



***Parent and Student
Handbook
2009-2010***

***Evergreen Park Elementary
School District 124
9400 South Sawyer Avenue
Evergreen Park, IL 60805
(708) 423-0950, www.d124.org
Superintendent: Diane P. Cody, Ed.D.***

Dear Parent or Guardian:

Welcome to Evergreen Park School District 124 and the 2009-2010 school year. We recognize that a **successful** district is one that has the cooperation of students, parents, and school personnel. Parental involvement is encouraged and appreciated.

This Parent and Student Handbook is provided as a source of information about District 124. Please take time to read through this handbook with your child. If you have questions or concerns, please contact your school principal.

May this be a successful and rewarding year for you and your child!

Sincerely,
Diane P. Cody, Ed.D.
Superintendent

The 2009/10 Parent and Student Handbook is not intended to create contractual or other rights between the student and the District, but merely to serve as a guide. The contents of the Handbook may be amended at any time during the year without notice. Copies of School Board policies are available in the District Office.

BOARD OF EDUCATION

James B. Flanagan, *President*

Terry MacDonald, *Vice President*

Joan Boss, Secretary

Kathleen Rohan

Beth A. Amado

Robert McDonald

John Kennedy

DISTRICT ADMINISTRATION

Diane P. Cody, Ed.D.	Superintendent	dcody@d124.org
Kathleen Hatzel	Assistant Superintendent	khatzel@d124.org
Frances LaBella	Executive Director of Business Services	flabella@d124.org
Shalema Blue	Executive Director of Student Support Services	sblue@d124.org
Marcia Harroun	Technology Director	mharroun@d124.org
William Smith	Director of Buildings & Grounds	wsmith@d124.org
Sue Panico	Director of Support Services	spanico@d124.org

BUILDING PRINCIPALS

Rita Sparks	Central Junior High School	rsparks@d124.org
Jeff Nightingale	Northeast School	jnightingale@d124.org
John Stanton	Northwest School	jstanton@d124.org
Shaton Wolverson	Southeast School	swolverson@d124.org
Denise Thomas	Southwest School	dthomas@d124.org



SCHOOL LOCATIONS

Central Junior High School	9400 South Sawyer	708/424-0148
Northeast Elementary School	9058 South California	708/422-6501
Northwest Elementary School	3630 West 92 nd Street	708/425-9473
Southeast Elementary School	9800 South Francisco	708/422-1021
Southwest Elementary School	9900 South Central Park	708/424-2444

PTA PRESIDENTS

Central Junior High School	Maureen Erickson
Northeast School	Debbie Wedick
Northwest School	Julie Rogers
Southeast School	Carol Jacobs
Southwest School	Kate Bradley



SCHOOL CALENDAR 2009-2010

August 24	New Teacher Orientation
August 25, 26	Teacher Institute Day – No student attendance
August 27	First day of classes & Before School – Students dismissed at 11:30
August 28	Students dismissed at 11:30 a.m.
August 31	First day of classes: After School, Early Childhood, Pre-K, Kindergarten
September 7	Labor Day - School closed
September 23	Students dismissed at 11:30 a.m. – School Improvement Day
October 12	Columbus Day – School closed
October 21	Students dismissed at 11:30 a.m. – School Improvement Day
October 30	End of Quarter
November 6	Report Cards
November 11	Veteran’s Day – School closed
November 23	No Student Attendance – Parent-Teacher Conferences /1:00-7:55 p.m.
November 24	No Student Attendance – Parent-Teacher Conferences /12:05-7:00 p.m.
November 25, 26, 27	Thanksgiving Vacation – School closed
December 9	Students dismissed at 11:30 a.m. – School Improvement Day
December 18	Students dismissed at 2:00 p.m.
December 21 – Jan 1	Winter Vacation – School closed
January 4	Classes Resume
January 18	Martin Luther King’s Birthday – School closed
January 22	End of Quarter
January 29	Report cards
February 2	Teacher Institute Day – No student attendance
February 15	Presidents' Day – School closed



February 24	Students dismissed at 11:30 a.m. – Parent-Teacher Conferences
March 1	Casmir Pulaski Day – School closed
March 1-12	Illinois State Achievement Testing
March 17	Students dismissed at 11:30 a.m. – School Improvement Day
March 26	End of Quarter
April 1	Report Cards
April 2 – 9	Spring Break – School closed
April 12	Classes Resume
April 21	Students dismissed at 11:30 a.m. – School Improvement Day
May 12	Students dismissed at 11:30 a.m. – School Improvement Day
May 31	Memorial Day – School closed
June 3	Last day for Early Childhood, Pre-K, Kindergarten Students
June 4, 7, 8	Kindergarten Screening
June 8	End of Quarter
June 8	Graduation (tentative date)
June 9	Teacher Clerical Day – No student attendance
June 10	Last Day of School – Students dismissed at 9:30 a.m. (Assuming we do not have to use emergency days) Report cards
June 11, 14,15,16,17	Emergency Days if needed due to school cancellations



MISSION STATEMENT

We commit to inspire all children to achieve their full potential through comprehensive instruction, innovation and programs that develop intellectual and personal growth.

VISION

We envision....

- An inclusive philosophy which embraces the belief that all students can learn and succeed.
- Establishing fluid, dynamic, high quality learning opportunities with access to current and innovative instruction.
- Our students' social and emotional growth nurtured in a culture that creates self-esteem and a "can-do" attitude.
- Our students are global-minded effective communicators and skilled problem solvers.
- Our students are successful and contributive members of society who inspire action in others.
- A safe and nurturing learning environment for all students and staff.
- All stakeholders are welcomed and valued.
- A culture of openness and honesty to create trust with all members of the school community.
- A united community where all stakeholders support and encourage each other to pursue educational excellence.
- Creative and fiscally responsible leadership committed to our mission and accountable to our community.
- State of the art facilities incorporating advanced technologies.



VALUES

- We provide a variety of learning opportunities recognizing each student as an individual learner with unique needs based on authentic data.
- We make ethical decisions based on what is best for students.
- We model behaviors that develop responsible and productive citizens.
- We value the collaboration of staff, parents and community in the educational process.
- We honor the uniqueness of all stakeholders and embrace our diverse community.
- We accept change as a positive challenge towards excellence.

GOALS

Instruction

Deliver exemplary instruction that meets the unique demands of the 21st century learner.

- Continually enhance curriculum, based on best practices and research, to meet the needs of all students.
- Utilize data to make informed decisions about student learning.
- Provide professional development that supports quality instruction.
- Cultivate leadership skills in students, staff and administrators.

Climate

Cultivate a positive culture through validation, collaboration, communication and common sense of purpose.

- Foster open communication for mutual understanding and a shared commitment to the District 124 Mission, Vision and Values.
- Provide opportunities for meaningful collaboration between all stakeholders.
- Recognize and celebrate accomplishments.
- Stimulate divergent thinking to bring about desired outcomes.



Finances/Resources

Be fiscally responsible and maximize resources.

- Make sound financial decisions based on historical data and current economic climate and trends.
- Utilize resources conservatively.
- Identify, investigate and maximize grant writing opportunities.

Stakeholder

Maximize stakeholder involvement and satisfaction.

- Build ownership and support among all members of the school community.
- Support resources to coordinate and promote internal and external communication.
- Match individual strengths and talents to positions that support district goals.
- Communicate financial status to all constituents.
- Promote and build relationships with businesses and community to highlight mutual benefits.

Facilities

Provide facilities with a focus on creating a functional, healthy and safe learning environment.

- Enhance current facilities to support instructional needs.
- Increase community access to district facilities for mutual benefit.
- Develop and implement an innovative, functional, short and long term plan for technology.
- Create and maintain a construction plan in anticipation of financial opportunities.

SCHOOL COMMUNITY CODE OF CONDUCT

In order to provide a safe, caring and orderly environment, Evergreen Park Elementary School District 124 expects civil behavior for all who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions.



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I. INTRODUCTION

A. FORWARD

Evergreen Park Elementary School District 124 (the “District”) is a Pre-Kindergarten-8 school district comprised of four elementary schools and one junior high school. This handbook serves to communicate District procedures and guidelines to parents/guardians, students and the community. Please contact your building principal with any questions regarding information contained in this handbook.

B. NON-DISCRIMINATION, EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

The District does not discriminate on the basis of color, race, national origin, sex or disability in the provision of programs, activities, services or benefits.

Equal educational and extracurricular opportunities are available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status including pregnancy.

The District guarantees both sexes equal access to educational and extracurricular programs and activities, as required by Title IX of the 1972 Education Amendment and the Illinois Sex Equity in Education Law of 1986.

Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy # 8.20, Community Use of School Facilities. Persons who believe they have not received equal opportunities should report their claims to the Complaint Manager via the Uniform Grievance Procedure (see Part IV.U of this handbook).

C. INSTRUCTIONAL HOURS

Elementary and junior high schools operate from 8:30 a.m. until 3:00 p.m. Students may enter school buildings at 8:20 a.m.

Kindergarten and pre-kindergarten/early childhood classes operate as follows:

- Morning Session - 8:30 a.m. until 11:25 a.m.
- Afternoon Session - 12:10 p.m. until 3:00 p.m.

Students are not to remain after regular dismissal time unless they are staying at the request of a



teacher for a specific purpose or are registered for the After School Program. For additional information please contact the Extended Day Coordinator at 708/207-1029.

D. EXTENDED DAY PROGRAM

The District offers an Extended Day before- and after- school program at each elementary school as long as at least 15 students are registered for the program at a school. The Before School Program fee is \$4.00 per day. The After School Program fee is \$4.00 for the first hour and \$3.50 per hour for the second and third hours. There is a \$40.00 per student fee (maximum of \$50.00 per family) non-refundable registration fee in addition to the charges. Students may register for the Extended Day Program for as many hours and days as needed.

Hours of Operation

Before School: 7:00 a.m. – 8:20 a.m.

After School: 3:00 p.m. – 6:00 p.m.

II. ELIGIBILITY TO ATTEND THE DISTRICT

A. ENROLLMENT REQUIREMENTS

Preschool Eligibility

The District screens three- and four- year-olds for academic or behavioral characteristics to determine if they need early intervention through the District’s Early Childhood Learning Program. If you are interested in this program, please contact your building principal for more information.

Kindergarten and First Grade Eligibility

All children residing in the District are eligible to enter kindergarten if they are five years of age on or before September 1 of the current school year. Children are eligible to enter first grade if they are six years of age on or before September 1 of the current school year.

A government-issued birth certificate is required for proof of age at the time of registration for all new students. Hospital birth certificates and baptismal certificates will not be accepted in lieu of a government-issued birth certificate.

B. RESIDENCY

Only students who are residents of the District may attend a District school without a charge, except



as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

Students may attend the District on a tuition-free basis if the student meets the following residency requirements:

1. The student resides within the boundaries of the District with his or her natural parents, or his or her custodial guardian or parent if the parents are divorced or separated; or
2. The student resides within the District with a person other than the natural or custodial parents and custody and control has been transferred to such person.

A student may not attend the District if his or her residence is primarily for the purpose of enrollment in District schools. A student residing outside of Evergreen Park will not be permitted to attend school within the District.

Move Out-of-District

A student whose family moves out of the District during the school year will be permitted to attend the District for the remainder of the year without payment of tuition. Parents/guardians are responsible for transporting the student to and from school.

C. EDUCATION OF HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney-Vento Homeless Assistance Act and State law.

A homeless child may attend the District school that the child attended when permanently housed, or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law.



D. TRANSFERS OUT-OF-DISTRICT

Transfer forms available in each school office must be completed when a student is withdrawn from the district. All outstanding fees and fines must be paid. Students must return school-owned property.

III. GENERAL INFORMATION

A. SCHOOL FEES

The following fees apply for the 2009-2010 school year and are non-refundable.

- Early Childhood – \$50.00
- Kindergarten – \$60.00
- Grades 1-6 – \$70.00
- Grades 7-8 - \$80.00
- Technology Fee – \$20.00 / student, not to exceed \$60.00 / family
- Activity Fee, Grades 7-8 - \$15.00
- Graduation Fee, Grade 8 - \$40.00

Waiver of School Fees

The Board of Education (“School Board”) will waive all fees for eligible students. Eligible students include, but are not limited to, students who are eligible for free or reduced priced lunches under the Federal Free and Reduced Price Lunch program, or face other extenuating family circumstances such as loss of income due to a sudden job loss, severe illness or injury in the family, or unusual expenses as a result of a flood, fire, or storm. All textbooks and materials used by students are on a loan basis only and must be returned to the school in good condition at the end of the school term. Students will be responsible for paying for lost, stolen or damaged books.

B. SCHOOL LUNCH PROGRAM

The District operates a full lunch program and participates in the Federal Free and Reduced Price Lunch program. Through the Federal Free and Reduced Price Lunch program, families may apply for assistance by completing a form outlining specified financial eligibility requirements. The forms are available in the office of the building principal. Students are served a lunch which meets one-third of the federal nutritional daily guidelines. Students may choose to bring a sack lunch from home and



may purchase milk at school. No student will be allowed to charge a lunch.

In the elementary schools, student lunches are ordered approximately one month in advance. Two forms are sent home with each student. One form should be returned to the student's homeroom with payment (including free and reduced) and one form should be kept at home for reference to the menu. All students must complete and return the form, even if they are not ordering any lunches for the month. There will be no exceptions made on late orders. No refunds are given. Students who eat lunch at school are not allowed to leave the playground except with special consent of the building principal.

Student Lunches (1-6) - \$2.25

Adult Lunches - \$3.25

Student Lunches (7-8) - \$2.50

Milk - \$0.45

C. SCHOOL BREAKFAST PROGRAM

The District provides a breakfast program at Northeast Elementary School. The Federal Free and Reduced Price Lunch program eligibility standards also apply to the school breakfast program. School breakfast programs will be expanded to those schools that are providing before-school care. Schools providing these programs will be determined prior to the first day of school.

Student Breakfast (K-6) - \$1.50

D. SCHOOL BUS RULES

It is the District's objective to provide safe bus transportation for students eligible to ride the school buses. Students are granted the privilege of riding the school bus with the understanding that this privilege can be revoked if the student does not behave appropriately while he or she is on the bus or at the bus stop. Students should be reminded of the consequences of unsafe, disruptive behavior on the bus, and understand that bus rules are aggressively enforced.

- Cooperate with the bus driver at all times.
- Board and get off the buses only at your designated stops.
- Ride only the bus assigned to you.
- Never wait for the school bus in the street.
- Never board the bus until it comes to a complete stop.
- Take your seats immediately and remain in your seat throughout the ride.
- No moving around is permitted while the bus is in motion.



- The bus driver must grant permission before windows or doors may be opened or closed.
- You may not extend your hands, arms or head out of the bus windows or throw any objects out of the bus window.
- Do not tamper with the bus doors or windows or any of its equipment.
- Restitution will be sought for any damage or vandalism to the school bus.
- Keep books, coats, and all other objects out of the aisles to avoid accidents.
- Do not have unnecessary conversations with the bus driver.
- In case of a road emergency, remain in the bus until the driver gives instructions.
- Exit the bus only after it has come to a complete stop.
- No adults are permitted on the school bus without authorization from the building principal or Superintendent. Adults are asked to stay off the bus and the police will be called if an unauthorized adult boards the bus.
- Show respect for private property, lawns, shrubs, trees, etc., while waiting for the bus and exiting the bus.
- Smoking, striking matches, or lighting cigarette lighters is prohibited on the bus or at the bus stop.
- Possession of potentially dangerous materials and/or weapons on the bus or at the bus stop is prohibited.
- Display of gang symbols, or paraphernalia recognized as such by local law enforcement and school officials is prohibited.
- Obscene language and/or gestures are prohibited.
- Portable electronic devices shall not be played on the bus.
- Food, drink and gum are prohibited on the bus.
- No garbage is to be left on the floor or seats of the bus.
- Spitting is prohibited.
- Cell phones are prohibited on school buses and will be confiscated.

The bus driver will make a written report if these rules are violated. Any Bus Incident Report will be shared with parents/guardians immediately.

Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a post-trip inspection procedure to ensure that the school bus driver is the last person leaving the bus and that no passenger is left behind or remains on the vehicle at the end of a route, work shift, or workday.



E. BUS MISCONDUCT

Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline Code (see below).
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

F. VISITING SCHOOLS AND CLASSROOMS

The District encourages parent/guardian visitation at all schools. The following procedures apply:

- The visitor must sign in at the school office and provide identification.
- The visitor will be given an identification badge to wear while in the building. The badge will provide identification as a "visitor" or a "volunteer".
- The visitor or volunteer will be escorted to their destination.
- All visitors are required to sign out when departing the school building.

Prior arrangements must be made with the building principal before parents/guardians can visit their child's classroom. In order to ensure an optimal learning environment, the building principal has the final determination on when such visits can be made, and on their duration and frequency.

G. EMERGENCY SCHOOL CLOSINGS

In the event that District schools are required to close due to inclement weather or an emergency situation, parents/guardians will be notified through the Instant Alert System. Additional school-closing information will be posted on the District web site (www.d124.org) and will be broadcast on local radio/television stations.



Instant Alert System

An Instant Alert telephone system has been put in place to communicate with parents/guardians and keep them informed about unique events involving the schools. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents/guardians by telephone, cell phone, e-mail, or pager. The system can be used to notify parents/guardians of school closings due to inclement weather. Instant Alert also keeps parents/guardians informed of everyday activities, such as event times and locations as well as schedule changes.

The Instant Alert system is Internet based, allowing each family to maintain a secure, password protected online profile. Instant Alert is ready for parents/guardians to input data at <http://instantalert.honeywell.com>. Please input data by September 1. The District will be using this system for important school-to-home communications so please keep your telephone numbers up-to-date so that you receive timely notifications.

If you need assistance with your profile, please contact the District Technology Department at 708/423-0950 ext. 2152. Computers will be available at registration and in your child's school.

H. ACCOMMODATIONS FOR DISABLED PARENTS/GUARDIANS

District schools are handicapped accessible for parents/guardians with disabilities. Please notify the District/School Office if other accommodations are needed.

IV. SCHOOL POLICIES

A. ACADEMIC DISHONESTY

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

B. ATTENDANCE

All children ages seven through 17 are required to attend school. Children below age seven who are enrolled are also required to attend school while school is in session during the regular school term. Student attendance is critical to student progress and achievement. Students must report to school on time each morning. Tardiness will result in disciplinary action.



If a student is absent from school, a parent/guardian must contact the school office by 9:15 a.m. of the day of the absence. Failure to verify an absence will result in your student being reported as unexcused from school. If a call is not received, the school will contact parents/guardians to verify the absence.

Any student who is absent more than three consecutive or 10 non-consecutive days may be required to provide a physician's excuse.

If a parent/guardian requests an early dismissal, a written explanation is required. Students will not be allowed to leave school without the permission of the building principal. Students leaving the building before the close of a school day must meet their parents/guardians in the office and be signed out by a parent/guardian. If it becomes necessary for your child(ren) to be absent from school for an extended period of time while school is in session, please complete a "Notification of Absence" form, available in the school office. Parents should avoid taking their child(ren) out of school during state testing during the month of March.

Truancy

Truancy is an unexcused absence from school for any portion of the day. Chronic or habitual truancy is defined as absence without valid cause for 10 out of 40 consecutive days. If attempts by the school are unsuccessful in resolving a truancy problem, or if the parent/guardian is uncooperative, the regional truancy officer may begin legal action to enforce Illinois' Compulsory Attendance Act. No punitive action shall be taken against a chronic truant unless available supportive services have been provided to the student. Students are expected to be on time to school. Excessive tardiness will be viewed as a truancy issue.

C. BICYCLES/SCOOTERS/SKATEBOARDS

Bicycles ridden to school are the responsibility of the student. The school is not responsible for any theft or damage to a bicycle, scooter or skateboard, or for any injury the student suffers while using it. Bicycles, scooters and skateboards are not to be ridden on school property.

D. BULLYING, HARASSMENT AND HAZING PROHIBITED

A learning environment that is free from any form of threatening and intimidating behavior is essential to maintaining a positive school climate and shall be promoted in the District. The District will not tolerate bullying, harassment or hazing of any kind. Please review the following examples of prohibited conduct with your student(s):



- **HAZING** – Hazing means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members include other students. Soliciting, encouraging, aiding, or engaging in hazing is prohibited.
- **PHYSICAL** - Physical bullying involves harmful actions against another person's body or being present when actions occur and not doing anything about it. Examples include: biting, kicking, pushing, pinching, hitting, tripping, pulling hair; any form of violence or intimidation. Physical bullying also involves the interference with another person's property. Examples include: damaging or stealing.
- **VERBAL** - Verbal bullying involves speaking in an unkind or hurtful way to or about a person. Examples include: sarcasm, teasing, put-downs, name-calling, phone calls, or spreading rumors or hurtful gossip.
- **EMOTIONAL** - Emotional bullying involves behaviors that upset, exclude or embarrass a person. Examples include: intentional exclusion from games or activities, tormenting, threatening, humiliation or social embarrassment.
- **CYBER BULLYING** - Cyber bullying is a form of indirect or social bullying that uses technological communications (text or images) to humiliate, harass, embarrass, tease, intimidate, threaten or slander one or more students.
- **SEXUAL** - Sexual harassment singles out a person because of gender and demonstrates unwarranted or unwelcome sexual behavior. Examples include: sexual gestures/innuendo, sexual comments, abusive comments, unwanted physical contact.
- **RACIAL** - Racial bullying involves rejection or isolation of a person because of ethnicity. Examples include: gestures, racial slurs or taunts, name-calling, making fun of customs/skin color/accent/food choices.

It is a violation of School Board policy for any member of the District to harass or bully another individual in the school building, on the school property or at school sponsored events. Any violation of this policy will be grounds for disciplinary action. Students and parents/guardians are encouraged to assist in preventing harassment by reporting any incidents of alleged bullying or harassment to the building principal.



E. CAMERA/VIDEO SURVEILLANCE

Video surveillance is used to maintain a safe educational environment. Video cameras may be used in school buildings and on school busses in order to monitor and maintain a safe environment for students and employees. Video cameras will not be placed in areas which may unreasonably compromise a student's privacy. The contents of videos are student records, therefore they are subject to District policies and procedures relating to school student records. The District's regular discipline procedures shall be issued to discipline a student as a result of any actions discovered after review of a video.

F. CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES

Using or possessing an electronic paging device, cellular telephone or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules is prohibited. Unless otherwise banned under Board Policy or by the building principal, all electronic devices must be kept off and out of sight during the regular school day unless:

1. The supervising teacher grants permission;
2. Use of the device is provided in a student's IEP; or
3. It is needed in an emergency that threatens the safety of students, staff or other individuals.

G. CONVICTED CHILD SEX OFFENDERS

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is:
 - a. Attending a conference at the school with school personnel to discuss the progress of his or her student academically or socially;
 - b. Participating in student review conferences in which evaluations and placement decisions may be made with respect to his or her student regarding special education services; or
 - c. Attending conferences to discuss other students issues concerning his or her student such as retention and promotion and notifies the building principal of his or her presence at the school.
2. Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or the Board President shall provide the details of the offender's upcoming visit to the building principal.



In all cases, the Superintendent or designee who is a certified employee shall supervise a child sex offender whenever the offender is in a child's vicinity. For an updated list of sex offenders, refer to the Sheriff's Office of Cook County website at: www.cookcountysheriff.org

H. DRESS CODE

The District dress code is meant to promote a positive, professional learning environment where the focus is on instruction. Clothing, hairstyles, and accessories should not be disruptive, immodest or compromise student learning. Students are expected to come to school looking clean, neat and ready to learn. Dress guidelines include the following:

- Clothing or appearance that depicts gang affiliations, death, suicide, cigarettes, alcohol, or other drugs is prohibited. Vulgar, obscene, or violent messages on clothing are prohibited.
- Clothing must be worn to cover the body from shoulders to mid-thigh. (Mid-thigh is defined as: a student standing in an upright position with arms hanging along the side of the body when the fingertips are touching the thigh.) Low cut shirts, tank tops, halter tops exposing the navel, and short skirts are prohibited. Skirts, shorts and dresses must be fingertip length.
- Outerwear such as coats, jackets, gloves, sunglasses, hats and other headwear are not to be worn in the building unless the student is directly entering or leaving the building.
- Visible undergarments are prohibited.
- Clothing made of spandex or similar material is prohibited.
- Excessively baggy pants are prohibited. Pants must be worn at the waist.
- Earrings are permitted. All other body piercings are prohibited.
- Tattoos are prohibited.
- Chains, drugs, gang and/or cult related jewelry is prohibited. This includes, but is not limited to, chained wallets, studded jewelry, animal choke collars, etc.
- Any equipment used to carry books (including backpacks and book bags) may not be carried from class to class. Backpacks and book bags must be stored in student lockers.
- Safe and appropriate footwear must be worn at all times. Flip-flops and shoes with wheels are prohibited.
- Athletic shoes must be worn for physical education.

Students whose personal attire or grooming distracts the attention of teachers or of other students shall be required to make necessary alterations to such attire or grooming before entering the classroom.



The first time a student fails to adhere to the Dress Code, the building administration will work with the student to correct the problem. If there is a second infraction, a parent/guardian will be notified to assist his or her child with dressing properly for school.

The building principal, in connection with a sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity and may impose higher standards.

I. FEDERAL ASBESTOS PROGRAM

In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA) and the Illinois Asbestos Abatement Act rules, inspections and management plans have been made for all District buildings concerning materials containing asbestos. You may examine these documents by contacting the Director of Buildings and Grounds at 708/423-0950.

J. GIFT BAN ACT

Gifts other than those of nominal value are prohibited to School Board members and District staff, with certain exceptions. The restrictions and exceptions applicable to such gifts are fully outlined in Board Policies 2:105 and 5:120.

K. HEALTH EXAMINATIONS AND IMMUNIZATIONS

Every student must show proof of a health examination and proof of immunization against preventable communicable diseases upon entry into kindergarten or the first grade, prior to entrance into pre-school, upon entering sixth grade or upon first entry into any school. Proof must be submitted on or before the first day of student attendance.

If a student transfers to the District after the school year has begun, a period of thirty (30) calendar days, beginning with the first day of enrollment in the District, shall be given to meet inoculation requirements. All students transferring to the District must show proof of a completed physical examination.

An annual physical exam is required for all students participating in extracurricular athletic programs.

The Illinois School Code requires a complete physical examination for specific grade levels. The cost



of the examination is the responsibility of parents/guardians. Physical examinations are required for students entering the following grade levels:

- Pre-kindergarten/early childhood programs
- Kindergarten.
- First graders entering the school system for the first time.
- Grade six.

Dental Examinations

By May 15 of the current school year, all students in grades kindergarten, second, and sixth grade must provide proof of dental examination by a licensed dentist. The District is required by the State Board of Education to use a standard form furnished by the state to record and verify the dental examination. This form is entitled “Dental Examination Record” and is available at the school office. No other form will be accepted from your dentist. Your student’s dental examination form must indicate the month, day, and year the examination was conducted and be signed by the dentist.

If a student in second or sixth grade fails to present proof of a dental examination by May 15, the school may hold the student’s report card until the parent/guardian presents proof of a completed dental examination, or the parent/guardian presents proof that a dental examination will take place within 60 days after May 15. Students for whom the requirement of a dental examination causes an undue burden or who lack access to a dentist may have the requirement waived in accordance with the Illinois Department of Public Health.

Eye Examinations

All students enrolling in kindergarten, and any student enrolling in school for the first time, must have an eye examination and present proof of the eye examination to the school before October 15 of the school year.

Hearing and Vision Screenings

The District conducts vision screenings for all students in pre-school, kindergarten, second, fifth and eighth grades, as well as new students entering the District and students in special education. Hearing screenings are conducted for all students in kindergarten, first, second, and third grades, as well as for new students entering the District and students in special education. A parent/guardian will be notified when school personnel determine that his or her child should be referred for further testing.

L. INTERNET ACCESS

The School Board’s goal is to include the Internet in the District’s instructional program in order to



promote educational excellence by facilitating resource sharing, innovation and communication. The building principal or assistant principal shall act as the “systems administrator” for their school.

The District is not responsible for any information that may be lost, damaged or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Anyone accessing the Internet from the District system will be required to follow the Internet Access guidelines.

The Internet is a tool to enrich the curriculum and is not a public forum for general use.

Terms and Conditions

1. **ACCEPTABLE USE** - Access to the District’s Internet account must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. **PRIVILEGE** - The use of the District’s Internet account is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this authorization and may revoke or suspend access at any time; his or her decision is final.
3. **UNACCEPTABLE USE** - Students are responsible for their actions and activities involving the Internet. Examples of unacceptable uses include, but are not limited to:
 - a. Using the Internet for any illegal activity, including violation of copyright or other contracts, or transmitting any materials in violation of any federal or State law or regulation.
 - b. Unauthorized downloading of software.
 - c. Downloading copyrighted materials for other than personal use.
 - d. Using the Internet for private financial or commercial gain.
 - e. Wastefully using resources, such as file space.
 - f. Gaining unauthorized access to resources or entities.
 - g. Invading the privacy of individuals.
 - h. Using another’s account password.
 - i. Posting material authored or created by another without his or her consent.
 - j. Posting anonymous messages.
 - k. Using the Internet for commercial or private advertising.



- l. Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually orientated, threatening, racially offensive, harassing, or illegal material.
 - m. Using the Internet while access privileges are suspended or revoked.
4. NETWORK ETIQUETTE – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:
- a. Be polite. Do not become abusive in your messages to others.
 - b. Do not swear or use inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or staff.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by others.
 - f. Consider all communications and information accessible via the network to be private property.
5. NO WARRANTIES – The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruption caused by negligence, errors or omissions. Use of any information obtained via the Internet is at students' own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. INDEMNIFICATION – The user agrees to indemnify the District for any losses, costs or damages including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the authorization.
7. SECURITY – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Superintendent. Accounts and passwords are kept confidential. User's may not use another individual's account without written permission. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. VANDALISM – Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges and other disciplinary action.



9. TELEPHONE CHARGES – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, per minute surcharges, and/or equipment or line costs.

M. MEDICATION

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the student and otherwise follow the District's procedures on dispensing medication.

No District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form", available in the school office and on the district website, is submitted by the student's parent/guardian. The following guidelines apply when administering medication at school:

1. All medication given to students must be prescribed by a licensed physician. Please note that cough drops, aspirin, and non-prescribed drugs are also medication and require physician and parent/guardian permission to be given to the student during the school day.
2. The permission form to administer medication must be completed and signed by the student's licensed physician and the parent/guardian for any medication, prescription or non-prescription to be given. Written orders from a physician detailing the name of the medication or treatment dosage/application and exact time to administer medication are required. District personnel (nurse, health aide, principal or other personnel designated) will supervise the self-administration of medication.
3. The District nurse will review the written order and consult with parents/guardians or the licensed physician for additional information if necessary.
4. Medication must be brought to school in its original package or appropriately labeled container. Prescription medication shall display the student's name, medication name, dosage and date. Over the counter medication must have the manufacturer's original label and the student's name affixed to the container.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form."

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury



arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parents/guardians must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of any epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Nothing in the guidelines shall prohibit any District from providing emergency assistance to students, including administering medication.

N. PESTICIDE APPLICATION

The District is required to notify parents/guardians and school employees forty eight (48) hours before any pesticide application on school property. A sign will be hung in each of the school offices before the application is performed identifying the chemical that will be used. If you wish to be notified directly when pesticides are applied, you may fill out a form at any time in the school office.

O. PROTECTION OF PUPIL RIGHTS ACT

The Protection of Pupil Rights Amendment (PPRA) affords parents/guardians certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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



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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

P. SCHOOL VISITATION RIGHTS ACT

The School Visitation Rights Act (SVRA) permits employed parents/guardians who are unable to meet educators due to a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their student attends. Parent/guardian SVRA rights include the following:

1. Upon written request, employers must grant employees leave of up to eight hours per school year, not to exceed four hours in any given day, to attend their child's classroom activities or school conferences which cannot be scheduled during non-work hours.
2. For regularly scheduled, non-emergency visitations, the District will make time available for visitation during both regular school hours and evening hours.



The District will provide documentation to the parent/guardian of the time and date of each school visitation upon a parent's/guardian's assertion of their rights under the SVRA.

Q. STUDENT ACCIDENT INSURANCE

The District does not maintain a medical insurance program for students who are enrolled; however, a low cost plan is available for parents/guardians who wish to have their student(s) insured. Purchase of insurance is optional and is a service provided by the District. The District assumes no responsibility for the insurance program or operations.

R. STUDENT RECORDS

Rules concerning student records at the District are based on requirements of the federal Family Educational Rights and Privacy Act (FERPA), the Illinois School Student Records Act (ISSRA), and on the School Board's Student Records Policy. The Student Records Policy may be reviewed in District administrative offices. Questions concerning the policy, the information provided below, or particular student records should be directed to the building principal.

Parent/Guardian and Student Rights

Parents/guardians or a student who has become 18 years old ("eligible student"), have the right to:

1. Inspect and copy the student's education records within 15 days of the date the District receives a request that identifies the records which the parent/guardian or eligible student wishes to inspect. The principal will make arrangements for access and will notify the parent/guardian or student of the time and place where the records may be inspected. There will be a charge of .30 cents per page for copies.
2. Request the amendment of student records that the parent/guardian or eligible student believes are inaccurate or misleading, by writing to the school principal. The written request should clearly identify the part of the record sought to be changed, and specify why it is inaccurate or misleading. If the District determines not to make the requested changes, the District will so notify the parent/guardian or student of its decision, of the right to a hearing regarding the request for amendment, and of the procedures for such a hearing.
3. Receive, upon request, copies of records proposed to be destroyed. The school will notify parents/guardians and students of the records destruction schedule.
4. Consent to disclosures of personally identifiable information contained in the student's education



records, except to the extent that disclosure without consent is authorized by state or federal statute.

- a. Among the types of disclosure without consent allowed by statute is disclosure to a school official with legitimate educational interests, meaning a person who needs to review an education record in order to fulfill his or her professional responsibilities. The term “school official” may for these purposes include an administrator, certified or support staff member (including health or medical staff and law enforcement unit personnel), school board member, or person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or diagnostician), or a parent/guardian or student serving on a school-established disciplinary or grievance committee.
 - b. The District will disclose a student’s education records without consent to a school in which the student seeks or intends to enroll, upon request by that school, subject to the right of the parents/guardians (or student, as applicable) upon notice of the proposed transfer to inspect and copy the records and to seek amendment of their contents using the procedure described above.
5. File a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with FERPA requirements. The address of the agency that administers the Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Permanent Records

A student’s permanent record consists of:

1. Basic identifying information, including the student’s and parents’/guardians’ names and addresses, student birth date and place, and gender.
2. Academic transcript, including grades, class rank, graduation date, and grade level achieved.
3. Attendance record.
4. Accident reports and health record.
5. Record of release of permanent record information.

All permanent student records will be destroyed 60 years after the student graduates or permanently



withdraws from school.

Temporary Records

A student's temporary record consists of:

1. Family background information.
2. Intelligence test scores and aptitude test scores.
3. Reports of psychological evaluations, including information obtained through test administration, observation or interviews.
4. Elementary and secondary achievement level test results.
5. Teacher anecdotal records.
6. Disciplinary information.
7. Honors and awards received, and participation in co-curricular and extracurricular activities.
8. Special education files including the report of the multidisciplinary staffing on which placement (or non-placement) was based, and all records and tape recordings relating to special education placement hearings and appeals.
9. Any verified reports or information from non-educational persons, agencies or organizations and other verified information of clear relevance to the education of the student.
10. Record of release of temporary record information.

Student temporary records will be destroyed five years after a student graduates or permanently withdraws from school.

Order of Protection Limitation

No person who is prohibited by a court order of protection from inspecting or obtaining school records of a student shall have any right of access to the school records of that student, if the school's principal or the principal's designee has been provided a copy of such order.

Other Protections

A parent/guardian or student may not be forced by any person or agency to release information from the student's temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.



S. TITLE I PROGRAMS / NO CHILD LEFT BEHIND

Title I programs are designed to provide financial aid to the District in order to assist our schools by addressing the identified academic needs of students. Title I programs operate at one or more District schools to provide supplementary assistance to students who are achieving more than a year below their expected level in reading. Students are selected for the program using an identification matrix that combines individual achievement scores, teacher recommendations, and a parent/guardian inventory. Screening is provided for all new students entering the District. The administration, reading specialists, and classroom teachers determine the focus of the services based upon the student's daily classroom performance.

Teacher Quality

In accordance with the requirements set forth by the federal No Child Left Behind Act, the District employs highly qualified teachers. Teachers are generally considered to be highly qualified if they: (a) have a bachelor's degree; (b) have a full State certification according to criteria adopted by the Illinois State Board of Education (ISBE); and (c) have demonstrated subject matter competence in the area(s) taught according to criteria adopted by ISBE. Upon request, parents/guardians may obtain information about their student's teacher's certification and other qualifications, as well as information regarding the teacher's baccalaureate degree and major field of study, and any additional certification or degrees.

T. UNIFORM GRIEVANCE PROCEDURE

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the state or federal Constitution, state or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. The Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and



Title IX of the Education Amendments of 1972);

8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, and/or programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students; or
13. The Illinois Whistleblower Act, 740 ILCS 174/1 et seq.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request that the Complainant provide a written statement regarding the nature of the complaint or require a meeting with a student's parents/guardians. The Complaint Manager shall assist the Complainant as needed.

Complaint Managers

John Stanton
3630 W. 92nd St.
Evergreen Park, IL 60805
708/425-9473

Kathy Hatzel
9400 South Sawyer
Evergreen Park, IL 60805
708/423-0950



V. ACADEMICS

A. GRADING

Grading Scale

- A (93–100) Excellent
- B (85–92) Good
- C (75–84) Satisfactory
- D (65–74) Below
- F (64 and below) Failing

Grading Schedule

<u>Quarter</u>	<u>Progress Report Date</u>	<u>Conference Date</u>
1. October 30, 2009	November 6, 2009	November 23-24, 2009
2. January 22, 2010	January 29, 2010	February 24, 2010
3. March 26, 2010	April 1, 2010	
4. June 8, 2010	June 10, 2010	

Retention

Students consistently failing to meet regular academic requirements and expectations will be considered for retention. Decisions to retain a student shall be made by the building principal after consultation with the teacher, parents/guardians, and members of the Problem Solving Team (i.e., psychologist, social worker, classroom teacher, instructional resource staff, etc.).

B. PHYSICAL AND HEALTH EDUCATION

All District students must take physical education (PE) except for those with temporary or permanent physical disabilities. Such students must have written certification from a licensed physician on file with the school nurse.

In accordance with the Critical Health Problems and Comprehensive Health Education Act, the District provides students with a program that is designed to provide a variety of learning experiences based upon scientific knowledge of the human organism as it functions within its environment. The Health program established under this Act shall include, but is not be limited to, the following educational areas:

- Human ecology, health, growth and development;



- The emotional, psychological, physiological, hygienic and social responsibilities of family life, including sexual abstinence until marriage;
- Prevention and control of disease, including instruction in 6th grade through 8th grade on the prevention, transmission and spread of AIDS;
- Public, environmental and consumer health;
- Safety education and disaster survival;
- Mental health and illness; and
- Personal health habits including drug, alcohol, and tobacco use.

No student is required to take or participate in any class on AIDS or family life if his or her parent/guardian submits a written objection to the Superintendent. Parents/guardians may obtain a Curriculum Objection form from the Assistant Superintendent of Curriculum and Assessment or from their school office.

C. ENGLISH LANGUAGE LEARNERS PROGRAM

In order to facilitate integration into the standard public school curriculum, support to English language learners is provided through a transitional bilingual education program. Upon registration, parents/guardians fill out an English Language Survey, upon which students will be screened. Students may qualify for services based on the screening scores, curriculum based measurements, and classroom performance. If a student qualifies for services they will receive additional instruction using research-based interventions. Students may continue to qualify based on the ACCESS test, which is given yearly.

D. RESPONSE TO INTERVENTION

Response to Intervention (RtI) is a process that provides immediate intervention to struggling students at the first indication of failure to learn. Through systematic screening of all students and review of behavioral data, the problem solving team can identify students who are not mastering critical skills and provide interventions to individual and small groups of students. Continuous progress monitoring of students' responses to those interventions (additional support) allows teachers to identify students in need of additional intervention and to adjust instruction accordingly.

The school will notify parents/guardians in writing after each benchmarking period (September, January, and May) with their child's results. Once a student makes sufficient progress and can demonstrate skills in the classroom the intervention will be discontinued. If the student has continued difficulty and several interventions have been attempted, the parent/guardian will be asked to give consent for



an evaluation. The purpose of such an evaluation is to determine the student's educational needs, and to consider whether the student is eligible for special education programs and services.

E. SPECIAL EDUCATION PROGRAMS AND SERVICES

The District provides special education programs and services for preschool through 8th grade students with a variety of disabilities. Related services include speech and language intervention, social work, occupational therapy and physical therapy. The District also belongs to the AERO Cooperative, which provides programs for students with a variety of significant disabilities.

Parents/guardians may request a screening for their child by contacting the Office of Student Support Services at 708/432-0950. A District-wide preschool screening is conducted monthly for all three- and four- year-olds residing within the Village of Evergreen Park.

All students are screened three times a year using Curriculum Based Measurements as part of the RtI. In addition, the Positive Behavior Intervention Team collects data about student behavior. Students receive interventions within the general education setting as soon as the screening data indicates that there is a concern, which eliminates a "wait to fail" situation. The Problem Solving Team refers students for further evaluations based on their progress. Referrals are made to the Student Support Team and parents/guardians are invited to participate in a domain meeting to write an assessment plan. The team will evaluate a student only after parent/guardian permission is received. If the student qualifies for special education services, an Individual Education Plan (IEP) meeting will be held to establish the student's educational goals and objectives.

Parent/Guardian Referrals for Special Education Services

Referrals may be made by parents/guardians, or staff members, for individual and full evaluations. Such referrals are considered when a student is suspected of having a disability, which impacts his or her education. Requests for a referral may be made by contacting the building principal. Referrals for children aged three and four may be made by contacting the Director of Student Support Services at 708/423-0950.

Behavioral Interventions for Students with Disabilities

District policy dictates that positive behavioral interventions should be used to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors for students with disabilities. For more information about the District 124 Policy; 7:20 *Misconduct by students with Disabilities*, please contact the Executive Director of Student Support Services at 708/423-0950.



VI. STUDENT DISCIPLINARY CODE

A. GROUNDS FOR DISCIPLINE

Grounds for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to:

- a. On all District property or visible from District property before, during or after school hours or any time when the school is being used by a group;
- b. Off District property at any school sponsored activity, or event including any activity which bears a reasonable relationship to school;
- c. Traveling to or from school, a school activity, function or event; and
- d. Anywhere the conduct may reasonably be considered a threat or attempted intimidation of a student, visitor, staff member, or adversely affects educational functions or the school environment.

B. SCHOOL AUTHORITIES WHO MAY IMPOSE DISCIPLINE

Each teacher, and any other school employee when students are under his or her charge, is authorized to impose any disciplinary measure which is appropriate and consistent with Board policy and school rules, provided that suspensions and expulsions may only be imposed only by administrators and expulsions may be authorized only by the School Board. Teachers, other certificated educational employees and other persons providing a related service for a student may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Assistant Superintendent, Principal, and Assistant Principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school, including all school functions.

C. PROHIBITED STUDENT CONDUCT

Disciplinary action will be taken against any student guilty of gross disobedience or misconduct. Gross disobedience or misconduct includes, but is not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, or alcoholic beverages.



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

2. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, or drug paraphernalia. Prescription drugs or over-the-counter medication are also prohibited at school except as placed for safekeeping with the school nurse.
3. Using, possessing, controlling, or transferring a weapon (see “Weapons” below);
4. Using or possessing electronic signaling and cellular radio-telecommunication devices (including pocket and all similar electronic paging devices) unless authorized by the building principal.
5. Disobeying directives from or displaying gross disrespect to staff members or school officials.
6. Using profanity, bullying, harassment, intimidation, violence, force, coercion or threats (either direct or indirect), or urging other students to engage in such conduct.
7. Fighting and physical altercations or contact, including play fighting, hitting, pushing, choking, slapping, or any other form of physical confrontation, throwing objects, food, snowballs, or other objects, or urging other students to engage in such conduct.
8. Forging or attempting to forge anyone’s signature, tampering with or altering any official school document, misrepresenting the identity of completed student work or assignments, plagiarism or cheating.
9. Causing or attempting to cause damage to or to steal District property or a person’s personal property.
10. Being a member of, joining, or promising to join, any secret society, or soliciting any other person to do so.
11. Involvement in gangs or gang-related activities, including display of gang symbols or paraphernalia recognized as such by local law enforcement and school officials.
12. Using or possessing a laser pointer or a shocking device of any kind, or toy guns or knives that are not “look-alike” weapons (see “Weapons” below).
13. Engaging in gambling activities.
14. Tampering with firefighting equipment or emergency alarm systems.
15. Engaging in the sale of any item, whether for personal or charity benefit, except as approved in advance by the Superintendent.
16. Using or possessing any electronic devices such as computerized games, tape players, CD players, mp3 players, radios, or any other items which interfere with the educational environment or learning process.



17. Arriving tardy to or cutting class, abusing hall passes, or being in unauthorized areas.
18. Engaging in any other activity that interferes with or disrupts the schools educational program.

D. WEAPONS

A student who uses, possesses, controls, or transfers a weapon, or any object that looks like or can reasonably be considered to look like, a weapon, may be expelled for at least one calendar year, but no more than two calendar years. However, the School Board, may modify the expulsion period on a case-by-case basis. This provision applies to possession, use, control, or transfer of any object that may be used to cause bodily harm, including, but not limited to, firearms, knives, guns, rifles, shotguns, brass knuckles, billy clubs, steel picks, rat tail combs, or “look-alikes” of these objects. Items such as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm.

E. DISCIPLINARY MEASURES

Students who engage in prohibited conduct are subject to disciplinary measures including, but not limited to:

1. Removal from the classroom.
2. Notification of parents/guardians.
3. Withholding of privileges.
4. Seizure of contraband, including cell phones and other portable electronic devices.
5. DETENTION. Detentions require a student to remain at school for an additional period after the regular school day hours for one or more school days, during which period students must be working on homework.
6. Ineligibility to attend or participate in extracurricular activities or field trips.
7. Suspension of bus riding privileges.
8. IN SCHOOL SUSPENSION (ISS). Students are removed from the regular school program and environment but are supervised within the school. They are not permitted to participate in any school activities on the day of suspension, and will be sent home with an unexcused absence if they do not cooperate with ISS procedures. In the case of a special education student, suspension procedures shall be implemented consistent with the federal Individuals with Disabilities Education Act (IDEA).
9. OUT OF SCHOOL SUSPENSION (OSS). Students are removed from the regular school



environment and all school activities for a period of time not to exceed ten school days. Students on OSS are not to be on school grounds or attend any school activities. Students will not be given credit for work covered during the suspension. A student who is subject to OSS as provided in this section may be eligible for a transfer to an alternative school program. In the case of a special education student, suspension procedures shall be implemented consistent with the IDEA.

10. SOCIAL PROBATION. Students who have been assigned Social Probation are not permitted to attend any school sponsored programs (i.e., assemblies, field trips, sports, dances, graduation ceremony, etc.) during or after school hours. Social Probation may be assigned or extended for a specified time by the building principal. During the second semester, students who have had repeated behavioral referrals resulting in detentions, or who have been suspended in or out of school, or who have a police contact, may be removed from the class trip and/or graduation activities. If a student misses a detention, he or she will be removed from any social activities including but not limited to assemblies, dances, field trips, sports and any student council activities.
11. EXPULSION. Administrators may recommend to the School Board that a student be expelled from school for a definite period of time not to exceed two calendar years as determined on a case by case basis. In the case of a special education student, expulsion shall be administered in a manner consistent with the IDEA. A student who is subject to expulsion as provided in this section may be eligible for a transfer to an alternative school program.
12. Notification of law enforcement authorities at the discretion of school officials and whenever the conduct involves illegal drugs (controlled substances), alcohol, or weapons, or look-alike weapons.

State law prohibits the use of corporal punishment by school authorities.

F. DISCIPLINARY PROCEDURES

Reporting of Aggressive Behavior

When a student engages in aggressive behavior, the school will so notify the student's parents/guardians by letter.

Suspension Procedures

Before a student is suspended, school authorities will meet with the student to inform the student of the misconduct of which he or she is accused and will give the student an opportunity to respond to the charges.



Such a pre-suspension conference is not required and the student may be suspended immediately when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

Any suspension shall be reported promptly to the student's parents/guardians, who will receive a written notice of the suspension stating the reasons for the suspension, including any school rule that was violated, and a notice) of their right to a review of the suspension. A copy of the notice shall be given to the School Board.

Upon request of the parents/guardians, a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the School Board. At the review, the student's parents/guardians may appear and discuss the suspension with the School Board or its hearing officer and may be represented by counsel at their expense. After presentation of the evidence or receipt of the hearing officer's report, the School Board shall take such action as it finds appropriate.

Expulsion Procedures

If a student is recommended to be expelled, school administrators will send the student and his or her parents/guardians a written request to appear at a hearing on the student's proposed expulsion. The request shall be sent by registered or certified mail, return receipt requested, and shall state:

1. The reasons for and proposed expulsion including the specific conduct rule(s) the student is charged with violating.
2. The proposed period (duration) of the expulsion.
3. The time, date, and place for the hearing.
4. A short description of the procedures that will be followed.
5. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed two calendar years, as determined on a case by case basis.
6. A request that the student or parents/guardians inform the District if the student will be represented by an attorney and, if so, the attorney's name.

Unless the student and parents/guardians indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by the School Board. If a hearing officer is appointed, he or she shall report



to the School Board the evidence presented at the hearing and the School Board shall take such final action as it finds appropriate.

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

G. DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining students who receive special education. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. A student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled from school, except that the student shall continue to receive educational services as provided in the IDEA during the period of expulsion. A special education student may be suspended up to 10 school days per school year, in the aggregate. During any additional period of suspension, the student shall continue to receive educational services in accordance with the IDEA.

A special education student who has exceeded or is expected to exceed 10 days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

H. DISCIPLINE FOR MISCONDUCT OFF OF SCHOOL GROUNDS

The School District has authority to regulate student conduct which occurs off of school grounds if it adversely affects good order or the educational environment at school. Examples include: fighting/ bullying that may occur on the way to or from school.



I. SEARCH, SEIZURE AND INTERVIEWS OF STUDENTS BY SCHOOL AUTHORITIES

Search and Seizure

Students have a legitimate expectation of privacy in their persons and in personal possessions they bring to school. However, because the school is responsible to maintain an environment conducive to learning, school officials do not need a warrant before conducting a search or seizure. To maintain order and security in the schools, school authorities including school resource officers may inspect and search places and areas such as lockers, desks, parking lots, and other District property and equipment owned or controlled by the school, without notice to or the consent of the student, and without a search warrant when there is a reasonable suspicion that it will produce evidence of violation of the law or District rules.

If a search conducted in accordance with this Section produces evidence that the student has violated or is violating the law, a local ordinance, or the District's policies or rules, school authorities may seize the evidence and take disciplinary action. School authorities may also turn over such evidence to law enforcement authorities. If a search is made and illegal items are found in a student's locker, vehicle or personal effects, the student must take full responsibility for the possession of those items.

Interviews

Although school authorities are charged with maintaining order and discipline in their schools, they are generally not acting as law enforcement agents and thus, are not required to administer Miranda warnings before questioning students. Where school authorities are not acting under the direction of the police, Miranda does not apply. When acting under the direction of the police, school authorities will attempt to obtain a parent's/guardian's permission before questioning a student and Miranda requirements may apply. When Miranda requirements do apply, law enforcement agents will administer the Miranda warnings. When acting on their own initiative and authority to further a proper educational environment at the school or at the request of school personnel (as opposed to acting upon the request of outside law enforcement authorities), school authorities who are investigating a school related incident or any incident which may have potential consequences for the safety of the students or employees at the school may interview students without obtaining permission from parents/guardians. Examples of incidents which may have potential consequences for the safety of students or employees at the school include, but are not limited to, the following:

1. Fights between students that may result in retaliation at school;
2. Threats made by a student against another student or employee at the school;
3. Gang-related offenses such as assault, battery, and intimidation;



4. Possessing drugs or weapons while on school property.

J. INTERVIEWS AND EXAMINATIONS OF STUDENTS BY DCFS

School employees shall cooperate with the Illinois Department of Children and Family Services (DCFS) in identifying child abuse or neglect.

VII. EXTRACURRICULAR ACTIVITIES

A. ELIGIBILITY

In order to participate in school athletic and extracurricular activities, students must:

1. Attain the academic and conduct standards established in the Student Eligibility policy. Written permission must be given annually by the parents/guardians in order for the student to participate;
2. Complete an annual physical examination by a physician. The physician must also provide an accompanying written statement assuring the student can actively participate in athletics;
3. Complete an emergency medical release form;
4. Complete a personal information form;
5. Provide proof of accident coverage through a home or school insurance policy; and
6. Provide a signed Athletic Department Code of Conduct Acknowledgement form.

Students must attend school for at least one half day to be able to participate in after-school activities on that same day. The building administrator may waive certain absences due to unique circumstances, such as a funeral or doctor's appointment.

B. INSTRUMENTAL MUSIC PROGRAM

Students interested in playing musical instruments may participate in bands organized for fifth, sixth, seventh and eighth grade students.

A limited number of instruments, primarily those which are difficult to purchase such as tubas, sousaphones, and others, are owned by the school and may be rented by students for a fee of \$25.00 per year.



Additional information concerning various methods of purchasing or renting musical instruments may be obtained from the band instructor.

C. CODE OF CONDUCT

Extracurricular activities provide meaningful educational experiences for students, however participation in extracurricular activities is voluntary. Thus, the following Code of Conduct applies to all students participating in extracurricular activities:

1. All students must abide by all regular school policies. All students and coaches/advisors must adhere to these policies during the full duration of their season including all conditioning sessions and the post-season competitions (tournaments).
2. Appropriate care must be taken of all equipment, school facilities, and properties. Students shall be held financially responsible for any damage or loss through their negligence.
3. All students shall report any injuries or illness to their respective coaches/advisors immediately upon occurrence.
4. All students are expected to attend all required practices, meetings and contests. Refusal to participate through the end of the season shall result in the loss of any awards or recognition.
5. Students who quit an activity must clear all responsibilities and obligations with the coach/advisor of that activity.
6. Participation in another sport cannot start until the previous sport season is completed.
7. Students who are under any type of medication shall have on file with the coach/advisor a note from their parent/guardian and doctor.
8. All students shall abide by all School Board policies and by the Code of Conduct.
9. Students who engage in any criminal activity or violations of civil law may be denied participation.
10. Students shall abide by additional rules and regulations presented normally to all members of a particular activity by the coach/advisor.

The use, possession or sale of any tobacco or alcoholic product, or of drugs not prescribed by a physician, are strictly prohibited. Violation of this policy may result in dismissal for the academic year without gaining awards of recognition. Since state law prohibits purchase and consumption of alcoholic beverages by minors, law enforcement and legal ramifications may also result.



D. DISCIPLINARY PROCEDURES

A coach or advisor may indefinitely suspend a student from an extracurricular activity for misconduct. An incident of misconduct must be observed by a teacher, coach, advisor, chaperone, school administrator, school board member, a member of a law enforcement agency, or a parent/guardian of the student in violation, or be admitted by the student who committed the misconduct. In the event of any violation of these policies or rules, the following procedures will take place:

1. The coach/advisor must inform the student either verbally or in writing about any violations and the subsequent consequences. The coach/advisor will then conduct an informal hearing to allow the student to explain his or her actions.
2. The coach/advisor must contact the student's parent/guardian and building principal, either verbally or in writing, to inform them that the student is being denied participation and the reason for this sanction. The coach/advisor must also explain the appeal process.

In keeping with due process procedures, if requested by a parent/guardian, a hearing involving the student, parent/guardian, involved coach or advisor, and the building principal may be held. At that hearing, the denial of participation may be lifted or may be confirmed for a defined period of time.

