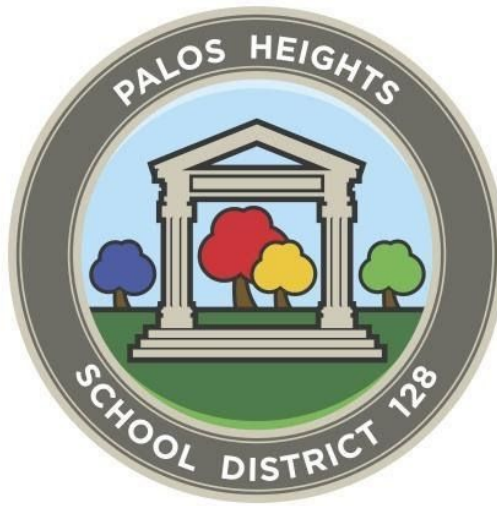


PALOS HEIGHTS SCHOOL DISTRICT 128

Where Children Are First!



STUDENT / PARENT HANDBOOK

Indian Hill Early Learning Center
Chippewa Elementary
Navajo Heights Elementary
Independence Jr. High

PALOS HEIGHTS SCHOOL DISTRICT 128

District Administrative Office
12809 S. McVickers Ave.
Phone: 597-9040
Fax: 597-9089

Indian Hill Early Learning Center
12800 S. Austin Ave.
Phone: 597-1285
Fax: 597-4230

Chippewa Elementary
12425 S. Austin Ave.
Phone: 388-7260
Fax: 388-2761

Navajo Heights Elementary
12401 S. Oak Park Ave.
Phone: 385-3269
Fax: 385-0429

Independence Jr. High
6610 W. Highland Ave.
Phone: 448-0737
Fax: 448-0179

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This handbook is intended to provide parents and students with a convenient reference of general information relevant to the operation of our schools. This handbook is also intended to be a summary of board policies governing the district and may be amended during the school year without notice. The complete Board Policy Manual is available to the public at the District Office. Parents are encouraged to contact their school office if additional information is required.

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MISSION STATEMENT

It is the mission of the Palos Heights School District 128 to educate all children as individuals, to foster a love of learning, and to prepare children for a responsible and successful future in a diversified world.

BELIEFS

1. Teaching and learning are ongoing processes.
2. Each child can learn and should be encouraged to reach his/her full potential.
3. Each child should be encouraged to think critically and creatively.
4. Each child is entitled to a well-balanced, quality education that is relevant to today's society and which will enhance lifelong learning.
5. Each person should be valued as an individual and treated with dignity and respect.
6. Valuable learning results from both success and failure: therefore, each person should be encouraged to take educational risks regardless of the outcome.
7. Schools should provide the opportunity to develop self-confidence and positive interpersonal skills.
8. Schools should instill a sense of respect and responsibility for self, others and property.
9. Schools should provide a safe, caring and positive environment.
10. Home, school and community should work as a team in order to fully benefit each child.

THE SCHOOL DISTRICT

Palos Heights School District 128 is located 15 miles southwest of Chicago. The center of the district boundaries includes the eastern half of Palos Heights and portions of Alsip and Crestwood. The district comprises four square miles. There are ~700 students with moderate student growth expected. The students attend the following schools: Indian Hill Early Learning Center (Preschool-K) Chippewa (1-3), Navajo Heights (4-5), and Independence Junior High (6-8). There are four principals, 60 teachers, and 40 support staff.

A map of the district boundaries can be found by visiting <https://illinois.hometownlocator.com/schools/sorted-by-districts,n,palos%20heights%20school%20district%20128,i,1730570.cfm>

DISTRICT 128 SCHOOLS

Administration Center

Hours: 8:30-4:00

12809 S. McVickers Ave.

Palos Heights, IL 60463

Phone: 708-597-9040

Web address: www.palos128.org

Dr. Merryl Brownlow, Superintendent

Mrs. Kim Anoman, Business Manager

Mr. Jason Smit, Director of Innovation and Communication

Mrs. Sarah Knezevic, Executive Assistant

Ms. Janet Davis, Financial Secretary

Indian Hill

Pre-K/

Hours: AM 8:40-10:40/PM 12:15 - 2:15

12800 S. Austin

Kindergarten

Hours: AM 8:35 - 11:05/ PM 11:50-2:20

Palos Heights, IL 60463

Phone: 708-597-1285

Mrs. Cathy Leslie, Director of Student Services/Pre-K Principal

Mrs. Mary Lynn Duffy, Principal

Mrs. Cindy Drabeck, Secretary

Chippewa

Grades 1-3

Hours: 8:15-2:10

12425 S. Austin

Palos Heights, IL 60463

Phone: 708-388-7260

Mrs. Mary Lynn Duffy, Principal

Mrs. Kim Patla, Secretary

Navajo Heights

Grades 4-5

Hours: 8:00-1:55

12401 S. Oak Park

Palos Heights, IL 60463

Phone: 708-385-3269

Ms. Kaitlin Curran, Principal

Mrs. Pam Koutras, Secretary

Independence Jr. High

Grades 6-8

Hours: 7:55-2:03

6610 W. Highland Ave.

Palos Heights, IL 60463

Phone: 708-448-0737

Dr. Kevin Kirk, Principal

Mrs. Trudy Walta, Secretary

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (www.palos128.org) or at the Board office, located at:

12809 S. McVickers Ave.
Palos Heights, IL 60463

The School Board governs the school district, and is elected by the community. Current School Board members are:

William Grady, President
Amy Lyons, Vice-President
Kathy Lachowicz, Secretary
Richard Facko, Member
Patti Powell, Member
Kristin Restivo, Member
Gail Rubio, Member

The School Board has hired the following administrative staff to operate the school:

Merryl Brownlow, Superintendent
Kaitlin Curran, Principal
Kevin Kirk, Principal
Catherine Leslie, Director of Student Services
Mary Lynn Duffy, Principal

Admission and Attendance Information

Residency

A student must be a valid resident of the school district and provide required proof of residency before the student will be enrolled. Generally, residency is defined as the district wherein the persona with legal custody resides. Different standards may apply to students who experience homelessness. Questions about residency and/or homelessness should be referred to the Superintendent.

Admission of Pupils

A certified birth certificate is required for each child entering District 128 for the first time. This applies to grades Pre-K through 8. Transfer students will be expected to produce other pertinent records from their previous school. A child must be five years of age on or before September 1st of the year in which the child is to be enrolled in kindergarten.

Homelessness

The McKinney-Vento Homeless Education Assistance Act ensures the educational rights and protections of homeless children and youth so that they may enroll in school, attend regularly, and be successful. The legislation requires the District 128 Homeless Education Liaison to assist children and unaccompanied youth in their efforts to attend school. The following apply to homeless children and youth:

- The right to immediate enrollment, even if lacking paperwork normally required;
- Immediate enrollment in the Free and Reduced Breakfast and Lunch Program;
- The right to attend school in his/her school of origin (if requested by the parent and is feasible) or in the school in the attendance area where the family or youth is currently residing;
- The right to receive transportation to his/her school of origin, if requested by the parent;
- The right to services comparable to those received by housed schoolmates, including transportation and supplemental educational services;
- The right to attend school along with children not experiencing homelessness;
- Segregation based on a student's status as homeless is strictly prohibited.
- Educational organizations and schools.
 - Where appropriate, referrals to food bank and meal programs, local service organizations (Goodwill, Salvation Army, etc.), family shelters, medical services, and other support.

To obtain additional information regarding establishing homeless status and resources available, please contact the Mrs. Leslie, Director of Student Services at 708-597-1285.

Visitors

Under current state guidelines of Phase 4, visitor access to the schools will be restricted. Only visitors conducting essential business will be permitted to enter the schools and will be restricted to the office area during school hours. For non-essential business (dropping off items for students), schools will provide drop-off containers in the vestibules of the buildings.

All essential visitors, including parents and siblings, permitted to enter the building must be wearing masks. Essential visitors 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 will not be permitted to enter classrooms or common areas during while school is in session, unless authorized by the building administrator. Parents entering to pick up children who are ill will be directed to the appropriate location to meet the child to safely exit.

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.

Cross-reference: Board Policy 8:30, <i>Visitors to and Conduct on School Property</i>
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Equal Opportunity 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, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, 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 District Superintendent.

Cross-Reference: Board Policy 7:10, <i>Equal Educational Opportunities</i> Board Policy 2:260, <i>Uniform Grievance Procedure</i>

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

School Volunteers

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The building principals make this decision. Volunteers responsible for direct supervision of students independent of certified staff members may be required to undergo a background check at the request and expense of the district. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Final approval for all volunteers is done by the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross-Reference: Board Policy 6:250, <i>Community Resource Persons and Volunteers</i> Board Policy 4:175, <i>Convicted Child Sex Offender; Screening; Notification</i>
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Treats & Snacks

The Palos Heights School District Wellness committee presented recommendations to the Board of Education based on prevention and management of life-threatening allergic responses in children and also to combat the national epidemic of obesity in our nation. These recommendations were accepted by the Board of Education and were based on the District’s Wellness Philosophy and also to ensure compliance with legislation mandating a wellness plan in all Illinois schools.

Parents should be aware that the following regulations are in effect:

- Edible birthday treats will not be permitted at any school
- PFA sponsored parties will not be providing any food treats
- No food may brought into the school for groups of children during the school day
- Parents may bring special lunches only for their own children
- Exceptions to these rulings may only be made by the superintendent or his/her designee

Cross-Reference: Board Policy 6:50, <i>School Wellness</i>

Emergency School Closings

In cases of bad weather and other local emergencies, please either visit the Emergency Closing Center website at www.emergencyclosingcenter.com or check local radio and/or television stations to be advised of school closing or early dismissals. School closing for any reason will be announced as soon as possible. If bad weather or other emergencies occur during the school day, please check local media stations for possible early dismissal information. Communication to parents regarding school closing will be sent out through our email system and will be posted to the district website.

For your safety purposes, make certain your child(ren) knows ahead of time where to go in case of an early dismissal.

If school is dismissed early for an emergency, all after-school functions are automatically cancelled.

Cross-Reference: Board Policy 4:170, <i>Safety</i>

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross-Reference: Board Policy 4:110, <i>Transportation</i>

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, and activities. Individuals with disabilities should notify the superintendent or 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.

Cross Reference: Board Policy 8:70, <i>Accommodating Individuals with Disabilities</i>

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 building principal. Student needs may be able to be met with accommodations typically available to all students.

Cross Reference:

Board Policy 7:285, *Food Allergy Management Program*

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 school 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.

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1) 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.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Cross-reference:
Board Policy 7:70, *Attendance and Truancy*

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call their school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Cross-reference:
Board Policy 7:70, *Attendance and Truancy*

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 any examination, study, or work requirement.

Cross Reference:
Board Policy 7:80, *Release Time for Religious Instruction/Observation*

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

Cross-reference: Board Policy 7:70, <i>Attendance and Truancy</i>
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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 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered 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 parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Cross-reference: Board Policy 7:70, <i>Attendance and Truancy</i>
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Grading & Promotion

School report cards are issued to students on a trimester basis for grades Preschool-8. 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 district achievement measures. A student will not be promoted based upon age or any other social reason not related to academic performance.

Cross Reference: Board Policy 6:280, <i>Grading and Promotion</i>
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Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced 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.

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 the District Office at 708-597-9040.

Cross Reference: Board Policy 6:150, <i>Home and Hospital Instruction</i>
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Fines, Fees, and Charges; Waiver of Student Fees

District 128 charges an annual standard school fee established for each grade to assist in the furnishing of instructional resources and other materials. The fee amount is established annually prior to the start of the school year. Fee information is available on the District 128 website or from the Superintendent's office upon request. No student will be denied access to any educational service due to the inability of their parent/guardian to pay fees or certain charges. Fees may be waived for parents/guardians unable to pay. A fee waiver does not exempt a student from charges for lost or 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 the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The Superintendent will give additional consideration where one or more of the following factors are present:

- An illness in the family;

- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the Superintendent will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the District Office at 708-597-9040.

Cross-references:

Board Policy 4:110, *Transportation*

Board Policy 4:140, *Waiver of Student Fees*

Bus Transportation

In addition to the guidelines contained here, please refer to the COVID19 Health and Safety Guidelines provided from Illinois School Bus regarding the expectations for appropriate health, safety and social distancing while riding the bus.

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school or for students crossing a hazardous intersection. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

An adult must be present at the bus stop with each child to be sure the appropriate COVID19 pre-boarding procedure goes smoothly. Prior to boarding the bus, students must present the self-certified symptom check form to the driver indicating that symptoms were checked at home and it is safe for the student to board the bus. While students are on the bus, they are under the supervision of the bus driver. When there are discipline problems on the bus, the bus driver has the authority to address the issue for the safety of the students. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Students will be assigned a seat and must sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency doors only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time with an adult.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, 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.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the Superintendent's Office at (708) 597-9040.

Cross-references: Board Policy 4:110, <i>Transportation</i> Board Policy 7:220, <i>Bus Conduct</i>
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Immunization, Health, Eye, and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present Illinois State required proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:

Board Policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*

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 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 "Student Medical 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.

A student may possess and self-administer an epinephrine auto-injector, e.g., EpiPen®, and/or an asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization (SMA) Form, and a qualifying Emergency Action plan has been developed.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan

and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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

Cross-References: Board Policy 7:270, <i>Administering Medicines to Students</i>

Guidance & Counseling

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

Cross-reference: Board Policy 6:270, <i>Guidance and Counseling Program</i>
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Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school district. 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.

Cross-References: Board Policy 4:170, <i>Safety</i>
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Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. Please see the addendum to the handbook containing the COVID19 specific Health and Safety Guidelines and expectations.

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.

Cross-references: Board Policy 7:280, <i>Communicable and Chronic Infectious Disease</i>

General Building Conduct

Students shall not arrive at school more than 15 minutes before classes begin unless pre-arrangements have been made with a teacher or building principal. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students will abide by the social distancing guidelines of maintaining appropriate distance in hallways, classrooms and on school grounds.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, cameras are permitted without permission from the principal.
- Proper behavior is expected at all times.
- This policy is not comprehensive and does not cover all possible infractions regarding student conduct that may result in a student receiving disciplinary action.

School Dress Code / Student Appearance

Students will be expected to wear a mask or appropriate face covering as required by the Illinois State Board of Education and the Illinois Department of Health in response to the guidelines associated with the COVID19 pandemic.

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.

Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

<p>Cross Reference: Board Policy 7:160, <i>Student Appearance</i></p>

Student Behavior

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. 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.

- e. Any substance inhaled, injected, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- f. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling or transferring a firearm or “look alike,” 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.
- 5. Using a cellular telephone, smartphone, 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. All cell phones, smartphones and similar 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 9. 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
- 10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- 11. Being absent without a recognized excuse.
- 12. Being involved with any public school fraternity, sorority, or secret society.

13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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.
16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
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.

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.

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.

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.

Disciplinary Measures

Disciplinary measures may include:

1. Notifying parent or guardian.
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 detention for a period not to exceed 5 school days.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used.
8. Seizure of contraband.
9. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
10. Suspension of bus riding privileges.
11. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.

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.

Gang & Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity,

including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Cross-references: Board Policy 7:190, <i>Student Behavior</i>
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Prevention of and Response to Bullying, Intimidation, and Harassment

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 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 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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyberbullying* 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:

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 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*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, security guards, a school vendor, or volunteer.

Bullying Prevention and Response Plan

The District's goal is to provide all students with a safe learning environment free of bullying and harassment.

The District uses the definition of *bullying* as provided in this policy. For the purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation and school violence. Bullying may take various forms, including without limitation: threats, stalking, physical

violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

Students are encouraged to immediately report bullying, harassment, sexual harassment, or any prohibited conduct. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator:

Merryl Brownlow, Superintendent

Name

12809 S. McVickers Ave.

Address

Palos Heights, IL 60463

708-597-9040

Telephone

Complaint Managers:

Merryl Brownlow, Superintendent

Kevin Kirk, Principal

Cross-References:

Board Policy 7:20, *Harassment of Students Prohibited*

Board Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*

Board Policy 7:190, *Student Behavior*

Board Policy 2:260, *Uniform Grievance Procedure*

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information is posted on the school district's website. Information can also be obtained from the school office.

Cross-references:

Board Policy 7:290, *Suicide & Depression Awareness and Prevention*

Cafeteria Rules

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to throw away their garbage.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

Field Trips

Field trips 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.

Cross-references:
Board Policy 6:240, *Field Trips*

Access to Social Networking

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/

1. 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.
2. 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.

Cross-references:
Board Policy 7:15, *Student and Family Privacy Rights*

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be for the purpose of education or research, and be consistent with the District's educational objectives.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director, or his designee, 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. Their decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network 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:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network 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 - The user agrees to indemnify the School 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. Keep your account and password confidential. Do not use another individual's account. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges and disciplinary action will be taken. Any user identified as a security risk may be denied access to the network.

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 computer viruses.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. 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.
- b. 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.
- c. 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.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. 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.
- b. 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.
- c. Electronic messages transmitted via the School 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 School 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 School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

- d. Any message received from an unknown sender via the Internet 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.
- e. Use of the School District's email system constitutes consent to these regulations.

Cross Reference: PRESS 6:235, <i>Access to Electronic Networks</i>

Guidelines for 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.
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.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

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

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

Cross Reference:

PRESS 7:310, *Restrictions on Publications; Elementary Schools*

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

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

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.

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.

Cross-reference: Board Policy 7:140, <i>Search and Seizure</i>

Athletic Rules & Code of Conduct

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

IESA

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

Eligibility

To retain athletic eligibility, an athlete must comply with all academic requirements of the District.

Requirements for Participation

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance.

Behavioral Conduct

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Drugs, Alcohol and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance

which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

Absence from School on Day of Activity

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Cross-References: Board Policy 6:190, <i>Extracurricular and Co-Curricular Activities</i> Board Policy 7:240, <i>Conduct Code for Participants in Extracurricular Activities</i>
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Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Cross Reference: Board Policy 7:305, <i>Student Athlete Concussions and Head Injuries</i>
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Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Cross Reference: Board Policy 6:120, <i>Education of Children with Disabilities</i>
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Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education’s *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a

manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Cross Reference: Board Policy 7:230, <i>Misconduct by Students with Disabilities</i>

Exemption From Physical Education

A student in grades 3-8 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services,
2. The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or
3. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Cross Reference: Board Policy 7:260 Exemption from Physical Education
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Student Privacy Protections

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. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
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.

The student's parent/guardian may inspect the survey or evaluation upon, and 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.

Cross-References: Board Policy 7:15, <i>Student and Family Privacy Rights</i>
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Annual Notice to Parents and Eligible Students Advising of Rights Under the Family Educational Rights and Privacy Act

The District and any of the third parties with which it contracts are required to comply with a number of state and federal laws to protect the privacy of student educational records, information and data. The following are the most important of these laws:

FERPA and ISSRA.

The Federal Education Rights and Privacy Act (FERPA), which is a federal law that protects the privacy of personally identifiable information (PII) in student “education records,” and the Illinois School Student Records Act (ISSRA), which is a state law that protects the privacy of “school student records,” both apply to all students in the District’s schools, regardless of age. These laws generally require parental consent before a school district can disclose PII from student education records to third parties. FERPA establishes the right of parents to inspect and review the student’s educational records; provides guidelines for the correction of inaccurate or misleading data through informal or formal hearings; grants parents the right to file complaints with the U.S. Department of Education’s Family Policy Compliance office concerning alleged failures of the District to comply with FERPA; and makes provisions for notice to parents concerning their rights. The Family Policy Compliance Office: U.S. Department of Education; 400 Maryland Avenue, SW; Washington DC 20202-4605

Exceptions to FERPA and ISSRA.

FERPA allows the District to disclose education records of students to a third-party provider without parental consent if the provider performs a service/ function for the District that it would otherwise perform through its own employees, as long as the provider is under sufficient control by the District regarding the use/maintenance of the records and the provider does not use or redisclose the shared data for any purpose other than by the District and as permitted by FERPA. One such exception permits a school district to disclose PII from education records to designated authorized representatives including other local education agencies, in connection with the audit or evaluation of State or federally supported education programs. As allowed by this provision of FERPA, the District will on occasion disclose personally identifiable information from student education records to local education agencies or other authorized entities for the purpose of evaluating school educational programs to assess and improve their effectiveness. Agencies or entities, which receive such PII, may not disclose it or make it public. The District is required to keep records of such disclosures, and parents have a right to review the record of disclosures of PII from the student’s education records. ISSRA contains a similar exception to the FERPA school official exception. 27

PPRA and CPPEA.

The Protection of Pupil Rights Amendment (PPRA) also includes limitations on using personal information (PII) collected from students of all ages for marketing purposes and requires parents to be given notice and the opportunity to opt out of certain activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. The Illinois Children’s Privacy Protection and Parental Empowerment Act, (CPPEA) 325 ILCS 17/, also generally prohibits the sale of personal information concerning a child under the age of 16 unless the parent(s)/guardian(s) have consented.

Exceptions to PPRA and CPPEA.

PPRA includes an exception to the requirement for consent for 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. This includes, but is not limited to, tests and assessments used by elementary school and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests

and assessments) and the subsequent analysis and the public release of the aggregate data from such tests and assessments. Moreover, CPPEA only applies to the sale of such information.

COPPA.

The Children’s Online Privacy and Protection Act (COPPA) regulates commercial websites and online services directed to children under the age of 13 and requires that websites have consent from the child’s parent before knowingly collecting personal information from children.

Exceptions to COPPA.

COPPA allows the District to consent on behalf of parents when they contract with third-party website operators that offer online programs solely for the benefit of the District, and not for any other commercial purpose, and that comply with certain notice and access requirements with respect to the District. COPPA also does not apply to students who are over age 13. Although there is some ambiguity in recent Federal Trade Commission (“FTC”) guidance regarding whether the District has to obtain actual parental consent before granting consent to a provider, communications with the FTC, and review of the relevant law and guidance, indicate that schools may in good faith assume they are not required to obtain parental consent for providers that are covered by the school consent exception.

Cross-References: Board Policy 7:15, <i>Student and Family Privacy Rights</i>
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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 that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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 15 school 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. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$0.35 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
- Gender
- 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

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

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

Cross-reference:
Board Policy 7:340, *Student Records*

Student Biometric Information

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.

Cross-reference:
Board Policy 7:340, *Student Records*

Teacher Qualifications

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

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

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

Cross-References:
Board Policy 5:190, *Teacher Qualifications*

Standardized Testing

Students and parents/guardians should be aware that students in grades 3-8 will take standardized tests provided by the Illinois State Board of Education. Parents 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 can assist 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 for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
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.

Cross-Reference: Board Policy 6:340, <i>Student Testing and Assessment Programs</i>
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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.

Cross-References: Board Policy 6:140, <i>Education of Homeless Children</i>
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Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education 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.

Cross-References:

Board Policy 6:60-AP, *Comprehensive Health Education Program*

Parental Involvement (Title 1)

Throughout the school year, there are many opportunities available for parents to meet with District personnel.

The topics of these meetings may include discussions on parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend these meetings and participate in the discussions that occur. Parents/Guardians should use the meetings as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;

- (c) opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- (d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the District's ELL coordinator.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the buildings principals.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Cross-reference: Board Policy 6:170, <i>Title I Programs</i>

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Desiree Willner, District EL coordinator at 708- 388-7260.

Cross Reference: Board Policy 6:160, <i>English Learners</i>

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.

Cross-References: 820 ILCS 147/, <i>School Visitation Rights Act</i>

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:

District Business Manager
708-597-9040

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

Cross-Reference: Board Policy 4:160, <i>Environmental Quality of Buildings and Grounds</i>

Mandated Reporters

Every District employee is required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference: Board Policy 5:90, <i>Abused and Neglected Child Reporting</i>
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Sex and Violent Offender Notification

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.

2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, 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.

Information regarding registered sex offenders can be accessed on the Illinois State Police Website:

www.isp.state.il.us/sor/ and the National Sex Offender Public Website:

www.nsopw.gov/core/conditions.aspx Illinois Statewide Child Murderer and Violent Offender

Against Youth Registration is at <http://www.isp.state.il.us/cmvo>

Cross Reference:

Board Policy 4:175, *Convicted Child Sex Offender; Screening; Notification*



PALOS HEIGHTS SCHOOL DISTRICT 128

Roadmap for Reopening

JULY 2020

RETURN TO IN-PERSON INSTRUCTION SAFETY PLAN

This plan will be implemented when the school district has the authority from the Illinois State Board of Education (ISBE) in consultation with the Illinois Department of Public Health (IDPH) to open schools for in-person instruction with enhanced safety precautions. This plan will be amended to comply with any additional specific safety requirements for in-person instruction.

This plan is designed to limit the mixing of students, provide appropriate social distancing, allow for contact tracing and maximize in-person instruction.

Primary Guidance Documents

- American Academy of Pediatrics COVID-19 Planning Considerations: Guidance for School Re-entry
- American Federation of Teachers: A Plan to Safely Reopen America's Schools and Communities
- Centers for Disease Control Readiness and Planning Tool to Prevent the Spread of COVID-19 in K-12 Schools
- District 128 Family Survey Results
- Gallagher Insurance, Risk Management, Consulting: COVID19 Return to Workplace Guide
- Illinois Department of Public Health School Guidance
- Illinois Governor's Office Restore Illinois Plan
- Illinois State Board of Education and Illinois Department of Public Health Starting the 2020-2021 School Year Part 3 Transition Joint Guidance
- Kriah Boucek Education Law Firm Return to Work in the COVID-19 World Guidance and Consultation Services
- National Institute for Excellence in Teaching Planning Guide: Scenarios and Considerations

General Safety Precautions

- Limit the mixing of students and staff
- Maximize the distance between students and staff
- Limit visitors to schools
- Provide additional protections for students who have pre-existing conditions and vulnerable employees
- Implement a system for self-reporting Coronavirus systems and/or possible exposure to Coronavirus



MODIFIED PHYSICAL SPACES AND SPACE UTILIZATION

1. **The maximum allowable distance between students will be maintained in relation to the physical size of each space, which will be within the recommended range of 3 feet to 6 feet apart.**
 - Non-essential furniture and equipment will be removed from classrooms to maximize distance between students.
 - Students will have assigned seating and all seats will face in the same direction.
 - Some classes may utilize larger areas like libraries to maximize social distancing.
 - Only classroom teachers, required paraprofessionals and administrators will be allowed access to the classroom.
 - Personal protective equipment will be utilized as required by Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH).
 - Students will be assigned to specific spaces for lunch that allow for 6 feet of distance with masks off.
2. **Plexiglass barriers will be utilized when and where their use is appropriate.**
 - Where needed (less than 6 feet of distance), main offices will be equipped with Plexiglass barriers to shield staff from visitors that are required to enter buildings.
 - Plexiglass barriers may be used in various situations when social distancing cannot be maintained.
 - Plexiglass barriers may be used to provide services to students for whom wearing a face covering may cause harm (medical, social, emotional).
3. **Sharing of items among students will be minimized.**
 - Student belongings will be kept separately in individually labeled bags or storage containers, or other appropriate self-contained places.
 - When necessary, additional classroom supplies will be purchased to minimize sharing of high-touch materials (i.e., art supplies, manipulatives) to a single student or groups of students at a time. If shared, materials will be disinfected between uses.
 - Each student (K-8) will have their own technology device to eliminate sharing.



MODIFIED PHYSICAL SPACES AND SPACE UTILIZATION

4. **Student movements will be limited to assigned restrooms, designated lunch areas and blacktop areas.**
 - Most specials (art, music, library, etc.) will take place within the classroom.
 - Lunch periods will be designed to adhere to social distancing practices and the necessary cleaning and sanitizing protocols at a specific time in a designated area.
 - Students will be escorted to recess in small groups and assigned designated hard surface areas.
 - When outdoors and six feet apart, students will be permitted to remove face coverings.
5. **Most communal areas will be closed.**
 - Playgrounds, media centers, computer labs, and other communal areas with the exception of designated lunchrooms and hard surface recess areas will be closed. These areas may be utilized on a limited basis when deemed safe and appropriate by an administrator and the appropriate cleaning and sanitizing can happen between uses.
6. **Fresh air ventilation will be increased in classrooms.**
 - Classroom windows will remain open to increase ventilation when weather permits.
7. **All assemblies and large gatherings will be cancelled.**
 - Large communal spaces will be closed and large gatherings in excess of 50 will be prohibited.
8. **Lunch may be served in classrooms, lunchrooms (commons), or other designated eating areas.**
 - Students may be assigned to an area to eat other than the lunchroom to maintain 6 feet of social distance.
 - Disposable food service items will be utilized whenever possible.
 - All areas/surfaces used for eating will be sanitized before and after meals.

MODIFIED PHYSICAL SPACES AND SPACE UTILIZATION

9. **Access to the Health Office will be limited based on symptoms and students exhibiting COVID-19 symptoms will be isolated.**
 - Staff will follow new protocols for determining which medical needs warrant a visit to the health office.
 - Classrooms will be provided first aid supplies to allow teachers to attend to minor health/medical needs (i.e. bandages, etc.).
 - Students and staff with COVID-19 symptoms will be isolated in a quarantine setting until safely dismissed from school.
10. **Hallways, staircases and building entrances/exits will be designated one-way, where possible.**
 - Wall and floor signage will provide visual reminders of designated traffic flow and social distancing.
11. **The use of student lockers and cubbies may be minimized.**
 - Sharing of lockers and cubbies will be prohibited in Phase 4. The use of lockers will be restricted as recommended by Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH).
 - Washable personal student items/apparel will be taken home daily.
12. **Widespread safety signage will be posted.**
 - Signage will be posted throughout buildings to remind students and staff of mandatory safety procedures.
13. **Water fountains will only be utilized for filling reusable water bottles.**
 - Each school is equipped with reusable water bottle fillers. Students will be trained on the appropriate use of water bottle fillers.
 - Students will be encouraged to bring a reusable water bottle to school.
14. **Restroom use will be designated by class and all restroom use will be tracked and logged.**
 - Each classroom will be assigned a designated restroom for classroom restroom breaks. Individual restroom use outside of breaks will be logged for contact tracing purposes.

ACCESS TO SCHOOL BUILDINGS AND ADMINISTRATIVE OFFICES

1. **Visitors will be prohibited during the school day to the greatest extent possible.**
 - Nonessential visitors and activities involving external groups or organizations will be restricted.
 - Allowable visitors will be restricted to the main office.
 - Drop boxes will be available in main office vestibules for material drop-off.
2. **Mandatory IEP and 504 meetings will continue to be held remotely due to social distancing limitations whenever feasible.**
 - In-person meetings will occur as required by state and/or federal law.
3. **Parent-teacher conferences, curriculum nights and back to school events will be held remotely.**
 - Conferences and events will be held via Zoom or telephone.
 - Some events may occur on site limited to small groups with appropriate social distancing.
4. **In-person meetings at school and district offices will be by appointment only.**
 - Only meetings required to be held in person will be scheduled. All other meetings will occur via Zoom or by telephone.

ACADEMIC AND CO-CURRICULAR PROGRAMS

1. **All field trips will be canceled.**
 - To minimize student movements and the mixing of students, all field trips will be canceled during Phase 4.
2. **Extracurricular activities will be limited to those that can maintain social distancing, limit mixing of students, and support proper health and safety guidelines.**
 - Most in-person extracurricular activities will be suspended during Phase 4.
 - o Some extracurricular activities may shift to a remote platform
 - o Those extracurricular activities considered for in-person must maintain the social distancing and face covering requirements
3. **Band Classes**
 - The band director will work with building administrators to identify safe and appropriate band lessons for students. More information regarding band will be sent to band parents prior to the start of school.
4. **Music Classes**
 - Music teachers will work with building principals to identify safe and appropriate music education for students.
 - Music instruction will be provided to students in their classrooms.
5. **Physical Education Classes**
 - Physical education classes will be modified to avoid or limit the use of equipment.
 - When deemed appropriate by the building administrator, physical education activities may occur outdoors when weather permits.
 - Gymnasiums may be used when activities can be socially distanced and physical contact can be avoided.

ACADEMIC AND CO-CURRICULAR PROGRAMS

6. Art Classes

- Art teachers will minimize the need for utilizing shared materials to the greatest extent possible.
- Art instruction will be provided to students in their classroom.

7. Athletics

- Athletics will only resume when recommended by the Illinois Elementary School Association (IESA) and approved by the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH).
- Decisions will be made in conjunction with the South Suburban Junior High School Conference.

8. Homebound Instruction

- Homebound services will be provided to a student who is unable to attend school due to a condition certified by a medical statement that indicates the student will or is anticipated to, due to the student's medical condition, to be out of school for a minimum of 10 days of school or an ongoing intermittent basis.

9. Preschool enrollment will be limited.

- Tuition preschool will be limited to part-time enrollment to appropriately socially distance.
- Special education Preschool will be modified but will continue to meet the needs of those identified through Early Intervention.

10. Power Play before and after school care will be available for parents.

- The district will ensure Power Play follows the same safety protocols outlined in this return to in-person instruction plan.



STUDENT ATTENDANCE & HEALTH AND SAFETY PROTOCOLS

1. **Attendance will be taken daily during in-person instruction.**
 - Students who are sick should not attend school.
 - Attendance personnel will request specific symptom reporting when parents report absences.
 - Any known confirmed COVID-19 diagnoses and COVID-19 exposure must be reported if the reason for the student's absence.
 - While school attendance is important, it is essential that symptomatic students do not enter school buildings.

2. **All staff, students and visitors to the school will be required to wear face coverings (face masks) at all times when in school buildings with the exception of lunch/snack time and outdoor recess.**
 - Parents are asked to purchase washable reusable masks for their student(s) that are preferred by the students and comfortable. Students are more likely to wear the mask if it meets their personal preference.
 - Teachers will be provided masks (cloth and clear cut-out versions) and face shields (for approved instruction such as Speech & Language and English Learner services). A limited supply of disposable and/or reusable masks will be available in the event a student or staff member does not have one to use.
 - School staff will work directly with parents of students for whom wearing a mask may cause harm (medical diagnosis or Individualized Education Plan accommodation). These students may use face shields in place of masks. If the medical condition prohibits face shields, a plexiglass divider will be provided as a barrier and additional social distancing may be necessary to keep other students safe in the classroom.



STUDENT ATTENDANCE & HEALTH AND SAFETY PROTOCOLS

3. **Daily temperature checks and symptom surveys are required for daily access to school buildings.**
 - Parents will be required to fill out a temperature check and symptom form prior to their student(s) boarding school buses and entering school buildings.
 - Staff will be required to complete online temperature check and symptom forms prior to arriving at work.
 - Staff and students with a temperature of 100.4 degrees Fahrenheit or greater will be quarantined in an isolation room until they can be picked up from school.
 - Parents and guardians are expected to pick up students within one hour of notification of quarantine.
 - Parents must provide their school with valid emergency contact numbers of individuals available during the school day to pick up students.
4. **Students and staff will receive training/education on how to prevent the spread of infectious disease.**
 - Training/education will include but is not limited to proper handwashing, covering coughs and sneezes, appropriate utilization of face coverings, and identification of infectious disease symptoms.
5. **Frequent and proper handwashing will be encouraged throughout the school day.**
 - Handwashing will be performed upon arrival to and departure from school, after blowing one's nose, coughing, or sneezing; following restroom use; before and after eating; upon return from recess.
 - All classrooms will be stocked with hand sanitizer. For classrooms with sinks, antibacterial soap will be available for handwashing.
 - Hand sanitizer with at least 60% alcohol will be available for use under the supervision of staff.
 - Additional hand sanitizing stations will be available throughout the buildings.
 - Parents will be encouraged to have their student(s) wash or sanitize their hands before arriving at bus stops or exiting cars in the car-rider line.

RESPONDING TO INFECTIOUS DISEASE SYMPTOMS (COVID-19)

1. **Any infectious disease symptoms observed during the school day will be addressed immediately.**
 - Students or staff displaying symptoms of an infectious disease (COVID-19) will be immediately referred to the school health office.
 - Only one student or staff member will be allowed in the health office at a time.
 - If symptoms of an infectious disease (COVID-19) are present, students will be quarantined and monitored in an isolation room until parents/guardians pick them up from school.
 - Students should be picked up within one hour of notification from the school health office.
 - If symptoms of an infectious disease (COVID-19) are present in staff, they will be sent home.
 - The Health Office staff will follow specific guidelines for determining which students will be sent home. Parents will receive a copy of the guidelines. Some of the symptoms include but may not be limited to:
 - Temperature of 100.4 degrees Fahrenheit or greater
 - Persistent cough that interferes with learning and is not relieved by water or a rest period
 - Breathing difficulty not associated with an isolated asthmatic episode
 - Sore throat or loss of smell or taste
 - Chills, muscle pains and/or headache
2. **Areas of the school used by a symptomatic student or staff member will be closed off.**
 - Areas will not reopen until after they have been cleaned and disinfected following CDC and IDPH guidelines.
3. **All individuals coming in close contact with a symptomatic student or staff member will be notified.**
 - Close contact means the individual was within 6 ft. of the individual with symptoms for more than 15 minutes.
 - Any individual coming in close contact with a person who tested positive for COVID-19 or is suspected of having COVID-19 should isolate at home and monitor symptoms for 14 days.
 - Individuals with close contact with a symptomatic student or staff member will receive information outlining CDC and IDPH guidelines for monitoring for symptoms.



RESPONDING TO INFECTIOUS DISEASE SYMPTOMS (COVID-19)

4. **Symptomatic staff and students may not return to school unless they meet CDC and IDPH guidelines.**
 - Symptomatic staff and students who suspect they have COVID-19, whether they were tested or not, should stay home and not return to school until 72 hours have elapsed from resolution of fever without fever-reducing medication AND 10 days have passed after symptoms first appeared.
 - All symptomatic staff and students are highly encouraged to be tested for COVID-19.
 - Symptomatic staff and students returning from illness related to COVID-19 must provide clearance from their physician to safely return to school after their quarantine period.
 - Parents will be provided guidance to assist in determining if their student(s) should return to school.
 - Medically fragile and immunocompromised students must consult with their medical provider prior to returning to school.
 - Returning students must check in with the health office upon re-entry into school.
5. **Staff members with a confirmed case of COVID-19 will be required to report their diagnosis to their administrator as allowable under current law, labor agreements and school board policy.**
 - If unallowable under current law, labor agreements and/or school board policy, staff members will be highly encouraged to voluntarily report a COVID-19 diagnosis.
 - Employee confidentiality will be maintained as required by the Americans with Disabilities Act and the Health Insurance Portability and Accountability Act.
6. **Parents/guardians of a student with a confirmed case of COVID-19 will be highly encouraged to voluntarily report a COVID-19 diagnosis.**
 - Student confidentiality will be maintained as required by the Americans with Disabilities Act, the Family Education Rights and Privacy Act, state law and Illinois School Code.



RESPONDING TO INFECTIOUS DISEASE SYMPTOMS (COVID-19)

7. **Local health officials will be notified of any known confirmed case of COVID-19.**
 - The school district will notify the Cook County Department of Public Health of any known confirmed cases of COVID-19 within any school or district administration building.
8. **The school district will coordinate with local health officials to determine if and to what extent the school must be closed.**
 - The school district will follow recommendations from local and/or state health officials' recommendations for the scope (single classroom quarantine, multiple classroom quarantine, single school closure, multiple schools closures, entire district closures) and the duration (days, weeks) of school closures.
 - In cases where groups of students must quarantine, remote instruction will be implemented.
9. **Schools will communicate to their respective school communities any known confirmed cases of COVID-19.**
 - Building principals will notify their school communities of known confirmed cases of COVID-19 via the school district's electronic notification system, and the scope and duration of any classroom quarantines or school(s) closures.
10. **Individual classrooms, identified areas within a school or entire school buildings will be cleaned and disinfected thoroughly prior to re-opening.**
 - Any area used by a staff member or student with a confirmed case of COVID-19 will be immediately closed off until proper cleaning and disinfecting procedures have been completed.
 - The school district will follow all CDC, CCDPH, IDPH and ISBE recommendations for sanitizing schools prior to re-opening.

TRANSPORTATION PROVIDED BY ILLINOIS SCHOOL BUS

1. **Symptom checks required.**
 - Students will be required to show drivers their symptom check certification form to board the bus.
 - A student without a symptom check form will not be permitted to ride the bus. It is critical that an adult be at the bus stop with younger students to ensure they have their forms and can board the bus safely.
2. **Bus capacity will be limited to 50 occupants.**
 - Bus riders will practice social distancing to the greatest extent possible and be required to wear masks.
3. **All students will be assigned a seat.**
 - Siblings or students residing together in the same home may be assigned seats without social distancing.
4. **Students will be encouraged to practice social distancing at bus stops.**
 - Students will receive education on maintaining social distancing at bus stops.
 - Parents will be encouraged to monitor their student(s) social distancing practices at bus stops.
5. **To address reduced bus capacity, parents may be encouraged to transport their student(s) to school.**
 - Significant limitations on bus capacity may make it impossible to allow for 6-feet between students.
6. **Bus drivers and students will be required to wear face coverings while occupying the bus.**
 - Any other employee assigned to assist on a bus route will also be required to wear a face covering.
 - School staff will work directly with parents of students for whom wearing a face covering may cause harm (medical, social, emotional).
7. **Windows will be open as weather permits.**
 - To increase fresh air flow during operation, bus windows will be open as weather permits.
8. **Buses will be sanitized between bus routes to the greatest extent possible.**
 - High touch areas will be sanitized between each route.
 - Buses will be fully disinfected daily between routes.

CLEANING AND DISINFECTING PROTOCOLS

1. **The school district will follow all recommendations from Centers for Disease Control and Prevention (CDC), Illinois Department of Health (IDPH) and Illinois State Board of Education (ISBE) for cleaning, sanitizing and disinfecting equipment, classrooms and buildings.**
 - The school district will utilize cleaning products that are known to combat COVID-19 and are approved by the United States Environmental Protection Agency (EPA) for safe use in schools.
 - Many of the school district's cleaning products are Clorox (bleach) based.
2. **Cordless electrostatic sprayers for quick and effective infection control will be utilized as recommended.**
 - Sprayers will be used when students are not present in school buildings.
 - Sprayers reduce the amount of time required to disinfect an area.
 - Sprayers will not replace other effective cleaning practices such as wiping down high touch areas.
3. **Classrooms and restrooms will be sanitized throughout the day.**
 - Frequently touched classroom surfaces and restrooms will be cleaned and sanitized during the school day.
4. **Frequently touched surfaces will be cleaned and sanitized frequently throughout the day.**
 - Frequently touched surfaces including but not limited to doorknobs and railings will be cleaned and sanitized throughout the school day.
5. **All schools and the district office will be disinfected nightly.**
 - Sanitation procedures per recommendations from Centers for Disease Control and Prevention (CDC) and Illinois Department of Health (IDPH) will be followed nightly to disinfect schools prior to use the next day.