provided to a staff member who is delegated medication administration authority. Only prescriptions authorized by a physician will be



administered in accordance with State regulations. The physician's order should be rewritten for each school year. Over the counter medications will only be administered by school staff with written approval by a physician and/or parent consent. Absolutely no verbal orders will be accepted.

a. Medication(s) are defined as all prescription and non-prescription (over the counter) pharmaceuticals and preparations. This includes but is not limited to pain relievers, fever reducers, cough drops, eye drops, contact lens solutions, inhalers, allergy medications, skin ointments/lotions.

b. Any student requiring the administration of prescription medication must have a completed medication administration authorization form on file with Felicity Day School that is signed by the parents/guardians, and a licensed physician, physician assistant, or advanced practice registered nurse, which must include the name of the medication, the prescribed dosage, and the time or times at which or the circumstances under which the medication is to be administered. The parent/guardian must assume responsibility for informing the school of any change in the student's health, or medications. Written physician orders and parent permission must accompany changes in medication given at school.

c. Prescription medication must be provided in the original pharmacy or physician labeled container that includes the student's full name, doctor or prescriber's name and telephone number, name of the medication, refill/expiration date, the prescription dosage, and specific directions regarding administration of the medication. Over-the-counter medications must be in the original manufacturer's packaging and clearly marked with the student's name.

d. All medication must be provided by the parent/guardian. Felicity Day School does not purchase or provide medication, prescription or otherwise, to students.

e. All student medications (prescription and over the counter) must be delivered to school by the parent/guardian, or other responsible adult approved by the school administration. Students may not bring in medication, and medication is not to be brought in by the driver of transportation. Medications may be delivered to the school Monday through Friday, 8:00 a.m. to 3:00 p.m. All prescription medications will be kept in a secure location in the office. Only students with specific plans authorizing self-administration of medication may be allowed to carry and self-administer emergency medication, with parent/guardian and physician approval, in compliance with State law. No other students may carry or self-administer prescription or non-prescription medication.



g. The staff will maintain a daily written log of medication administration.

h. A student's parent/guardian must indemnify and hold harmless Felicity Day School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the provision of medical treatment, administration of medication, a student's self-administration of medication, or the storage of any medication or equipment by school personnel.

6. Self-Administration of Medication. Students with an Asthma Action Plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, a plan pursuant to Section 504 of the Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act may self-administer any medication required under those plans. The student's parent/guardian is responsible for providing Felicity Day School with all required forms and releases prior to allowing a student to self-administer medication, including a medication administration authorization form. The parent/guardian must provide the prescription label for the medication, which must contain the name of the medication, the prescribed dosage, and the time or times at which or the circumstances under which the medication is to be administered. Parents should work with their student's doctor to provide an emergency action plan for a student authorized to self-administer medication. Felicity Day School shall implement a Seizure Action Plan, Asthma Action Plan, an Individual Health Care Action Plan, and/or an Illinois Food Allergy Emergency Action Plan for any student that appropriately notifies Felicity Day School of his or her status and potential need for self-administered medication. Felicity Day School 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 a student's self-administration of medication. Parents/guardians must sign and return an acknowledgment to Felicity Day School that they indemnify and hold harmless Felicity Day School and its employees and agents against any claims, except for a claim based on willful and wanton conduct arising out of a student's self-administration of medication.

7. Allergy Management. School attendance may increase a student's risk of exposure to allergens that could trigger an allergic reaction, including a food-allergic reaction. It is the responsibility of parents/guardians and students to notify Felicity Day School of any and all known allergies. Felicity Day School is committed to reasonably accommodating students' allergies and strives to reduce the risk of exposure to allergens and provide timely treatment of allergic reactions. Please direct all questions or concerns regarding allergies to the school office. Parents should work with their students outside medical provider to provide Felicity Staff with an Allergy Action Plan. Felicity Day School is an allergy-aware campus. Information regarding student allergies is shared with staff and supervisors. Food



and other allergens may be restricted by classroom or school building based on the needs of the school population.

8. **Asthma Management.** School attendance may increase a student's risk of exposure to allergens that could trigger an asthmatic reaction, including time during physical activity. It is the responsibility of parents/guardians and students to notify Felicity Day School of any and all known asthma needs. Felicity Day School is committed to reasonably accommodating students' asthmatic needs and strives to reduce the risk of asthmatic reactions. Please direct all questions or concerns regarding asthma to the school office. The parents should work with their students outside medical provider to provide Felicity Office staff with an Asthma Action Plan. Information regarding student asthmatic needs is shared with staff and supervisors.

9. **Diabetes Care.** For a student with diabetes, the student's parent/guardian must submit a diabetes care plan, signed by the student's parent/guardian, to the school office. The student's parent/guardian must submit a diabetes care plan for the student at the beginning of the school year, upon enrollment, as soon as possible following diagnosis, or when the student's care needs change during the school year. Parents/guardians are responsible for informing the school in a timely manner of any changes to the diabetes care plan and their emergency contact numbers. It is the responsibility of the student's parent/guardian to ensure that the student's health care provider's instructions concerning the student's diabetes management during the school day are clearly set forth in the diabetes care plan. The diabetes care plan must include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription, the methods of insulin administration, and a uniform record of glucometer readings and insulin administered (Illinois State Board of Education form).

10. **Epilepsy Care.** For a student with epilepsy, the student's parent/guardian must submit a seizure action plan, signed by the student's parent/guardian, to the school office. The student's parent/guardian must submit a seizure action plan for the student at the beginning of the school year, upon enrollment, as soon as possible following diagnosis, or when the student's care needs change during the school year. The seizure care plan must include the health care provider's instructions for the student's epilepsy management, as well as prescriptions for medication and instructions for administration of medication. The seizure action plan must be submitted at the beginning of each school year and whenever the student's care requires change during the school year. The parent/guardian is responsible for informing Felicity Day School as soon as possible, of any changes in the student's medical care or emergency contact information. All school employees shall receive training in the basics of seizure recognition and first aid and appropriate emergency protocols. If at least one student at Felicity Day School is enrolled with epilepsy, a



delegated care aide will be trained to perform tasks necessary to assist the student in accordance with the seizure action plan. This training will be arranged through the Epilepsy Foundation.

Any school employee who transports a student with a seizure action plan will be provided a copy of the student's seizure action plan.

11. Medical Cannabis Products. Felicity schools recognize that students with certain qualifying medical conditions are now legally able to obtain a medical marijuana card for medical marijuana. As in any other prescribed medication, medical marijuana may be administered at school under certain conditions outlined below. Required documentation:

1. A copy of the medical marijuana card authorizing the student as a registered qualifying patient to obtain marijuana.
2. Registry identification cards from the Department of Public Health designating the parent or guardian or any other individual as the designated caregiver. Felicity staff reserve the right to verify the authenticity of these documents.
3. A signed letter by the physician who authorized the medical marijuana card indicating how many times a day a parent/guardian authorized to administer marijuana can come to school to administer the medication.
4. Copies of these documents must be on file and kept in the students Medical Administration Record in the school office.

Procedure: 1. A parent or guardian or other individual registered with the Department of Public Health will transport the prescribed medical marijuana to the school.

2. This designated caregiver will be the only person authorized to administer the prescribed medical marijuana to the student.

3. Administration of the medication must take place in a private office with the door closed without other students present, such as the school office or Principal's office.

4. The marijuana cannot be administered if it requires smoking or vaping on school grounds.



5. Documentation of time and date and person administering the medical marijuana must be maintained in the students Medical Administration Record. The school staff shall be responsible for maintaining this record.

6. At no time shall any school personnel be in possession of or administer this medication to the student.

7. Following the administration of the medical marijuana, the designated caregiver will as soon as possible remove the medication from the school property

8. At no time shall the medical marijuana be stored on school grounds.

9. Our school prohibits the use of gummies, lotion, and other topical THC containing products.

11. Concussion and Head Injury Procedures. Parents/guardians are required to sign an acknowledgement that they fully understand the information in the Felicity Day School Handbook. Students may not participate in any covered activity, field trip athletic event, or other competition, until the parent/guardian has signed the acknowledgement form and returned it to the school. Felicity staff are trained annually on the nature and risk of concussions and head injuries, including the risk of continuing to participate in certain activities after a concussion or head injury. The decision to allow a student to return to play is a medical decision and must be authorized by a healthcare professional.

12. Privacy and Dignity Policy. Felicity Day school students are generally self-sufficient in using the bathroom. The bathrooms are individual bathrooms. Employees must check the bathroom before and after student use to ensure that the rooms are kept clean and orderly. If a student needs assistance, two employees will accompany the student into the bathroom and give only as much assistance as is warranted. Student privacy and dignity is to be maintained at all times.

C. Student Records and Confidentiality

1. Felicity Day School and all its employees are required to comply with all student record maintenance and retention rules as established in the Illinois School Student Records Act (105 ILCS 10/). Employees are responsible for ensuring that all relevant information, including but not limited to: IEP documents, progress reports, RIS reports, health documents, related service provider logs, private evaluation



reports, physical restraint reports, etc. are maintained in the appropriate student's file. Employees are prohibited from releasing student record information to individuals other than the student's parent/guardian (unless prohibited by court order or law) or resident district, without a signed release of record, completed by the parent or guardian, and/or student, as required by State and federal law. All requests for student record or otherwise confidential student information should be directed to the Principal or designee prior to release. Release of mental health records will occur pursuant to the Illinois Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/), and only after approval of the Principal or designee. All student records will be returned to the student's resident district upon request. Felicity Day School is required to return all school student records to the home school district of a student who is no longer attending Felicity Day School. All records will be returned within 20 business days.

2. Clear and Present Danger Reporting. Felicity Day School follows the Illinois State Police Clear and Present Danger Reporting Instructions for School Administrators. This requires school administrators, licensed clinical social workers, and licensed clinical psychologists to report persons who pose a clear and present danger to themselves or the community. The school administrative team regularly reviews student risk levels to determine if this report needs to be completed.

D. Bullying and Racism-Free Policy

Felicity Schools finds that a safe, civil, and healthy school environment is necessary for all students to learn and achieve. Bullying causes physical, psychological, and emotional harm to students which interferes with this safe, civil, and healthy learning environment. Additionally, bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping, or dropping out of school, fighting, use of drugs/alcohol, sexual harassment, and sexual violence. (105 ILCS 5/27-23.7)

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

Bullying is contrary to State law and the policies of Felicity School.

- No student shall be subjected to bullying:



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

Nothing in this policy is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 of Article I of the Illinois Constitution.

A. Definitions:

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

Last Updated 1/1/2024

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

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



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

Restorative Measures

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

B. Bullying Report Process:

Students, parents, and school personnel are encouraged to immediately report bullying to any administrator within Felicity School. Alternatively, reports may be made orally or in writing to the bullying report manager:

Name: Mr. Mike Nekritz
Address: 550 Lake Cook Road
Deerfield IL 60015
Phone #: (224) 999-3900
Email:
mnekritz@felicityschool.com

Anonymous reports are accepted by calling the contact listed above and specifically indicating that you would like to remain anonymous. However, formal disciplinary action cannot be taken solely on the basis of an anonymous report.

C. Response to Bullying Reports:

Upon receipt of a report of bullying, Mr. Nekritz will investigate whether such reported act of



bullying is within the permissible scope of its jurisdiction.

Consistent with federal and State laws and rules governing student privacy rights, the parents or guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.

Further, the administrator or report manager will promptly investigate and address the report of bullying by doing the following:

- Making all reasonable efforts to complete the investigation within ten school days after the date the report of the incident of bullying was received, taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
- Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- Notifying the principal, school administrator, or his/her designee of the report of the incident of bullying as soon as possible after the report is received (if the principal or administrator is not the person who received the report).
- Consistent with federal and State laws and rules governing student privacy rights, providing the parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal, school administrator, or his/her designee to discuss the investigation, its findings, and the actions taken to address the reported incident of bullying.

The principal, administrator, or his/her designee may implement interventions to address reports of bullying. This includes, but is not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Additionally, Mr. Nekritz shall provide the victim with information regarding services that are available within the district and community, such as counseling, support services, and other programs.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. Such reprisal or retaliation will be treated as bullying for the purpose of determining appropriate consequences. No person will be subject to consequences for making a good-faith report of bullying. However, making a false accusation of bullying as a means of retaliation or as a means of bullying is prohibited and will be treated as bullying for the purpose of determining appropriate consequences.



D. Policy Evaluation

The Bullying is based on the engagement of a range of school stakeholders, including students and parents or guardians. Furthermore, the policy is consistent with the other policies of Felicity School.

This policy will be posted on the Felicity School Website, an existing, publicly accessible Internet website. Additionally, it will be included in the student handbook and where applicable, posted where other policies, rules, and standards of conduct are currently posted in the school. The policy will be provided periodically throughout the school year to students and faculty and will be distributed annually to parents, guardians, students, and school personnel, including new employees when hired. Last Updated 09/22/2025

Felicity School shall conduct a review and re-evaluation of this policy every two years to assess the outcomes and effectiveness of this policy and shall make any necessary and appropriate revisions. As part of this process, Felicity Staff shall review various factors including, but not limited to:

1. The frequency of victimization.
2. Student, staff, and family observations of safety at school.
3. Identification of areas of a school where bullying occurs.
4. The types of bullying utilized.
5. Bystander intervention or participation.

Felicity Staff may use relevant data and information it already collects for other purposes in the policy evaluation. The information developed as a result of the policy evaluation must be made available on the Internet website of Felicity School. If an Internet website is not available, the information must be provided to school administrators, school board members, school personnel, parents, guardians, and student.

E. Racism Free Schools Policy

Our Commitment to Racism-Free Schools In accordance with the Racism-Free Illinois Schools, Felicity School is dedicated to fostering an environment where every student, staff member, and family is treated with dignity, respect, and fairness. We actively work to eliminate discrimination, harassment, and bias in all forms—whether based on race, ethnicity, or cultural background—so that every learner can thrive. Through education, awareness, and accountability, we are building schools that are safe, inclusive, and equitable for all.

F. Policy on Transgender & Gender Non-Confirming Students

1. PURPOSE



- To foster an educational environment within our program that is safe, welcoming, and free from stigma and discrimination for all students, regardless of gender identity or expression.
- To facilitate compliance with local, state and federal laws concerning bullying, harassment, privacy, and discrimination.
- To ensure that all students have the opportunity to express themselves and live authentically.
- **A Note on Terminology:**
Transgender and gender nonconforming youth may use different words to describe their lives and experiences of gender. Terminology and language can differ based on region, language, race or ethnicity, age, culture, and many other factors. Examples of terms used by some youth include: trans, transgirl, trans boy, non-binary, genderqueer, gender fluid, and Two Spirit. These terms often mean different things or refer to different experiences of gender. All Felicity staff will use the terms that students use to describe themselves and avoid terms that make these students uncomfortable.

2. DEFINITIONS

These definitions are provided not for the purpose of labeling students, but rather to assist in understanding this policy and the legal obligations of the Felicity staff. Students may or may not use these terms to describe themselves or their experiences.

Bullying:

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

1. placing the student or students in reasonable fear of harm to the student's or students' person or property
2. causing a substantially detrimental effect on the student's or students' physical or mental health
3. substantially interfering with the student's or students' academic performance
4. substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by their 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, *posting or distributing sexually explicit images*, theft, public



humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This is a non-exhaustive list.

This also includes bullying that is based on a student's actual or perceived race, color, national origin, sex, disability, size, sexual orientation, gender identity or expression, religion, socioeconomic status, or another distinguishing characteristic. This also includes conduct that targets a student because of a characteristic of a friend, family member, or other person or group with whom a student associates.

- **Cisgender/Cis:**

Term used to describe people whose gender identity corresponds solely with their sex assigned at birth - male or female.

- **Gender Expression:**

The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.

- **Gender Identity:**

A person's deeply held knowledge of their own gender, which can include being female, male, another gender, or no gender. The responsibility for determining an individual's gender identity rests exclusively with the individual. Gender identity is not determined by body parts or sex assigned at birth.

- **Gender Nonconforming:**

Gender expressions that fall outside of societal expectations for one's sex assigned at birth.

- **Intersex:**

A general term used for the many ways in which a person can be born with chromosomes, reproductive anatomy, and/or genitalia that do not fit the typical definitions of female or male.

- **Nonbinary/Genderqueer:**

These are terms often used to describe people whose gender is not exclusively male or female, including those who identify with a gender other than male or female, as more than one gender, or as no gender.

- **Pronouns:**

A word used to refer to someone without using their name. Common pronouns include, but are not limited to: she/her/hers, he/him/his, they/them/theirs.

- **Sex Assigned at Birth:**

Typically, the assignment of "male" or "female" at birth by a medical professional based on visible body parts. This binary assignment does not reflect the natural diversity of bodies or experiences.



- **Sexual Orientation:**
The gender or genders to which one is romantically, emotionally, physically, and/or sexually attracted. Sexual orientation is distinct from gender identity.
- **Transgender/Trans:**
Individuals with an affirmed gender identity different than their sex-assigned at birth. Transgender can be used as an umbrella term that encompasses diversity of gender identities and expressions. This term applies to identity, not body parts.
- **Transition:**
The process in which a person begins to live according to their gender identity, rather than the gender they were thought to be at birth. Transition is a process that is different for everyone, and it may or may not involve social, legal, or physical changes. There is no one step or set of steps that an individual must undergo in order to have their gender identity affirmed and respected.
- **Questioning:**
Being unsure of your gender identity, being unsure of your sexual orientation, or both. Many people go through a stage of questioning during their lives, sometimes several times. This can be because they learn new words that fit them better, or it can be that their actual feelings of gender or attraction change over time.

3. SCOPE

This policy covers conduct that takes place in the school, on school property, and/or school buses or vehicles, during a student's commute to and from school. This policy also pertains to the use of electronic communication that occurs in the school, on school property, on school buses or vehicles, and on school computers, as well as any electronic communication that is directed at a student and substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school. This policy applies to the entire school community, including school staff, students and parents.

4. INTAKE

While all Felicity staff are responsible for knowing and upholding the contents of this policy, students are encouraged to work with their school administration to coordinate gender-related supports. When a student and/or a student's parent(s)/guardian(s) contacts Felicity staff requesting support at school, the staff shall notify the school administration. A meeting will be held with the student and family regarding the request for supports. In the interim, between this request and the meeting, a lack of a meeting shall not prohibit staff from treating students in a manner consistent with their gender identity.



5. BULLYING, HARASSMENT & DISCRIMINATION

Discrimination, bullying, and harassment on the basis of gender identity or expression is prohibited within Felicity School, and it is the responsibility of each school and their staff to ensure that all students, including transgender and gender nonconforming students, have a safe school environment. The scope of this responsibility includes ensuring that any incident of discrimination, harassment, or bullying is given immediate attention, including investigating the incident, taking age- and developmentally-appropriate action, and providing students and staff with appropriate resources and supports. Complaints alleging discrimination or harassment based on a student's actual or perceived gender identity or expression are taken seriously and handled in the same manner as other discrimination, bullying, or harassment complaints. This process is outlined in Felicity School's Anti-Bullying Policy.

6. PRIVACY/CONFIDENTIALITY

Felicity School shall ensure that all personally identifiable and medical information relating to transgender and gender nonconforming students shall be kept confidential in accordance with applicable state, local, and federal privacy laws. School staff shall not disclose any information that may reveal a student's transgender identity to others, including parents or guardians and other school staff, unless legally required to do so, or unless the student has authorized such disclosure. In the rare instance that a school is legally required to disclose a student's transgender status, Felicity will provide the student an opportunity to make that disclosure themselves, where practicable. This would include providing the student with any support services they need to make the disclosure in a safe and supportive environment.

Transgender and gender nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information. The fact that a student chooses to use a different name, to transition at school, or to disclose their transgender status to staff or other students does not authorize school staff to disclose a student's personally identifiable or medical information. When school staff interact with parents, guardians, district representatives, or other collateral contacts, school staff will ask the student whether to use the name and pronouns that correspond to their gender identity, or whether to use their legal name and corresponding pronouns with these individuals. (See "Student Transitions" below.)

7. NAMES, PRONOUNS & SCHOOL RECORDS



Every student has the right to be addressed by the name and pronouns that correspond to the student's gender identity. Regardless of whether a transgender or gender nonconforming student has legally changed their name or gender; Felicity School will allow such students to use the chosen name and gender pronouns that reflect their identity. If the student has previously been known at school by a different name, school staff will use the student's chosen name and pronouns when asked to do so by the student. If the student would also prefer consistency within their school records, every effort will be made to immediately update student education documents and records (such as attendance reports, class and therapist rosters, report cards, electronic records, etc.) with the student's chosen name and appropriate gender markers. For example, the student can identify if they would prefer John Doe (birth name), Jane Doe (chosen name), or John "Jane" Doe (both names) on these records.

With the student's permission, this information will also be communicated to the student's home town school so that similar changes can be made to the student's permanent school records held in that location. Finally, in consultation with the student's home town district and with the student's permission, this information will also be shared with the Illinois State Board of Education (ISBE) via phone, in order to ensure that the student's name is changed in their Student Information System (SIS) to guarantee continuity. Within this ISBE system, there is only a binary (male/female) option for identifying gender, and it is mandatory to choose one.

Therefore, the student will determine which option they prefer.

8. ACCESS TO GENDER-SEGREGATED ACTIVITIES & FACILITIES

- **Restrooms:**

Students will have access to restrooms at Felicity are gender neutral, meaning, they are accessible to all students, regardless of their identified gender. When Felicity students leave school grounds and only have access to gender segregated facilities, students will use whatever restroom they prefer. Access to restrooms and locker rooms for non-binary students and students questioning their gender will be determined on a case-by-case basis, in conversation with that student. In all cases, school staff will provide students with options for staff support and/or accompaniment to help them feel safe, comfortable, and included when off school grounds.

- **Morning Check-In:**

Any student who identifies as transgender or gender nonconforming will be given the option to stand in the check-in line of their choice, or receive a private check-in with two staff members. If the student chooses a private check-in, they can also identify their preference for male or female check-in staff members, or a combination of male and female staff members.

- **Physical Education Classes and CAAEL Activities:**



All students shall be permitted to participate in physical education classes and Chicago Area Alternative Education League (CAAEL) activities in a manner consistent with their gender identity.

9. DRESS CODE

Students have the right to dress in accordance with their gender identity and expression, including maintaining a gender-neutral appearance, within the constraints of the Felicity School Program. Felicity may not adopt a dress code that restricts students' clothing or appearance on the basis of gender. A student whose gender expression is different from societal expectations based on the student's sex assigned at birth shall not be considered disruptive of the educational process or in interference with the maintenance of a positive teaching/learning climate. All students shall be permitted to wear gender-affirming clothing to school, including at school events.

10. STUDENT TRANSITIONS

Felicity School recognizes that each student has a unique process for transitioning, and that it may or may not involve social, legal, or physical changes. There is no one step or set of steps that an individual must undergo in order to have their gender identity affirmed and respected, and Felicity staff will accept the gender identity that each student asserts. A student is not required to obtain legal and/or medical or psychological documentation as a prerequisite to having their gender identity recognized. Students ready to transition at school will be fully supported in their process of changing their name, pronouns, attire, and access to gender-related programs, activities, and facilities consistent with their gender identity as it develops.

11. TRAINING & PROFESSIONAL DEVELOPMENT

Felicity School conduct training for all staff members on their responsibilities under applicable laws and this policy. Following the adoption of this policy, staff shall be trained on its content and their professional responsibility to uphold the policy. This policy will also be incorporated into the training provided for all new Felicity employees.

G. Procedures for Law Enforcement Entering School

Felicity School will review and contact a designated authorized person who may contact the school's legal counsel and procedures for that authorized person or legal counsel to review requests to enter a school, including warrants and subpoenas; Felicity School will monitor and document all interactions with law enforcement agents while on the school's premises; and will notify and seek consent from a student's parents or guardian, or from the student if he or she is 18 years old or emancipated, if a law enforcement agent requests access to a student for immigration enforcement purposes, unless such access is in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the student's parent or guardian. *See* 105 ILCS 5/22-101(c)(4). Felicity School will not engage in practices that have the effect of excluding a



child from participation in or excluding the participation of the child's parent from parental engagement activities because of the child's or parent's perceived or actual immigration status. This includes requesting or collecting information or documentation about citizenship or immigration status; designating immigration status, citizenship, or nationality as director information; or threaten to disclose or disclose anything related to the actual or perceived citizenship or immigration status of a child or person associated with the child to any immigration or law enforcement agency. *See* 105 ILCS 5/22-101(c)(2-3).

V. STUDENT CONDUCT AND DISCIPLINE

Felicity Day School views discipline issues that may arise during classroom activities as opportunities to identify the issues that challenge students, as well as opportunities for teaching and student growth. The staff uses a problem-solving approach to help students stand up to and overcome the problem at hand. Students are engaged in practicing more successful behavioral alternatives. Felicity Day School does not implement the use of time out, time out rooms (isolated time out), or other aversive interventions.

A. PROHIBITED STUDENT CONDUCT

Prohibited student conduct includes, but is not limited to:

- Using, possessing, distributing, purchasing, selling, or being under the influence of alcoholic beverages, illegal drugs, drug paraphernalia, look-alike drugs, controlled substances, tobacco or tobacco products, any alternative nicotine product, or any cartridge or component of an alternative nicotine product on school grounds or at a school-related event.
- Using, possessing, distributing, purchasing, or selling any firearm, knife, martial arts device, or any other object that may be construed to be a weapon, including look-alikes. This prohibition applies regardless of whether a student is licensed to carry a concealed firearm.
- Fighting, including any assault of school personnel or other students, or any use of violence, force, coercion, threats, or other such conduct, or urging other students to engage in such conduct.
- Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to staff 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.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.



- Publishing, posting, or transmitting threatening, intimidating, insulting, harassing, illegal, immodest, or otherwise inappropriate comments or pictures on the Internet or social media websites.
- Displaying or demonstrating any type of gang affiliation, including wearing, possessing, distributing, selling, drawing, or displaying anything that could reasonably be interpreted as a gang symbol; participating in gang, gang-like, or gang-related activities; communicating gang representation verbally, or non-verbally with gestures, handshakes, etc.; and/or soliciting others for gang membership through any means.
- Unauthorized possession or use of an electronic device, including personal or school-issued devices.
- Any other acts that directly or indirectly jeopardize the health, safety and welfare of school personnel or other students.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

B. INTERVENTIONS

Interventions for a student with disabilities will incorporate procedures and methods consistent with generally accepted practices in the field of behavioral intervention. Nonrestrictive interventions are preferred because of the low risk of negative side effects and the high priority placed on behavioral modification. Restorative interventions shall be used in consideration of the student's physical freedom and social interaction and inclusive of the student's strengths and needs. Behavioral interventions shall be implemented in a manner that respects the dignity and personal privacy, ensuring the right to placement in the least restrictive environment. Proactive strategies are designed to promote and strengthen desirable, adaptive student behaviors while reducing identified target behaviors. Proactive strategies are used to the maximum extent possible and preferred to reactive strategies. While proactive strategies alone may not always succeed in managing disruptive behaviors, the use of reactive strategies is temporary. Examples of non-restrictive interventions include:

- Sensory breaks
- Push-pull breaks
- Walk breaks
- Movement breaks
- Therapeutic services

C. SUSPENSION

Exclusionary discipline may be used if a student demonstrates gross disobedience or misconduct that places self or others in the school community in danger or disrupts the operation of the school. Suspension is the temporary removal of a student from school for not more than ten (10) consecutive school days or a total of ten (10) school days or less, in a school year, for gross disobedience or misconduct.



1. A student may be suspended from school for not more than ten (10) consecutive days, upon the discretion of the Principal. A student may be subject to suspension more than once, but for no more than ten (10) cumulative days in a given school year. The parent/guardian will be required to pick up a student from school following a suspension.

2. Reasons for suspension:

- If the student is a danger to self or others; b. If the student's behaviors result in a significant disruption to the learning of others; and/or c. If the student's continued presence at school disrupts the operation of the school.
- The student and parent/guardian will be informed of the alleged misconduct and the student will be provided the opportunity to respond to the allegations, prior to discipline. Where the student's continued presence poses a continuing danger to persons or property or an ongoing threat of disruption to the education process, this process will occur as soon as practicable. The parent/guardian and home district will be informed of the suspension in writing. This will include an explanation of the reason for the suspension and will indicate appeal procedures, where appropriate or available.
- All procedures for suspension will be in accordance with the Rules and Regulations of the Illinois State Board of Education.
- Following a suspension, the student and parent/guardian will participate in a re-entry meeting with appropriate school staff to facilitate the student's transition back to school.

D. MANIFESTATION DETERMINATION REVIEW

When a student faces a suspension that could result in removal from school for more than ten (10) consecutive days, or more than ten (10) cumulative days over the course of a school year, a Manifestation Determination Review ("MDR") must be convened, with members of the IEP team (including the student's home district LEA representative) and the parent/guardian. The purpose of the meeting is to determine whether the student's disability was the primary cause of the student's misconduct. The following procedures must be followed when it is proposed that a student with a disability is to be excluded from school for more than ten (10) total school days in a school year:

- A Manifestation Determination Review will be convened to determine whether the student's misconduct is related to the student's disability;
- A suspension of more than ten (10) days may not be imposed if the student's disability is determined to be the main cause of the misconduct. The student's IEP may be revised, including changes to the student's behavior plan, development of a behavior intervention plan if the student does not have one, completion of an evaluation, changes to services, or a recommendation for a more restrictive placement.
- A suspension of more than ten (10) days may be imposed if the misconduct is determined to not be related to the student's disability.

E. DISCHARGE



In the event that Felicity Day School is no longer able to meet a student's needs and must terminate the placement, Felicity Day School will notify the student's contracting home district in writing, at least 20 (twenty) business days prior to the termination and request to hold an IEP meeting. If the health and safety of any student is imminently endangered, placement options and services will be reviewed immediately.

F. SEARCH AND SEIZURE

1. In order to provide for the safety and supervision of students, to maintain discipline and order in the schools, and to otherwise provide for the health, safety, and welfare of all persons within the schools, the principal or designee is authorized to conduct reasonable searches of property and equipment owned or controlled by Felicity Day School, as well as of students and their personal effects while on the Felicity Day School property. The Principal or designee may inspect and search property and equipment owned or controlled by Felicity Day School (e.g., cubbies, lockers, coat hook areas, desks, parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students shall have no reasonable expectation of privacy in these places or areas or in their personal effects left therein. The Principal or designee may search a student and the student's personal effects in the student's possession (e.g., purses, wallets, backpacks, book/sports bags, lunch boxes) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or Felicity Day School policies and rules. The Principal or designee may request the assistance of law enforcement officials to conduct inspections and searches of students and school property for controlled substances or illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. Searches conducted by authorized school personnel at the behest of the law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

2. Should a search produce evidence that a student has violated or is violating the law or Felicity Day School's policies or rules, such evidence may be seized and impounded by the Principal or designee, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

3. Notification Regarding Student Accounts/Profiles on Social Networking Websites. The Principal or designee shall notify students and their parents of each of the following in accordance with the Right to Privacy in the School Setting Act:

- School officials may not require a student or the student's parent to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
- School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.



G. BATTERY, FIREARM, & DRUG POSSESSION INCIDENTS

- Felicity Day School is legally required to report a written complaint submitted by a staff member reporting an instance of battery against teachers, teacher personnel, administrative personnel or educational support personnel to local law enforcement immediately after the occurrence of the attack, and within three days to the Illinois State Police through the School Incident Reporting System (SIRS).
- Firearms. All school personnel, including teachers, school counselors and support staff must immediately notify the Principal or designee in the event they observe any person in possession of a firearm on school grounds, except for persons known to be law enforcement officials engaged in conduct related to his/her official duties. The Principal or designee is required to immediately notify local law enforcement. If the person in possession of the firearm is a student, the student's parent will also be immediately notified. Any written, electronic or verbal report from school personnel of a verified incident involving a firearm on school property or school transportation will be immediately reported to local law enforcement and the State Police.
- Drugs. Any written, electronic or verbal report from school personnel of a verified incident involving drugs, including cannabis and narcotics on school property or school transportation will be immediately reported to local law enforcement and/or the State Police.

VI. ACCEPTABLE USE OF ELECTRONIC NETWORKS

This policy is intended to serve as a guide to the scope of Felicity Day School's authority and the safe and acceptable use of the school's computers, mobile devices, computer network (local and wide area networks), email, and Internet access, which are collectively referred to as the "electronic network." All Felicity Day School technology and electronic networks are a part of Felicity Day School's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. Felicity Day School's electronic network is part of the curriculum and is not a public forum for general use. The use of Felicity Day School's electronic networks shall be consistent with curriculum and instructional needs, learning styles, abilities, and developmental levels of the students. The computers and software that are utilized by staff and students are owned by Felicity Day School and are intended to be used for business purposes only. Students are expected to demonstrate a sense of responsibility and not abuse this privilege. Access to online content via the electronic network may be restricted in accordance with Felicity Day School policies and federal regulations. The school takes precautions, through staff supervision and network settings, to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. Because information on the Internet appears, disappears, and changes it is not always possible to predict or



control what students may locate. While it is possible to select some resources that will be more easily available to students, school officials cannot completely control the Internet environment. Although computers with Internet access are in supervised areas, parents and staff members are responsible for setting and conveying the standards that students should follow.

A. GENERAL REGULATIONS

- Access to the electronic network at school must be for educational purposes and correlate with the educational objectives of the classroom.
- All students must have parent/guardian permission to access the electronic network while at school and when using school-issued devices.
- The use of the electronic network is a privilege, not a right, and inappropriate use will result in denial of this privilege, as well as other possible discipline. Senior staff members will make decisions regarding whether or not a user has violated this policy and may deny, revoke, or suspend access at any time.
- Email messages sent or received and Internet searches conducted via the electric network are the property of the school and subject to search at any time. Students have no expectation of privacy with respect to any information transmitted or received via the school's electronic network.
- Felicity Day School is not responsible for any information that may be lost or damaged, or become unavailable when using the electronic network, or for any information that is retrieved or transmitted via the Internet. Furthermore, Felicity Day School will not be responsible for any unauthorized charges or fees resulting from access to the Internet.
- Personal Safety:
 - Students should not share personal information, including phone number, address, birthday, social security number, financial information using the electronic network.
 - Students should never agree to meet someone they meet online in real life without parental permission.

B. ACCEPTABLE USE

Students will:

- Use school technologies only for school related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that students are expected to follow offline.
- Treat school resources carefully and alert staff if there are any problems with operation.
- Encourage positive, constructive discussion when allowed to use communicative or collaborative technologies.



- Alert a teacher or other staff member to threatening/ bullying, inappropriate or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in appropriate places, for educational purposes only.
- May use AI tools for brainstorming, idea generation, grammar checking, or improving understanding of course material with teacher permission.
- May use AI tools for non-assessed assignments or personal study unless otherwise restricted.
- Cite sources when using online sites and resources for research including any use of AI-generated text, images, or code; ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

C. UNACCEPTABLE USE

Student users are responsible for their actions and activities involving the electronic network. The following are examples of unacceptable uses (however, this is not an exhaustive list):

- Illegal distribution of software (pirating – which is a federal offense);
- Using the electronic network for private, financial, or commercial gain, illegal activity, and/or advertising;
- Wastefully using resources, such as file space/memory;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals, including using another's account or password with or without permission;
- Posting material authored or created by another without consent or proper credit;
- Posting anonymous messages;
- Accessing, submitting, posting, publishing, or displaying content that contains hostile, degrading, sexually explicit, or otherwise offensive references to people based on their sex, race, nationality, religion, age, color, disability status, gender, sexual orientation, or other protected status;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually explicit, threatening, racially offensive, harassing, or illegal material;
- Using the electronic network while access privileges are suspended or revoked;
- Degrading or disrupting equipment or system performance;
- Vandalism (defined as any malicious attempt to harm or destroy equipment, data or another user, the internet itself, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses);
- Use school technologies in a way that is harmful to self or others;



- Searching for inappropriate images or content;
- Engaging in cyber-bullying, harassment, or disrespectful conduct towards others- staff or students;
- Attempting to circumvent the school's safety measures or filtering tools;
- Submitting AI-generated content as original work in assignments, essays, or projects without proper citation or teacher approval is considered academic dishonesty;
- Using AI to bypass learning (e.g., generating entire assignments or exam answers) is strictly prohibited.

D. STUDENT/STAFF COMMUNICATION

- Felicity Day School does not permit employees to accept or request "friend" or contact requests from any current students on any social network sites.
- Felicity Day School reserves the right to include a parent or guardian on email communications with students.

E. USE OF PERSONAL ELECTRONIC DEVICES

- Students' electronic devices are collected and held for the student when the student is checked into the building.
- All devices must be turned off when in the building.
- Devices may not be shared or loaned to other students.
- No pictures or videos may be taken of students or staff with these devices.
- Students assume all responsibility for their own devices. The school is not liable for any personal electronic devices brought from home.
- These expectations are also applicable to use of devices on students' transportation to and from school. Should a student commit a violation of the acceptable use parameters, access privileges will be suspended or revoked. School disciplinary and/or appropriate legal action may be taken depending on the violation or inappropriate use.



Handbook Acknowledgement

I acknowledge that I have received and read the **Felicity School 2026–2027 Student and Parent Handbook**. I understand that the handbook is intended to provide important information about school policies, procedures, and expectations.

I understand that Felicity School may update or revise the policies in this handbook as needed during the school year. I also understand that this handbook replaces any previous written or verbal policies.

By signing below, I agree to support and follow the guidelines outlined in the handbook.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Student Printed Name: _____

Student Signature: _____

Date: _____

*Please return this signed form to the school office by **August XX, 2026**. A copy of this acknowledgment will be kept in the student's school record.*