

Park Forest–Chicago Heights School District 163

2021-2022 Parent/Student Handbook



*Continuing To Build
Positive & Effective Learning Communities*

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August 2021

Dear Families,

Welcome to Park Forest-Chicago Heights School District 163. We are dedicated to creating a community of learners where each and every child can experience academic success. We are proud of our schools and of the many educational opportunities that our instructional programs provide to the children.

This Parent/Student Handbook will make you aware of District 163's policies, procedures and expectations. Please review it with your child/children. A clear understanding of its contents will help you and our schools achieve the District's goals. Thank you for supporting District goals and assisting us in meeting the needs of all our students. We recognize that the parent/guardian is the child's most influential teacher.

Sincerely,
District 163 Administration

***Please complete the form below and promptly submit it
to your child's teacher.***

I, _____, understand that it is my responsibility to carefully read and review the Parent/Student Handbook. I have discussed the Student Behavior policy (pages 43-51 in this handbook) with my child. I understand that the consequences regarding student involvement with weapons, look alike weapons, drugs, fights and gangs shall be enforced.

Child's Name _____ Room # _____

Telephone Number _____

Signature of Parent/Guardian _____ Date _____



Mission Statement

Park Forest-Chicago Heights School District 163 is committed to meeting the needs of our diverse student body and to promoting high educational standards by:

- differentiating instruction
- nurturing active, strategic and higher level thinking skills
- inspiring a love of lifelong learning



Belief Statement

We, the community and staff of the Park Forest-Chicago Heights School District 163, believe:

1. All children want to and can learn.
 2. Education empowers the student to be a productive member of society.
 3. High academic expectations are essential for excellence.
 4. Children are the central focus of the District’s educational processes and decisions.
 5. Respecting each individual’s worth is vital to a positive educational climate.
 6. The multi-racial and multi-cultural experience is essential for the development of the total person and community.
 7. A positive educational climate fosters high expectations and performance for all.
 8. Each individual has a responsibility to contribute to a positive learning environment.
 9. Education is a partnership based on the participation of the students, parents, staff and community.
 10. Students are influenced by adult role models.
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DISTRICT GOALS 2021-2022

Equity Goal: promote high expectations for every learner and provide equitable resources, services and opportunities to meet the unique needs of all students through educational equity policies, practices and programs.

1. Promote a culture which supports and empowers the whole child through social emotional learning programs, innovative practice, collaboration, and communication in a caring community that engages students, parents and staff.
 2. Implement a plan for academic improvement that includes:
 - Data-driven, targeted and focused core instruction and differentiated intervention in Mathematics and English language arts
 - Integrated and engaged learning and higher-level thinking
 - Enhanced program development in STEM/STEAM and the ARTS.
 3. Build teaching capacity through effective mentoring, coaching, and leadership development in order to provide every child an education that meets their needs.
 4. Improve student attendance.
 5. Develop and present to the Board a balanced budget with necessary resources allocated to create equitable, safe, healthy and welcoming learning environments as funding allows.
 6. Implement the Five-Year Capital Development Plan that includes Life/Safety requirement completions and ongoing school safety initiatives as funding allows.
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PARENT CHECKLIST

District 163's most important goal is to provide a safe and enriching environment for our students. Parents can support this by addressing the following areas:

Academics

- Ensure that children read 60–120 minutes daily at home.
- Provide time and space for homework; monitor homework completion. Ensure mastery of math facts through daily practice.
- Encourage educational television programming and enrichment experiences.

Home/School Connection

- Attend Parent-Teacher Conferences (November 4th and 5th), Open House, and After School Programs as identified in the school calendar.
- Watch for mid-term and progress reports (noted on school calendar).
- Be certain you are added to a teacher's Class DoJo.
- Attend Family Engagement activities that support student learning.
- Contact your child's teacher if you have any concerns.
- Check students grades weekly in Skyward and log into your Schoology account daily..

Safety/School Discipline

- Ensure that your student does not bring materials to school that are prohibited by school code or District policy such as weapons, look alike weapons, illegal substances or incendiary devices (see page 48 for additional prohibited items). Review pages (43-51) of the handbook with your child. Infractions of this nature may result in suspension or expulsion from school.**
- Ensure that your child does not engage in bullying activity.
- Immediately notify the school secretary when telephone numbers change.
- Encourage appropriate and respectful behavior at school. Report any issues of concern to the school principal. Routinely discuss school rules and behavior expectations with your child.
- Inform emergency contacts that they may be contacted by the District's automated communication system.



COVID-19 – PANDEMIC

According to the Center for Disease Control, school staff and students can take everyday preventive actions to protect themselves and others from getting sick with COVID-19:

- Wearing a mask.
- Washing hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Covering coughs and sneezes with a tissue or inside of the elbow, throwing the tissue away, and then washing hands.
- Avoiding touching one's eyes, nose, mouth, and cloth face covering.
- Maintaining distance from other adults, and from students when feasible.
- Staying home when sick, or after being in close contact with a person with COVID-19.
- Limiting the use of shared objects when possible, and cleaning and disinfecting these objects frequently.
- Get vaccinated when eligible.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Visitors to school buildings will be limited during a pandemic. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities, equity programs and services and engaging learning experiences.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the Superintendent in consultation with the Board of Education and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
 2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
 3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
 4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
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- 5 Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
 6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
 7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
 8. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
 9. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
 10. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
 11. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.
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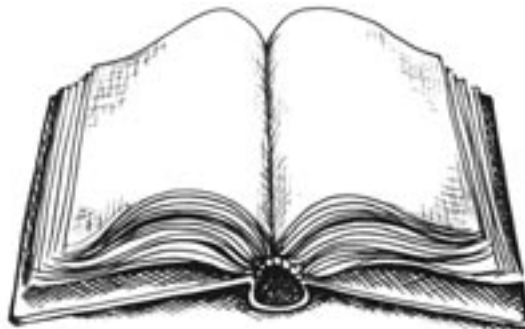
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The schools of Park Forest-Chicago Heights School District 163 are safe school zones.
The District enforces policies regarding the use of weapons and drugs
and gang affiliation or involvement.



Park Forest-Chicago Heights School District 163 includes:

21st Century Primary Center, K - 3rd

Algonquin Pre-Kindergarten Center, Pre-Kindergarten

Barack Obama School of Leadership and STEM, 4th - 5th

Blackhawk Primary Center, K - 3rd

Mohawk Primary Center, K - 3rd

Michelle Obama School of Technology and the Arts, 6th - 8th

The District provides a curriculum with rigorous standards and support programs that promote literacy at the earliest age and enables students to achieve to the best of their abilities. We expect our students to achieve academic success in an atmosphere that contributes to order, discipline, and strong self-confidence.

ACADEMIC STANDARDS

District 163 has established measurable standards for student performance in the core academic subject areas. Curriculum maps outlining these standards are available.

Local standards are aligned to state standards with high expectations for student achievement. These model standards will help ensure a reliable level of educational quality from school to school in Park Forest-Chicago Heights School District 163.

Establishing standards for students means clearly defining what they should know and be able to do at certain points in their schooling in order to be considered proficient in specific academic areas. Standards embrace the traditional essentials of public school education - such as reading, writing and mathematics - but also reflect the applications of learning, such as problem solving, working in teams, and applying technology skills.

Standards are essential not to a minimal level, rather to quality, excellence and proficiency. They are clear, specific benchmarks against which individual performance and progress can be judged. Standards are designed to produce students who can read, write and speak effectively; analyze problems; take initiative; set priorities; and learn things well.

Learner outcomes and end-of-year exit criteria are developed for each grade level (K - 5) and are available for parents. **Students must meet the end of the year grade level exit criteria including a C or better end of year average in mathematics in order to be considered for promotion to the next grade.**

Student achievement of standards must be verified by each teacher.

ACCELERATED PLACEMENT PROGRAM

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her

maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade based upon a District-approved assessment of the students readiness level. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, Equal Educational Opportunities, or any factor other than the student's identification as an accelerated learner. The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, school support personnel and a student's parent(s)/guardian(s);
2. Notification processes to notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

ASSESSMENTS

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests (see assessment list below). Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can ensure their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;

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6. Teach students the importance of honesty and ethics during the performance of these and other tests;
 7. Encourage students to relax on testing day.

District Assessments

- i-Ready – Fall, Winter, Spring
- Illinois Assessment of Readiness (IAR) – Fall & Spring
- Illinois Science Assessment - Fall & Spring
- Developmental Reading Assessment (DRA) - Fall, Winter, Spring
- Quarterly Writing Assessment
- Oral Reading Fluency
- Fry Sight Words
- Mathematics Fact Fluency
- Otis-Lennon School Ability Test (OLSAT) - Fall & Spring

Go to www.sd163.com for further information regarding assessments.

ATTENDANCE PROCEDURES

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Daily attendance and punctuality contribute to improving success in school. These are habits that are learned and will be needed throughout life. Parents/Guardians must require students to attend school daily and to be on time, except when illness or family emergencies interfere.

In the event of illness, parents are expected to call the school before the start of the school day to report the absence.

To ensure accuracy, parents are requested to provide the following information: student's name, parent's/guardian's name, grade level, date or dates of absence and reason for absence(s).

Parents/guardians must call the school before the start of the school day to report absences.

21st Century	668-9450	Blackhawk	668-9550
Algonquin	668-9250	Mohawk	668-9350
Barack Obama School	668-9150	Michelle Obama School	668-9650

If the school is not contacted and attendance records indicate a student is not at school, the school attendance clerk or automated service will call the two telephone numbers supplied by parents in an attempt to determine why the student is absent. **These two numbers must be kept up to date by the parents during the school year and may be used in case of emergency.** Excused absences and tardiness will be approved by the building principal.

Release Time for Religious Instruction/Observance

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

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Parent/Guardian Active Duty in the Military

Students who have a parent/guardian who is an active duty member of the uniformed services and has been called to duty or is on leave from or has immediately returned from deployment to a combat zone or combat-support postings must be granted five days of excused absences in any school year. The Board of Education may also grant additional excused absences for the child to visit the student's parent/guardian. The student and his/her parent/guardian are responsible for obtaining assignments from the student's teacher before any period of excused absence. Students should submit assignments before his/her return to school from the excused absence period.

When returning to school, the student must bring a note signed by the parent or guardian explaining the absence. A written note must be on file; otherwise, the student is considered unexcused or truant.

Students who need to leave school during the day must be picked up by a parent or guardian, or other responsible adult as indicated on their registration form. Prior to being picked up, the student must report to the Main Office to be signed out by the parent. Students are not allowed to leave the building alone during the school day. Students who do so are subject to disciplinary action.

A student who is absent from school the entire day will not be allowed to participate in school activities after school hours.

Any student who is absent 10% or more during the school year will be subject to a review regarding promotion. In the event the extended absence is not excused, truancy procedures shall be initiated by the principal.

Parents who anticipate prolonged absences due to illness (more than two (2) weeks) should call the building principal to arrange homebound instruction.

Excused Absences

Absences from class that may be considered excused are:

- Family emergencies
- Illness
- Authorized school activities
- Death in family
- Medical appointments
- Religious holidays
- Subpoenaed court appearances
- Principal approved absences

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- Situations beyond the control of the student as determined by the school board, or such other circumstances that cause reasonable concern to the parent for the safety or health of the student
 - Parent/Guardian Military Deployment/Leave

Unexcused Absences

Absences will be unexcused for the following reasons:

- Truancy - A student who is absent for an unexcused reason or skips or leaves a class without permission after reporting to school may be considered truant. Any student who is absent from school without the knowledge and permission of his/her parents or guardians or school authorities is truant. Absences that are excessive and/or interfere with the student's educational program may be interpreted as truancy. Truancy may result in legal action by the Board of Education against the truant or his/her parent(s) or guardian(s)
- Student vacation
- Organized skip day(s). This term is used to refer to situations where a group of students decide not to attend school for a day(s)
- Absences not accompanied by a note from the parent/guardian upon returning.
- All absences not covered under excused absences

Tardiness

Punctuality is a life skill and is necessary for living a successful adult life. Tardiness negatively affects the individual, disrupts the educational program, and stops teaching and learning.

Students are expected to be in school on time. Those who arrive late miss important learning. Habitual tardiness is considered a serious problem that interferes with orderly class routine and impedes student progress. Serious problems are referred to the Superintendent or the Superintendent's designee.

A note from the parent or guardian explaining the reason for the tardiness is required.

Students who arrive tardy to school (8:15 a.m. or later) must report to the main office before reporting to class. This procedure ensures that the schools' personnel know where the student is and can communicate that information to parents.

While it is understood that students may have legitimate reasons for being late, repeated tardiness will result in disciplinary action. Students who are experiencing chronic absences or tardiness will be referred to the court systems, which can order parents to pay fines and, in extreme cases, may place the child in state custody.

An excused tardy will be approved by the principal only for medical or emergency reasons.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180

regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

The School Board supports the principle that local school districts must have the responsibility for matters pertaining to student attendance. Further, the Board recognizes the following definitions:

Truant - a child subject to compulsory school attendance and who is absent without valid cause (see page 5) from such attendance for a school day or portion thereof. Chronic truancy in conjunction with low achievement could result in a recommendation for retention if the student does not master grade level outcomes.

Chronic or Habitual Truant - a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for five percent or more of the previous 180 regular attendance days.

Any student who is absent more than 5% of any trimester will be subject to a review by the principal with a parent conference required.

Truant Minor - a child whose supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Using the definitions cited, the school district shall determine if the student is truant, chronic or habitual truant or a truant minor. The superintendent shall direct the appropriate school district staff to develop diagnostic procedures to be used with the student who is a truant, chronic or habitual truant or a truant minor. The entire policy is available in school offices.

BAND/ORCHESTRA

Band and Orchestra instruction is available for fourth through eighth grade students. Parents are responsible for supplying the instrument for their child.

BICYCLES

All bicycles should be licensed (where the community provides for this). Students are expected to follow rules for safe bicycle riding at all times. Students are expected to supply their own locks and chains and to park only in designated areas. The school is not responsible for damaged or stolen bicycles. Students are expected to ride their bicycles sensibly and observe all traffic rules. Students who do not follow expectations will lose the privilege of riding their bikes to school. The final determination on bike riding must be made by the parent or guardian.

BOARD OF EDUCATION

The Board of Education determines the district's educational policies, the yearly school budget and supervises the expenditure of funds. It may also conduct referenda to raise taxes to generate additional revenue.

The seven-member elected Board conducts meetings in the Virginia Ford Boardroom/Media Center at 21st Century Primary Center on the fourth Monday of each month. Committee meetings begin at 6 p.m. and the Regular Session begins at 7 p.m. At times, this schedule is altered due to holidays. Please consult the district calendar for the dates.

People who wish to speak at a Board meeting may do so during the "Public Comments" portion when they will be recognized by the Board president.

BOOKS

At the beginning of the school year, each student is assessed a fee for textbooks and other materials. The Board of Education waived book fees for the 2021-22 school year due to the impact of the Covid-19 pandemic. Students are responsible for textbooks and school-owned materials issued to them. These books and materials represent the important 'tools' students need to succeed at the job of learning. If a student is issued a damaged book, he or she should report the damage to the teacher immediately.

Students are expected to return the same books issued to them at the beginning of the school year by their classroom teachers at the conclusion of the school year or when they withdraw from school. Books must be kept in good condition.

Lost or Damaged Books

Parents and/or students are expected to pay a fee for damaged or lost books.

BREAKFAST/LUNCH/MILK

Hot or cold breakfasts will be served daily 7:55 to 8:15 a.m. and daily hot lunches and milk will be available at all schools. School District 163 is participating in the Community Eligibility Provision, which means that all students qualify for free breakfast and lunch at school. Menus are sent home a month in advance and posted online at www.sd163.com. Students wishing to bring a sack lunch will receive milk. Parents/guardians are responsible for ensuring that children do not consume food to which they are allergic. Food service staff will prepare alternate meals if a physician's statement

for food substitution form is presented identifying the child's food allergies.

All students must remain in the school building during lunch. Students may not leave the lunchroom until dismissed. No food items are to be eaten in the classrooms or hallways unless specific permission has been given. All students must remain in the school building during lunch until dismissed.

BUS TRANSPORTATION

The District provides free bus transportation for all students prekindergarten through third grade who live more than one mile from school and for fourth through eighth-grade children who live more than one and one-half miles from school. The Board encourages and expects students eligible for transportation to take advantage of that service. A student may only ride his or her assigned bus. Students who are assigned bus transportation are required to ride the bus on a daily basis unless other arrangements are made by the parent and communicated to the principal through a formal written notice.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Video cameras may be installed on buses to monitor student behavior and may be utilized and reviewed on a regular basis. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

It is the responsibility of the parents/guardians to provide supervision for their children until they board the bus in the morning and after they depart from the bus at the end of the school day. In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.

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4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
 5. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
 6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
 7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. **Eating and drinking are not allowed on the bus.**
 8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
 9. All kindergarten students are required to have an adult/older sibling meet them at their assigned bus stop when they exit the bus. If this does not occur, kindergarten students will be returned to their home school or the District Office.
 10. Students must exit at their assigned bus stops. Exiting at an unassigned bus stop will result in a disciplinary action, unless the student has a written letter by a parent and confirmed by the principal for other arrangements to be made.
 11. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
 12. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
 13. Never run back to the bus, even if you dropped or forgot something.

Teachers will also review the rules with the students so they understand what is expected of them. Bus privileges may be revoked for students who do not follow bus rules. Penalties may be assessed for infractions of bus rules.

Student bus route information will be available on the Skyward Parent Portal prior to the start of the school year. It is the parent's responsibility to verify the bus information for each of their students. Parents should contact the transportation department regarding their child's assigned bus stop. If a parent wishes to decline bus service, a letter must be submitted to each child's school office indicating the child will be transported by the parent.

If a child is transported to or from daycare, a parent must notify the principal and transportation office.

Any questions concerning the bus service should be directed to the Transportation Office at (708) 668-9425.

CALCULATORS

Students at the intermediate and middle grades will receive instruction in the use of calculators to solve mathematical problems. The school district will purchase calculators and middle school students will be given the calculators to complete class and homework assignments. In the event the calculator is lost, students will be required to pay the cost of the lost calculator. All calculators must be returned in good working condition at the end of the school year.

CANDY, GUM AND SODA

Per Board policy, candy and gum are prohibited at all times at all grade levels during the school day hours. Students may not hide candy or gum in their lockers to sell to other classmates for extra money (this does not include fundraisers). Students are not allowed to drink flavored beverages inside the classrooms, hallways or during lunch periods. Students also are not permitted to eat on the bus.

COMMUNICATION

District 163 utilizes various communication tools to keep families, staff and community members informed. Important updates regarding emergency situations, events, and activities are sent out via the District communication channels (flyers, email, phone call, text, live feeds, the District website at www.sd163.com, the Emergency Closing Center, and the Bluepoint emergency system).

Official notices regarding individual students, school activities, or related matters will be sent home with students. Parents may also receive a notification from the school call out system regarding instructions such as assignments to Saturday school. Notifications may also be given to students in writing. It is the responsibility of every student to make sure these communication notices arrive home. **Parents/guardians should expect to receive report cards about every nine weeks and should ask periodically about notices (see District calendar for specific dates).** Parents/guardians may access mid-quarter grades on Skyward. Fourth through eighth grade parents/ guardians are encouraged to access grades each week on Skyward. Parents/ guardians are encouraged to call for an appointment to discuss their concerns about school matters with the appropriate individuals. **Parents should first contact the classroom teacher where most problems can be resolved.** Should further action be desired, the parent may then contact the building principal.

In the event a parent has a concern, the parent should contact the child's teacher. If the concern is not resolved, the parent should contact the school principal. Parents who do not receive satisfaction at the building level may call the Superintendent, 668-9427. In the event the parent/guardian concern is not resolved, the parent/guardian may request a meeting with the Board of Education.

A private hearing with the Board may be granted upon written request. Divorced parents have the right to access pertinent information upon request, unless restricted by court order.

Only through open communication with the parents can the school succeed in doing its job well. Because teachers are unable to answer telephone calls while classes are in session, calls will be returned as soon as possible.

Emergency notifications as well as routine messages will be disseminated via the system. Any adult listed in the registration information as a contact to receive notification will be notified.

CONCUSSIONS AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

CURRICULUM

Curriculum in District 163 aligns with the Illinois State Learning Standards. All students receive instruction in the basic skill areas of reading, language arts, mathematics, science, social studies, and health, as well as in art, music, and physical education. Curriculum maps for subject areas are in place. The maps detail for each grade level, on a monthly basis, the knowledge and skills that students should have mastered over a calendar year.

In addition to the core curriculum, the following is included:

- Steroid abuse prevention in interscholastic athletic programs
- Character education/social emotional learning
- An education program on Constitution Day
- Black history unit
- Genocide unit
- Holocaust unit
- Health & Nutrition
- Career and Vocational Education
- Citizenship
- Other state mandated initiatives, including legal and commemorative holidays

Family Life & Sex Education Classes

Students receive instruction in Human Growth and Development. The unit offers a clear understanding of the human reproductive system and builds a responsible attitude towards the social and personal aspects of the preteen years. The District believes that this educational program is successful when the parents/guardians share in the responsibility of keeping the students aware of the information made available to them.

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life

instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

DAMAGE TO SCHOOL PROPERTY

Students who maliciously deface, damage, or destroy any school or bus property are subject to consequences. Parents will be assessed the real market value of the property destroyed and are expected to make remuneration.

DRESS

The Board of Education believes that proper etiquette, social customs, and good grooming are definite parts of the educational process. To this end, it is suggested that students wear to school or school functions neat, clean, appropriate clothing that meets the standards of this educational environment. Any extremes in clothing or appearance that may disrupt the normal operations of the school will not be acceptable.

The following rules will be in effect in all schools, including, but not limited to:

1. Hair must be clean, neat, and well groomed. No hair style will be allowed that causes a health or safety hazard or causes a disruption of the educational process.
2. Carved or shaved hair designs (hair tattoos) or painted designs must be worn on both sides of the head and cannot be colored in with hair spray paint. Hats, sweat bands, head scarves, outdoor coats or jackets, gloves or other forms of outdoor apparel are not to be worn in school.
3. Sunglasses are not to be worn in the building.
4. Chain belts, message belts, and studded belts are prohibited.
5. Any clothing or jewelry with language or pictures conveying expressed or implied obscenities, sexual innuendos, vulgarities or promoting the use of tobacco, alcohol, firearms or illegal drugs, or inciting violence or other illegal acts or conveying other messages inconsistent with school/district values is prohibited.
6. Any item of clothing, colors or jewelry containing or displaying gang symbolism is prohibited.
7. Middle School students who are inappropriately dressed will be required to wear a PE uniform until a parent brings a change clothes that will be given to the student during their lunch period. Students will not be removed from class to change their clothes.

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8. Pants and skirts must be worn at waist level. Belts will be required if pants are sagging. Shorts and skirts must be fingertip in length, even when leggings are worn underneath. For any dress code violation, a parent/guardian will be called to bring alternative clothing for the student.
 9. The body must be covered in opaque clothing. Low cut clothing or holes in clothing that expose the abdomen, breast area or buttocks or any body area inappropriately will not be permitted.
 10. Two matching earrings, one in each ear, of reasonable size and length are permitted, but nose rings or jewelry related to any other type of body piercing is not allowed.
 11. Tattoos larger than 1 inch x 2.5 inches must be covered at all times.
 12. The wearing of flip flops, slides, tank tops or spaghetti straps is not permitted. Appropriate footwear must be worn at all times.
 13. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
 14. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
 15. Eighth grade students will wear the leadership apparel: school cardigan, white polo/button up shirt, khaki or navy pants/skirt (or knee length khaki or navy shorts during months designated by the Principal). Girls may wear solid black or navy leggings under skirts.

Students violating this policy in the judgment of the building administration will be subject to appropriate discipline. Outer clothing or clothing accessories worn in violation of this policy will be directed to be removed.

DRUG FREE ENVIRONMENT

The Board of Education has enacted a Drug Free Schools and Workplace policy. The policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol on school district property or during school sponsored activities. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

Compliance with this policy is a condition of continued enrollment. A violation of any aspect of this policy will render students subject to disciplinary action up to, and including, expulsion and/or referral for prosecution.

Legal mandates require that local law enforcement be contacted when any illegal substances are found on school property, or when a student arrives to school under suspicion of being under the influence of an illegal substance.

EDUCATIONAL TECHNOLOGY

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities

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- Collaboration between students, school personnel, and/or parents/guardians
 - Other activities that are for the use and benefit of the school district

ELECTRONIC DEVICES

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod, iPad, smart watch, laptop computer, tablet computer or other similar electronic devices.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and in their assigned locker, if no locker, the device should remain out of sight during the regular school day, unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others.

This includes, but is not limited to, the following: (1) photographs or videos in classrooms or locker rooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

A student is subject to disciplinary action for using or possessing an electronic device. Students in violation of this procedure are subject to the following consequences:

- 1. First offense** – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
- 2. Second offense** – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
- 3. Third offense** – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
- 4. Fourth and subsequent offense** – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

EMERGENCY PROCEDURES/SCHOOL CLOSINGS

Students learn school safety procedures through fire, disaster, and bus evacuation drills conducted throughout the year. There also is a District wide procedure for emergency school closings.

In order to facilitate a communication system that promotes safety for all children, parents must notify the school if the contact phone number is changed.

If school is canceled while it is in session:

- An attempt will be made to notify all families through the District communication channels automated service with text message and email.
- Students who normally ride the bus will be sent home on the bus.

The above procedures should be discussed with children. It is important that children know a neighbor they may contact if an emergency arises and the parents are not home. It is also important that parents make certain their children can do one or more of the following:

- enter home with a key
- report to a neighbor's home
- know where and how to contact one parent during the day

Information about school closings is available through 670-AM, 720-AM, 780-AM, 890-AM, 96.37-FM, WMAQ-TV, WGN-TV, FOX-TV, WLS-TV & www.emergencyclosingcenter.com and CLTV. Also check www.sd163.com for information regarding emergency school closings.

The severe storm and tornado period in this area is from March to November. Special storm warning drills are held at each school to prepare children for these emergencies. In the event there are tornado warnings for this immediate area, the following plans are followed:

- Students will be placed in the safest area in each school.
- If these warnings come at the end of the school day and there is not time to clear the building, students will be held at the school by the principal until weather permits a safe return home.

Emergency drills are required by state law and will be conducted intermittently during the school year. These include fire, tornado, lock-down, and earthquake drills.

In the event it is necessary to evacuate the school building, students will be relocated to a designated site and parents will be contacted through District communication.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the District Superintendent and school principals. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students, and (3) participate and serve on the Districts Transitional Bilingual Education Program Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the Assistant Superintendent of Student Services at (708) 668-9434.

ENROLLMENT POLICY

1. All persons within the district between the ages of 5–21 are accorded the right and opportunity to a free and equal education.
2. The Board of Education has a policy stating if a pupil's change of residence is due to the military service obligation of the person with legal custody of a student, as defined by the above-referenced section, (with a written request from this person), he/she can maintain his/her residency as determined prior to the military obligation.
3. At the time of annual enrollment or at any time during the school year the district provides, either on its standard enrollment form or on a separate form, the opportunity for the individual enrolling the student to voluntarily state whether the student has a parent or guardian who is a member of a branch of the armed forces of the United States and who is either deployed to active duty or expects to be deployed to active duty during the school year.

EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Associate Superintendent at 708-668-9408.

EXTRACURRICULAR AND ATHLETIC ACTIVITIES

The following clubs/organizations may be available to middle school students at Barack Obama School of Leadership and STEM and Michelle Obama School of Technology and the Arts:

Athletics – School District 163 is a member of the South Suburban Junior High School Association. Interscholastic sports are available for students in seventh and eighth grades. Competitive activities include chess, boys’ and girls’ basketball and volleyball, cross country, and track. Participation is subject to academic and behavior eligibility requirements. A yearly sports physical is required.

Some of these activities may be available to all 4th through 8th grades:

- Chess Club
- Jazz Band
- Yearbook
- Art Club
- Student Ambassador
- Student Council
- Principal Advisory Council
- Intramurals
- Illinois Math & Science Academy’s Fusion
- National Junior Honor Society
- Science Club
- Robotics Club

Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association’s “Pre-Participation Physical Examination Form.”
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IESA’s, Illinois Elementary School Association, most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student’s parent/guardian agreeing to IESA’s Performance Enhancing Substance Testing Program.
5. Signed documentation agreeing to comply with the School District’s policies and procedures on student athletic concussions and head injuries.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain an overall 2.0 grade point average. Any student failing to meet academic requirements will be suspended from the sport or activity until all academic requirements are met.

No Pass - No Play - No Perform

An extracurricular activity is a program of out-of-class pursuits, supervised and usually financed by the school, in which students elect to participate.

If a student has not met the academic eligibility and behavioral expectations for extracurricular and co-curricular activities standards, then that student will not be allowed to participate in the activity.

Extracurricular activities are not part of the regular curriculum, usually take place out of classroom time, and often involve performance before an audience or spectators, and require parent permission for participation.

At the 4th - 8th grade levels, students' extracurricular activities may include, but are not limited to, athletic teams, pep squads, and intramurals.

Some extracurricular activities may be connected to curriculum activities in a classroom setting (e.g., band, drama, journalism, etc.). When this is the case, care must be taken to differentiate participation for an ineligible student.

In conjunction with policy 6:190, a plan will be implemented for coaches and sponsors to obtain weekly feedback from classroom teachers concerning academic achievement, homework/classroom completion, and appropriate behavior, which will determine students eligibility to participate in sports and other activities.

Academic and behavioral eligibility is reviewed weekly. Eligibility rubrics are sent home at the end of each quarter.

Absence from School on Day of Extracurricular, Athletic Activity, or Performance

A student who is absent from school after noon is ineligible for any extracurricular athletic activity or performance on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including:

1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from

Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;

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7. Act in an unsportsmanlike manner;
 8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
 9. Haze or bully other students;
 10. Violate the written rules for the extracurricular or athletic activity;
 11. Behave in a manner that is detrimental to the good of the group or school;
 12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
 13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.

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3. The student will be able to respond to any charges leveled against him or her.
 4. The student may provide any additional information he or she wishes for the administrator to consider.
 5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
 6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of events, performances, activities or competitions;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 - b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or a Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

Attendance at School Dances

Attendance at school-sponsored dances is a privilege. Only students who attend the school on the day of the dance may attend school-sponsored dances. School dances are only for students who attend the school.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will have their parent/guardian contacted and the student may be required to leave the dance. The school may also impose other discipline as outlined in the school's discipline code.

FEES

Students are assessed registration fees each year, which are payable at registration. The Board of Education waived fees for the 2021-22 year due to the impact of the Covid-19 pandemic. Band students are assessed a band fee for instruments. Students accessing uniforms or costumes for extracurricular activities will be assessed a \$25 usage fee.

Fee Waivers

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or

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2. The student or the student’s family is currently receiving aid (SNAP, TANF, Medicaid) under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).
 3. The parent/guardian has filed a Fee Waiver Form with District Food Service department and has been approved.

FIELD STUDIES

Field studies are provided to enrich student learning beyond the classroom. Students are assessed a fee for each occasion. Written permission slips are required from parents/guardians for student participation. Teachers, in consultation with the administration, establish criteria for participation in field studies. Students who do not participate are expected to attend regular school on a field study day.

Field studies are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

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

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

GRADE PLACEMENT

Grade placement for all students is the responsibility of the building principal. New students enrolling in the District shall be assessed prior to grade placement. Whenever the assessment indicates a grade placement other than the transcript or age level placement, the building principal shall consult with the parent and Superintendent prior to the assignment and grade placement will be determined based on the best educational welfare of the student.

Transfer students, as well as continuing students, may be retained or advanced in a grade at the discretion of the principal after consultation with the Superintendent, the parents, and the teachers.

GRADING SCALE

The grading scale is:

A = 90% - 100%	D = 60% - 69%
B = 80% - 89%	F = Below 60%
C = 70% - 79%	

Student Eligibility

Students in grades four through eight who meet the District Eligibility Criteria will be determined

to be eligible to participate in various opportunities that are an extension or enhancement of the school curriculum. These may include, but are not limited to:

- School Choice
- Extracurricular Activities
- IESA Conference Sports

The Eligibility has been developed on the basis of research-based factors that impact school success. These include homework, class assignments, work ethic, behavior, reading at home, attendance, and grade point average. Students will be evaluated on a case by case basis using the Eligibility Rubric in conjunction with additional information provided by school staff and/or parents.

Eligibility criteria include maintaining minimally a 2.0 GPA. Additionally, classwork, homework, at home reading, attendance, and appropriate behavior eligibility expectations must be maintained for participation in extra activities.

Student eligibility will be monitored each marking period. Students who do not maintain any aspect of eligibility criteria will/can be removed from participation in activities that are an extension or enhancement of the school curriculum OR will be placed on probation for 6 weeks. After that time, it will be determined whether the student will continue participation in the program.

GRADUATION/PROMOTION

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

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

Eighth grade students who qualify for promotion and meet all academic and behavioral requirements will have an opportunity to participate in a graduation ceremony at the end of the school year. Parents are informed as soon as possible if students become ineligible for participation in graduation exercises for any reason.

The following will be considered in making decisions regarding promotion/retention:

For academic promotion, minimally students must:

- Maintain at least a 2.0 cumulative GPA in mathematics.
- Maintain at least a 1.0 cumulative GPA in language arts, science and social studies.
- Maintain at least a 1.5 overall GPA each quarter across all subjects.
- Pass the State Constitution and Federal Constitution tests (7th grade)
- Proficiency demonstrated by:
 - State Test and standardized test scores
 - Grade level exit criteria

All promotion/retention decisions will be made on a case by case basis.

For participation in the graduation ceremony, 8th grade students must meet all academic criteria as well as behavioral criteria.

A graduation fee is assessed. It covers the cost of gowns, caps, custodial services, programs, certificates, admission tickets, and decorations. Information regarding graduation procedures and activities will be sent home as the graduation date approaches.

One eighth grade student will be selected to deliver a graduation speech. Selection criteria will include grade point averages earned during eighth grade, citizenship, character and service. Students enrolled in math classes at School District 227 will receive a weighted math grade that will be calculated into the District grade point average.

GUIDANCE & COUNSELING

The school provides a guidance and counseling program for students. The school's mentors and social workers are available to those students who require additional assistance.

HARASSMENT/BULLYING

Harassment activities by any employee or student will not be tolerated. Immediate, positive steps to stop harassment activities will be taken when it occurs. Harassment is defined as any unwelcome and personally offensive conduct, including, but not limited to, advances, gestures, words or written comments of a derogatory, sexual, intimidating, or threatening nature via various modes of communication including, but not limited to, social networks. The policy may be viewed in its entirety in the Superintendent's office or at the schools. Harassment claims may be filed with the District Harassment Officer, Dr. Ericka Patterson. See Uniform Grievance Procedure on page 61.

Students who believe they are victims of harassment or have witnessed harassment, should discuss the matter with the principal and/or his/her designee or any district employee and file a report with a District harassment officer. A policy addressing bullying is in effect. Hazing, bullying, menacing or abuse of students by other students will not be tolerated. Bullying includes engaging in an act or conduct that injures, degrades, demeans, belittles or disgraces another student. The School District will investigate whether the reported bullying is within the scope of the school. If it is not, a referral will be made to the local police department.

Bullying is defined as one or more individuals repeatedly inflicting physical, verbal or emotional abuse on another individual or individuals. A student who engages in any act of bullying or is a bystander during this offense is subject to appropriate disciplinary action, including suspension, expulsion or referral to law enforcement authorities.

The policy also addresses cyber bullying. Cyber stalking includes knowingly and without justification, on at least two separate occasions, harassing another person through the use of electronic communication and knowingly soliciting the commission of an act by any person that would be a violation of the code directed towards that person or a family member of that person.

The first step when a child feels he/she is being bullied or harassed is to contact the dean, discipline assistant, principal or call the District's bullying hotline, (708) 668-9638. In addition, a student may request mediation with another student from a staff member and/or a social worker. Obama Schools' parents should review the "Bully Pamphlet" outlining procedures and consequences for students.

HEALTH SERVICES

A state certified school nurse supervises health assistants assigned in the District. School personnel may not diagnose or give treatment other than first aid. The District nurse can be contacted at (708) 668-9204.

Illinois law requires that all students have a current physical examination, which includes their immunization record, on file with the district. This is kept at the student's school.

The physical examination form must be signed by a licensed physician/D.O. or P.A. and must be completed within one year before entering kindergarten, upon entering the sixth grade; and whenever a student first enrolls in a school within the District, regardless of the student's grade. Failure to comply with these requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. An eye exam is required for kindergarten. A dental exam is required for kindergarten, second and sixth grade.

Parents/guardians moving from out-of-state into the District shall have 30 calendar days from the date of registration to fulfill the health examination requirement.

A physician's note (or hospital discharge paper) is required for, including, but not limited to:

1. an excuse from participation in physical education classes (students excused from physical education class will also be excluded from recess).
2. re-admittance to physical education classes.
3. an undiagnosed rash.
4. re-admittance to class following symptoms of conjunctivitis (pink eye), ringworm, and COVID-19.
5. re-admittance to class following hospitalization.
6. the use of crutches, wheelchair, etc.
7. food allergies and/or food substitutions.
8. medication (see medication at school section).

For asthmatic students, a note from a parent/guardian will excuse them for up to three consecutive days from physical education classes and/or recess.

Parents are asked to keep their child home for 72 hours following vomiting, diarrhea and/or an elevated temperature and to notify the school as soon as a diagnosis of a communicable disease has been made.

Student and staff policies regarding contagious or infectious diseases are available for review in each school. The district has implemented universal safety precautions in the classrooms to prevent

the spread of infectious and contagious diseases. Students also receive information on this topic through the health curriculum.

Vision and hearing screenings are conducted throughout the school year at the appropriate grade levels. A Dental Sealant Program is offered every year to students who meet the criteria.

Accident and Illness

Serious accidents and head injuries occurring to students while under school supervision shall be reported to parents. When immediate attention is necessary, students will be taken to the hospital by paramedics with a representative of the school district. Parents or guardians will be asked to provide written permission for the use of paramedical services in case such accidents require immediate attention.

Communicable Diseases

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

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

Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or District employee is allowed to 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 is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school. Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school. Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

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

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that,

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

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent or designee will ensure each school building complies with this policy, the policy is available to the community on an annual basis, and that the community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board of Education policy 6:60, Curriculum Content.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, Curriculum Content and Board policy 7:260, Exemption from Physical Education.
- During the school day, all students will be required to engage in a daily physical education course,

unless otherwise exempted. See Board policy 6:60, Curriculum Content and Board policy 7:260, Exemption from Physical Education.

- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

Nutrition Guidelines for Foods Available During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans published jointly by the U.S. Departments of Health and Human Services and Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall restrict the sale of competitive foods, as defined by the USDA, in the food service areas during meal periods and comply with all ISBE rules.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law, unless the Superintendent or designee in a participating school has granted an exempted fundraising day (EFD). To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

The Superintendent or designee shall annually provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy

Community Input

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and community.

Recordkeeping

The Superintendent or designee shall retain records to document compliance with this policy.

Universal Precautions

School personnel are advised to observe certain precautions in order to prevent direct and indirect transmission of infectious diseases. Although the AIDS virus (human immunodeficiency virus or

HIV) has not been shown to be transmitted through casual contact, this agent can be present in blood or certain other body fluids. While body fluids, such as saliva, sputum, urine, vomitus, and feces, pose no risk of transmitting HIV unless they contain visible blood, these excretions are certainly involved in the spread of other communicable diseases and should be handled with care.

The following precautions are recommended by the Center for Disease Control for handling body fluids in schools and other settings:

1. Gloves should be available to and worn by personnel in cleaning up blood and body fluid spills.
2. Good hand washing, using soap and running water, after exposure to body fluids (including routine use of the toilet) should be taught and observed.
3. Open lesions on students and staff should be covered if possible.
4. Soiled surfaces should be promptly cleaned with disinfectants such as household bleach (one part bleach to ten parts water, mixed fresh daily).
5. All disposable materials, including gloves, should be disposed of in a sealed plastic bag. Body fluids may be disposed of through the normal sewage system.

There is very little risk of transmission of HIV in the traditional school setting, and that risk is reduced even further by following these guidelines concerning routine hygiene. It is essential that schools be prepared to treat children infected with HIV in as normal a way as possible while minimizing exposure of other children to infected blood and body fluids. Given their weakened immune status, children infected with HIV may also need special consideration. The Cook County Department of Public Health will work with school personnel, parents, and physicians in developing a logical course of action in the event that either a student or employee of a suburban Cook County school is identified as being infected with HIV.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the District Nurse at (708) 668-9204.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal.

Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Exemption from Physical Education Requirement [K-8]

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

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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

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

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

HOMEBOUND INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact Student Services at 668-9434.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For assistance or questions contact the Student's Services office at (708) 668-9434.

HOMEWORK

The teaching staff believes homework provides a means of extending learning beyond the school hours, allows students to practice skills learned in school, provides feedback so that teachers may best support student learning and helps students learn to take responsibility for their own learning. Establish a time each day for children to study and do homework. If there is no assigned homework, read to your children or listen to them read aloud. Children should read between 60-120 minutes a day at home. Parents and guardians should direct children to learn and repeat multiplication tables, practice math fact fluency, expand their background knowledge in content areas, and broaden their vocabulary. The expectation is that all students will know the multiplication tables through 12 by the completion of third grade. Park Forest and Chicago Heights Public Libraries maintain copies of District 163's textbooks to assist students with their studies. Online programs may be accessed through home computers or at the Park Forest and Chicago

Heights Public Libraries. Students who miss school due to excused or unexcused absences will be assigned and expected to complete homework.

HONOR ROLL

Student grade point average determines honor roll status.

- Principal Award – Straight A's
- High Honors – 3.5 - 4.0
- Honor Roll – 3.0 - 3.49

HONORS PROGRAMS

The District offers various programs for gifted and talented students. Students may be recommended for a program that best meets their needs.

Districtwide honors classrooms at grades 3 through 8 are available in the buildings housing these grades. Student eligibility is based on established criteria. The class offers a modified curriculum that focuses on acceleration and higher level critical and creative thinking.

Qualified students in middle school grades may be eligible for mathematics classes, if offered, at Rich East High School that are conducted prior to the beginning of the regular school day.

Fourth through eighth grade students are eligible for the Illinois Math and Science Academy's Fusion Program. This is an after-school enrichment program developed by IMSA that broadens students' knowledge of math and science through challenging hands-on projects.

INDIVIDUALS WITH DISABILITIES ACCOMMODATIONS

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

KINDERGARTEN

The District provides a full-day kindergarten with an instructional program that fulfills the District's curriculum goals and objectives and the requirements of the State law. The District also offers a half-day kindergarten for those parents/guardians who request a half-day program.

Children must be five-years-old on or before September 1st to enter kindergarten for the current year. A certified birth certificate, recent physical examination, immunization records, and proof of residency are required to register for school.

LIBRARY

District 163 students are encouraged to use school libraries to supplement their educational experiences. The libraries house large collections of fiction and non-fiction books and up-to-date reference materials.

LOCKERS

Students may be assigned a hall locker for storage of school or personal items. The School District is not responsible for students' personal possessions. The locker remains the property of the school, and may be searched at any time. Any student who abuses locker privileges may be subject to disciplinary action, which could result in losing locker privileges. Barack Obama and Michelle Obama Schools will provide locks as part of the fee. The locks are the property of the school. Should the locks be lost, missing, or damaged, the student will be charged \$5.00 for replacing the lock. No band instruments or large items shall be stored in students' hall lockers. No personal locks may be placed on school lockers.

LOST AND FOUND

Each school maintains a lost and found. Articles may be claimed upon proper identification. Wearing apparel and personal items should be marked or initialed to assist in their return. Items left on buses should be claimed from the bus drivers.

LUNCH RECESS

Weather permitting, students at the primary buildings may have outdoor lunch recess periods. Children should come to school prepared for this and wear appropriate clothing for winter outdoor activities. A child may be excused from outdoor activity for up to three days with a parent's written request and principal's approval. A physician's note is required for more than three days exclusion from outdoor play. Students excused from physical education classes for medical reasons will be excluded from recess. The principal determines the days when weather permits outdoor recess.

NATIONAL JUNIOR HONOR SOCIETY

Eligibility for membership in the National Junior Honor Society is open to seventh and eighth grade students who demonstrate SCHOLARSHIP, LEADERSHIP, CHARACTER, SERVICE, and CITIZENSHIP. Candidates must have attended school for the equivalent of three full quarters. A student must maintain a cumulative grade point average of 3.5 for three consecutive quarters prior to selection. Members are selected by a majority vote of a faculty committee.

ONLINE GRADES

The District has in place Skyward Student Information system that has a parent and student portal for access to student information and grades as they are made available by the teacher. Online access will be available for parents/guardians of 4th-8th grades students. Individual student and parent login information is provided through the school. During the year, parents/guardians may contact (708) 668-9485 for assistance. The Skyward Student Information mobile app is available free via any mobile app store.

OPEN HOUSE

Each fall, all schools host Open Houses for parents. General questions about curriculum, assessment, and expectations are answered. This is not a time for individual conferences. Parents may make appointments to meet with individual teachers at a later date.

PARENT EDUCATION

The District Family Engagement Manager provides parent education services and family engagement activities at all schools. The District Family Engagement Manager can be reached at (708) 668-9440. Parents of three to five-year old children may access story sacks, videos and reading materials by contacting the Parent Educators at (708) 668-9203 or (708) 668-9442.

PARENT ORGANIZATIONS (PTSO, PTO, PSO)

Parent organizations provide a vital link between school and home. They rely on parental and community commitment and involvement for their success. Parents and guardians may join or volunteer their services by contacting the PTSO/PTO/PSO officers or by calling the school.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences, which are scheduled every fall following the first grading period, provide the format for the establishment of educational goals and the evaluation of educational progress. Parents who participate in shared planning for their children have a better understanding of the school program and their children's school performance.

Parents will be contacted by teachers in the form of a letter, email or text to schedule a conference time. Additional conferences may be scheduled throughout the year to allow opportunities for communication with parents of students requiring additional focus on meeting grade level outcomes.

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact Mr. David Ricker, driccker@sd163.com.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

PHYSICAL EDUCATION UNIFORM POLICY

All seventh and eighth graders are expected to wear the official gym uniform for all physical education classes. Students are not permitted to share PE uniforms. Students should wear socks and regulation (tied) gym shoes (please, no slip-ons). Students in other grade levels at all schools are required to wear gym shoes for instruction in the gym.

Disciplinary action will be taken if a student refuses to participate or is unable to participate because of inappropriate attire. The only exception for non-participation in physical education class will be for students who are injured and who have a medical excuse from a doctor or a note from home specifying the injury. A phone call from the nurse may be made to confirm the note. A parent note will excuse students for up to three days.

PRE-KINDERGARTEN PROGRAMS

Children three through five-years-old who are district residents may be screened to determine eligibility for a pre-kindergarten program. The following programs are available:

Early Childhood Program: Three to five-year-old children with special needs are provided services, as required by law, in this program. Parents may request their children be screened for speech, language, and emotional problems or mental or physical handicaps by calling Algonquin Pre-Kindergarten Center, 668-9200. The program is housed at Algonquin Pre-Kindergarten Center.

Pupil Readiness Program: The program accommodates three to five-year-old children who meet the criteria for this state funded pre-kindergarten program. Eligibility for PRP is determined for students after their third birthday through screenings conducted at various times during the year. The program is housed at Algonquin. Information is available through the school office, (708) 668-9200.

PROMOTION/RETENTION

Criteria for promotion has been established for each grade level and is available to all parents/guardians in the District. Parents may request a copy of the end of the year exit criteria at any time. Students will be retained who have less than a 2.0 GPA in mathematics and less than a 1.0 GPA in all other subject areas for grades fourth through eighth.

REGISTRATION

The Board of Education waived fees for the 2021-22 year due to the impact of the Covid-19 pandemic. Online Registration for returning students begins in May. Walk-In Registration is conducted during June and August. New students should contact the District Office, 242 S. Orchard Drive, Park Forest, (708) 668-9448, regarding registration information.

A certified birth certificate and three proofs of residency are required for registration. Additionally, parent(s)/guardian(s) of students shall present a completed state health examination form signed by a licensed physician/D.O./ Nurse Practitioner, showing proof of having received the immunizations against and/or screenings for preventable communicable diseases, as required by the Department of Public Health rules

1. within one year before entering kindergarten or the first grade,
2. upon entering the sixth grade, and
3. whenever a student first enrolls in school within the District, regardless of the student's grade.

Required immunizations include:

- four DPT immunizations (all grades) and three polio immunizations (all grades)
- a series of three Hepatitis B immunizations for pre-kindergarten, 6th, 7th, and 8th grade students
- a chicken pox immunization for all students prekindergarten to 8th grade
- a Haemophilus Influenza type B for all prekindergarten students
- two MMR immunizations for K-8 students

A dental exam is required for students in kindergarten, second, and sixth grades. A vision exam is required for students in kindergarten.

Failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District.

Military Service Obligation

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

SCHEDULE CHANGES

Changes in academic schedules will not be made at the request of students. Parents who have concerns about a student's academic progress in a particular class should contact the teacher or the building principal.

SCHOOL SUPPLIES

Students are expected to have classroom supplies and materials, such as pencils, paper, rulers, folders, etc. Students are responsible for making sure they have all supplies, books, and materials requested by each teacher. School supply lists are available online at www.sd163.com.

SEX OFFENDER NOTIFICATION LAW

Convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property - including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

SOCIAL NETWORKING

Park Forest–Chicago Heights School District 163 reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours that negatively affects the daily operation and educational environment in the school building. Therefore, inappropriate use of technology, whether it occurs at school or off campus, may subject students to consequences.

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

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

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:

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Park Forest–Chicago Heights School District 163 does not actively monitor student use of technology off campus, and therefore it is the primary responsibility of the parent to ensure ethical use of technology off campus and during non-school hours. Any activity that impacts the school environment to and from school is subject to disciplinary consequences.

Individuals who believe they have been the victims of such misuses of technology should not erase the offending material, but should print a copy of the material and report the incident to the school administration.

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.

In addition, parents should be knowledgeable of and understand Facebook’s Term of Use Policy that includes these three provisions listed in their Statement of Rights and Responsibilities:

- Users will not “bully, intimidate, or harass any user”
- Users will not post content that is hateful
- User must be over 13 years of age

SOCIAL PROMOTIONS

Decisions to promote or retain students in Park Forest/Chicago Heights School District 163 shall be based on mastery of learning outcomes, curriculum, grade point average, attendance, IAR (Illinois Assessment for Readiness), i-Ready, or other testing established by the Board of Education.

There shall be no “social promotions.” Students who do not qualify for promotion as determined by the School Board will be provided remedial services that may include: summer school, tutorial sessions, intensified instruction or grade retention.

SPECIAL EDUCATION

District 163 offers a variety of special services to assess and assist children who may be in need of help due to disabilities. Parents, staff members, or others may request investigation of a suspected problem by contacting the office of the building principal. Preschool children (ages 3-5), suspected of having a disability, are ordinarily seen at one of the District’s periodic preschool screening sessions. School-age children are discussed by the building’s pupil personnel team, which provides observations, screening, and consultation regarding student problems.

The speech/language pathologist will screen only those students referred by a teacher or a parent. A qualified speech/language pathologist will train teachers to make appropriate referrals. Parents are encouraged to make a referral if they have concerns. Parents may make a referral through the classroom teacher or speak directly with the school speech/language pathologist. This referral procedure is designed to enhance the District’s speech/language program by increasing the direct service time to identified speech/language students.

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child’s IEP and the minutes of each type of related service that has been administered. The school will provide a child’s parent/guardian a copy of the related service log at the annual review of the child’s IEP and at any other time upon request.

SPORTS

A student must have a physical dated after June 1st of the current school year to participate in sports and/or cheerleading at the Michelle Obama Schools.

STEP-UP DAY

An orientation is conducted every year for children moving to a new building. During this time students may view the buildings and ask questions related to any of their concerns.

STUDENT BEHAVIOR

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).

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- Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
 - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using a cellular telephone, smartphone, smart watch, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular

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- phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
3. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 4. Disobeying rules of student conduct or directives from staff members or school officials.
Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
 5. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
 6. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. 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.
 7. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 8. Engaging in teen dating violence.
 9. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 10. Entering school property or a school facility without proper authorization.
 11. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
 12. Being absent without a recognized excuse.
 13. Being involved with any public school fraternity, sorority, or secret society.
 14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

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15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
 16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
 17. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 18. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person. Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may

reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or
(b) endanger the health or safety of students, staff, or school property; or

5. During periods of remote learning.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal

activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent’s

determination may be modified by the board on a case-by-case basis.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

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

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

Due Process

The Constitution of the State of Illinois states that "a fundamental goal of the people of the State is the educational development of all persons to the limits of their capacities." However, when citizens act irresponsibly, violate rights of others, or present an actual or threatened danger to persons or property, they are subject to lose some of their rights.

Such is the case with the right to an education. When a student commits acts of gross disobedience or misconduct, the right to an education may be temporarily forfeited. But no governmental agency, such as a school, may deprive a citizen (student) of rights without due process of law. Due process

guarantees the accused person the right to prepare a defense for the purpose of an explanation of improper actions, or an attempt to prove innocence.

Hall Passes

Written hall passes are required at all times at Barack Obama & Michelle Obama Schools. Students are responsible for obtaining a hall pass from a teacher before leaving any classroom. With the exception of emergencies, passes will only be issued during the first and last five minutes of class. Any student forging or using someone else's pass will receive disciplinary action.

Search and Seizures

District 163 prohibits the presence of illegal drugs, weapons, toy or look alike weapons on school property. Infractions will be dealt with on a case-by-case basis. School officials are authorized to initiate a search of a student under the rule of reasonable suspicion. Attempts will be made to notify parents regarding the search of a student. Parents should keep school personnel aware of current phone numbers where they may be reached.

The Board of Education periodically conducts general, random searches of school areas such as lockers, or conducts periodic or random dog searches. These searches are possible and the student has no expectation of privacy with respect to items left in his/her lockers. School officials are allowed to initiate a search if there is a reasonable suspicion or as otherwise allowed under federal or state law.

All students suspected to be in possession of illegal drugs or weapons will be searched and the following procedures will be followed:

- A. a witness will be present during the search;
- B. police will be notified when weapons or illegal drugs are found;
- C. students found in possession of illegal drugs, selling drugs, or possessing a weapon will be arrested and processed for expulsion by the Board of Education, and
- D. all parents will be given written notification when illegal drugs or weapons are confiscated from students on school grounds or school events.

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

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

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

Students Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent

disruption, congestion, or the perception that the material is school-endorsed.

4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

STUDENT HANDBOOK

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

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

STUDENT INTERVENTION

All schools provide academic and behavior intervention for students who are having difficulty achieving success in school. Students are recommended for intervention by parents, teachers, and the administration. Intervention strategies including:

- tutoring
- social services

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- weekly progress checks
 - mentoring
 - mediation
 - other measures for improving academic and behavior performance

Obama Intervention Centers

The Obama Intervention Centers, housed at Barack and Michelle Obama Schools are designed to assist and support students who have demonstrated behaviors that impact their safety or the safety of others, and repeatedly make poor choices that impact themselves or others. Parents will meet with the facilitator at the Obama Intervention Center or their designee on the first day of attendance if their child is assigned to the Intervention Center. Parents of students assigned to the Obama Intervention Center will be issued specific rules and expectations at the time the assignment is made. Students will be assigned to the Obama School Intervention Center for behavior, social and emotional intervention support in accordance with Senate Bill 100.

STUDENT PRIVACY

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Surveys by Third Parties

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

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.

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6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
 7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
 8. Income other than that required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term **personal information** means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

STUDENT RECOGNITION

District 163 staff and administration wish to recognize the students who put forth exceptional efforts in academics and other areas. Assemblies are scheduled on a periodic basis to present awards.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford

parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

1. The right to inspect and copy the student’s education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance

the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

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

Student Biometric Information Collection

Before collecting biometric information from students, the school must seek the permission of the student’s parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

TEACHER QUALIFICATIONS

Parents/guardians may request information about the qualifications of their student’s teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher’s certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

TECHNOLOGY

All students are provided with a technology device for instruction: K-1 iPads, 2-8 Chromebook. The District’s technology programs are designed to strengthen the students’ awareness and use of technology, its value as an educational tool in all areas of the curriculum and its application in their daily lives. Supervised Internet access is only available to students with a signed Acceptable Use Policy (AUP) form on file. Students are expected to follow all rules regarding the use of technology, including the Internet. All students of grades kindergarten-eight shall receive yearly instructions on Internet Safety. Students who have access to mobile devices must adhere to the following:

Mobile Device Usage Guidelines

Mobile devices may be utilized in class by students and are the property of Park Forest-Chicago Heights School District 163. It is the student’s responsibility to care for and to use good judgment when using the mobile devices at school.

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- Students must not use the mobile devices for non-academic purposes during school hours unless specifically permitted by a teacher/staff member.
 - Students will use the mobile devices in the designated classroom, library or other locations as permitted by the instructor.
 - The Internet Acceptable Use Policy of Park Forest-Chicago Heights School District 163 applies to the use of the mobile devices.
 - Student will not sync the mobile devices with any computer.

Care, Use and Replacement Policy

- The mobile devices issued to the student is his/her responsibility and should not be traded to others. It is the student's responsibility to keep their passwords private.
- The mobile devices are to be kept in the case if provided. Care must be taken to keep it from becoming crushed, dropped or damaged.
- A first offense of misuse or infraction of the District's Acceptable Use Policy will result in the suspension of the student from all school technology for a two-week period. A second offense will result in the student being suspended from all school technology for one month. A third offense will result in the loss of all technology usage for the remainder of the school year.
- If damage occurs due to gross negligence, misuse, inappropriate behavior or mishandling, the student will be denied usage of any mobile devices unless a \$25 deductible fee is paid to repair or replace the mobile devices.

Downloading or Deleting Apps

- Students are not allowed to download or delete any apps to/from the mobile devices.

Each third-eighth grade student and his/her parent(s) or guardian(s) must sign the authorization before being granted supervised use. Parents/guardians are advised that a student will receive a disciplinary action if he/she is found on inappropriate websites or printing inappropriate information, pictures or song lyrics. Students may not unblock sites that the school has deemed inappropriate. Students may and will be suspended from using any school technology if they violate these policies.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use of the District's Electronic Networks

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These

procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use

Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges

Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use

The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;

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7. Wastefully using resources, such as file space;
 8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
 9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
 10. Using another user's account or password;
 11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
 12. Posting or sending material authored or created by another without his/her consent;
 13. Posting or sending anonymous messages;
 14. Creating or forwarding chain letters, spam, or other unsolicited messages;
 15. Using the electronic networks for commercial or private advertising;
 16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
 17. Misrepresenting the user's identity or the identity of others; and
 18. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

By using the District's electronic networks, 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 violation of these procedures.

Security

Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. 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 malware, such as viruses and spyware.

Telephone Charges

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials.

Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students,

as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

TELEPHONES

Phones in the main office are for emergency use only. Classroom phones are for teacher use only unless otherwise authorized by the teacher. An emergency will be determined by the staff. Use of portable phones or cellular phones by students is strictly prohibited during the school day. Students who violate this rule will revoke the privilege of bringing the cell phone to school. Students should not phone home without the permission of the teacher.

TRANSFER OF STUDENTS

If, after school is in session, a student moves into another District 163 attendance area, the parent may elect to keep the student in the original school for the balance of the current school year, provided all matters of transportation are handled by the parent at no cost to District 163. If, after school is in session, a student moves out of District 163, a parent may request that the student remain in District 163 for the balance of the school year, provided the parent bears all necessary transportation costs.

TREATS

Homemade baked goods are not acceptable for school celebrations. Treats must be purchased from a store, individually wrapped, and served in accordance with valid expiration dates.

UNAUTHORIZED MATERIALS

Materials that are distracting to the school environment are not permitted. Radios, portable music/video devices, head sets, portable phones, electronic games, laser pointers, skateboards, inappropriate magazines and other items that draw students’ attention away from the task of learning may not be brought to school or to class or on the school bus or at school sponsored activities. Use of cellular phones, electronic signaling devices, and other such communication devices is strictly prohibited during the school day. All illegal items will be confiscated as required by law and turned over to the local law enforcement agency.

UNIFORM GRIEVANCE PROCEDURE

Students or their parent(s)/guardian(s), employees, or community members should notify the District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, or Board policy. The Uniform Grievance Policy and procedures are available in the schools’ offices and in the Superintendent’s office. The District Complaint Managers are Dr. Ericka Patterson and David Ricker. David Ricker also is the non-discrimination coordinator.

UNSAFE SCHOOL CHOICE OPTION

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

VALUABLES

Students should not bring money or valuables to school. The school is not responsible for or obligated to search for any items lost, missing or damaged.

VISITATION TO SCHOOLS

The Board of Education of District 163 encourages the visitation of schools by interested members of the public, provided that such visits do not disrupt the teaching process and have been arranged in advance. As a courtesy to teachers, we ask that visitors make arrangements at least 24 hours in advance of the visit.

Visitors must enter the school through the main doors, report to the school office, sign in, and present a valid photo identification, unless the purpose of the visit is to attend a school program. Valid photo identifications include driver's license, current passport, or state or military identification. Visitors must display a visitor's pass given to them in the school office. Student visitors are not permitted to come to school or to accompany students to class.

Public Act #87-1240 permits employed parents and guardians who are unable to meet with teachers due to work schedules the right to excused absences from work during the school year to attend conferences at their children's schools.

The school Visitation Act entitles employees up to eight hours of school visitation within the regular school year in increments of no less than one hour and no more than four hours on a given school day. An employee must request the absence for school conferences in writing at least seven days in advance. A 24-hour notice is permitted in an emergency.

The employer may refuse a request if 5% of the workforce or five employees request time off for a school visitation for the same day. Following a conference, parents/guardians may request a school verification form from school officials.

Letters verifying participation in this program are available from the school office upon request.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must present their ID and sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitor information will be entered into the school's

system for background check and approval. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

VISITOR/PARENT CODE OF CONDUCT

The following definitions apply to this policy:

School Property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or District employee.

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.

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2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
 3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
 4. Damage or threaten to damage another's property.
 5. Damage or deface school property.
 6. Violate any Illinois law or municipal, local or county ordinance.
 7. Smoke or otherwise use tobacco products.
 8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
 9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
 10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
 11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
 12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
 13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
 14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
 15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
 16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Convicted Child Sex Offender

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 has notified the Building Principal of his or her presence at the school for the purpose of:
 - (i) attending a conference at the school with school personnel to discuss the progress of his or

her child academically or socially,

(ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or

(iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or

2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or 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.

Exclusive Bargaining Representative Agent

Please refer to the following current agreements:

Certified Contract - Park Forest-Chicago Heights School District 163 and Teachers' Federation of Park Forest Local #604, IFT-AFT, AFL-CIO.

Classified Contract - Park Forest-Chicago Heights School District 163 and Teachers' Federation of Park Forest Local #604, IFT-AFT, AFL-CIO.

For employees not covered by these agreements:

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during duty-free times of such employees.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

- 1 The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;

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3. The proposed time period that admission to school events will be denied; and
 4. Instructions on how to waive a hearing.

VOLUNTEERS

Help is always welcome in any District school. The time and work contributed by volunteers have been assets in the past and have helped to develop the strength of the school. People interested in volunteering should contact the building principal.

WEBSITE

Visit the District's Website at www.sd163.com to learn about news from each school, educational resources, district wide and school meetings, school closings, employment opportunities and to view students' work.



WE HAVE FACEBOOK, TWITTER!

Like us on Facebook, www.facebook.com/District163
and follow us on Twitter [@district163_](https://twitter.com/district163)



2021-2022 SCHOOL CALENDAR

August 10-12	New Teacher Orientation
August 18-19	Opening Teacher Institute Days
August 20	First Day of School for Students
September 6	Labor Day, No School
September 8	Michelle Open House, 6:30 pm
September 9	Barack Open House, 6:30 pm
September 14	21st Open House, 6:30 pm
September 15	Algonquin Open House, 6:30 pm
September 16	Blackhawk Open House, 6:30 pm
September 21	Mohawk Open House, 6:30 pm
September 23	Early Release, 12:30 pm
September 24	1st Quarter Midterm Report
October 5	Early Release, 12:30 pm
October 11	Columbus Day, No School
October 20	1st Quarter Ends
October 28	Teacher Institute Day
November 4-5	Parent/Teacher Conferences, 1st Quarter Report Cards
November 8	Veterans Day (observed), No School
November 18	Early Release, 12:30 pm
November 24-26	Thanksgiving Break, No School
December 17	2nd Quarter Midterm Report
December 23 - Jan. 5 . .	Winter Break, No School
January 6	Early Release, 12:30 pm
January 7	Early Release, 12:30 pm
January 17	Martin Luther King Day, No School
January 19	2nd Quarter Ends
January 20	Early Release, 12:30 pm
January 28	2nd Quarter Report Cards

February 1 Early Release, 12:30 pm
February 21 Presidents' Day, No School
February 24 Early Release, 12:30 pm
February 25 3rd Quarter Midterm Report

March 4 Mid-Winter Break, No School
March 7 Casimir Pulaski Day, No School
March 15 Teacher Institute Day
March 23 3rd Quarter Ends

April 1 3rd Quarter Report Cards
April 7 Early Release, 12:30 pm
April 15 Good Friday, No School
April 18-22 Spring Break, No School
April 29 4th Quarter Midterm Report

May 19 Early Release, 12:30 pm
May 26 8th Grade Graduation
May 30 Memorial Day, No School

June 2 Last Day of School, 4th Quarter Ends,
4th Quarter Report Cards

BOARD OF EDUCATION MEMBERS' PHONE NUMBERS

Walter L. Mosby III, *President*
(708) 940-2488

Randall White, *Vice President*
(708) 265-1305

Judy M. Hawthorne, *Secretary*
(708) 265-8738

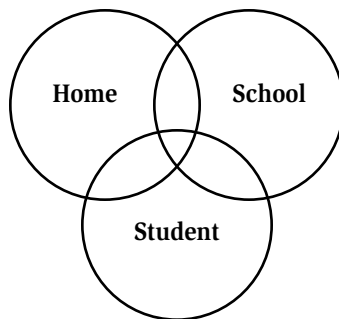
Jacqueline Jordan, *Assistant Secretary*
(708) 904-0563

Dr. Christina Dupee, *Board Member*
(708) 265-1254

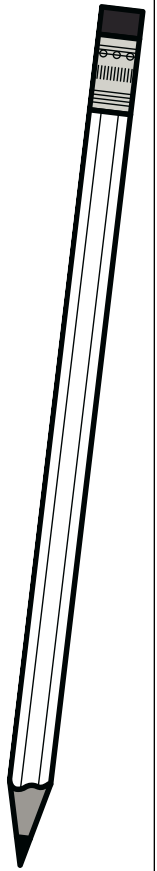
Takesha Howard, *Board Member*
(708) 940-2485

Allison R. McCray, *Board Member*
(708) 265-1560

SUCCESS



NOTES



21st Century Primary Center

(Grades K - 3)

Mrs. Angela Starks, *Principal*

240 S. Orchard Drive

Park Forest, IL 60466

(708) 668-9490

Fax (708) 395-2514

(708) 668-9450 to report absences

Algonquin Pre-Kindergarten Center

(Pre-Kindergarten)

Mrs. Chrishawn Chinn, *Principal*

170 Algonquin

Park Forest, IL 60466

(708) 668-9200

Fax (708) 395-2512

(708) 668-9250 to report absences

**Barack Obama School
of Leadership and STEM**

(Grades 4 - 5)

Mrs. Veneeta Phelps, *Principal*

Mrs. Muriel McClam-Hollimon, *Asst. Principal*

401 Concord Drive

Chicago Heights, IL 60411

(708) 668-9100

Fax (708) 395-2511

(708) 668-9150 to report absences

Blackhawk Primary Center

(Grades K - 3)

Dr. Felix Anderson, *Principal*

130 Blackhawk Drive

Park Forest, IL 60466

(708) 668-9500

Fax (708) 395-2517

(708) 668-9550 to report absences

Mohawk Primary Center

(Grades K - 3)

Mrs. Lori Colbert, *Principal*

301 Mohawk

Park Forest, IL 60466

(708) 668-9300

Fax (708) 395-2513

(708) 668-9350 to report absences

**Michelle Obama School
of Technology and the Arts**

(Grades 6 - 8)

Dr. Timothy Craddock, *Principal*

Mrs. Kristin Foster, *Principal of
Climate, Culture and the Arts*

Mr. TJ Lee, *Asst. Principal*

530 Lakewood Blvd.

Park Forest, IL 60466

(708) 668-9600

Fax (708) 395-2516

(708) 668-9650 to report absences

**Transportation
& Food Service**

Mrs. Sandi Gordon

Manager

(708) 668-9425

Bullying Hotline

(708) 668-9638

School Hours

K - 8 Students:

8:15 a.m. to 3:00 p.m.

Early Childhood Program

Students:

8:15 a.m. to 10:55 a.m.

12:15 p.m. to 3:00 p.m.

All Day Preschool:

8:15 a.m. to 3:00 p.m.

MISSION STATEMENT

Park Forest-Chicago Heights School District 163 is committed to meeting the needs of our diverse student body and to promoting high educational standards by:

- differentiating instruction
- nurturing active, strategic and higher level thinking skills
- inspiring a love of lifelong learning

BELIEF STATEMENT

We, the community and staff of the Park Forest-Chicago Heights School District 163, believe:

1. All children want to and can learn.
2. Education empowers the student to be a productive member of society.
3. High academic expectations are essential for excellence.
4. Children are the central focus of the district's educational processes and decisions.
5. Respecting each individual's worth is vital to a positive educational climate.
6. The multi-racial and multi-cultural experience is essential for the development of the total person and community.
7. A positive educational climate fosters high expectations and performance for all.
8. Each individual has a responsibility to contribute to a positive learning environment.
9. Education is a partnership based on the participation of the students, parents, staff and community.
10. Students are influenced by adult role models.

BOARD OF EDUCATION

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Jacqueline Jordan, *Assistant Secretary*

Dr. Christina Dupee, *Board Member*

Takesha Howard, *Board Member*

Allison R. McCray, *Board Member*