

**STUDENT AND PARENT/GUARDIAN HANDBOOK  
2019-2020**



**Leaders in Learning**

***Administrative Center***

*6135 W. 108<sup>th</sup> Street  
708-636-2000*

**Dr. Kevin B. Russell**  
Superintendent of Schools

***Ridge Lawn School***

*5757 W. 105<sup>th</sup> Street  
708-636-2002*

**Mrs. Fran Setaro**  
Principal

***Ridge Central School***

*10800 S. Lyman Avenue  
708-636-2001*

**Mrs. Megan Nothnagel**  
Principal

***Finley Junior High School***

*10835 S. Lombard Avenue  
708-636-2005*

**Ms. Laura Grachan**  
Principal

**Mr. Geoffrey Youngberg**  
Associate Principal

## **VISION STATEMENT**

*To be leaders in learning and lay the foundation to prepare students for higher education.*

## **MISSION STATEMENT**

*Chicago Ridge Public Schools, District 127 ½, in collaboration with all stakeholders, provides a holistic education for students by facilitating innovative and challenging learning experiences.*

## **ATTENDANCE**

Regular attendance is important to successful learning. Students are legally required to attend school on a regular basis.

### **School Hours**

Students:	8:10 AM - 3:00 PM
School Improvement/ Early Dismissal Days:	8:10 AM - 11:30 AM
1:30 PM Dismissals:	8:10 AM - 1:30 PM
Full day Kindergarten:	8:10 AM - 3:00 PM
Half day Kindergarten:	8:10 AM - 12:10 PM
Teachers Hours:	8:00 AM - 3:15 PM

Illinois law requires whoever has custody or control of any child between six (by September 1<sup>st</sup>) 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 (105 ILCS 5/).

Students should not arrive at school before 8:00 AM, as they will not be allowed to enter the building until 8:10 AM. If the weather is determined to be inclement, students will be allowed in the building when supervision is available.

### **Student Absences**

There are two types of absences: excused and unexcused. Excused absences according to the Illinois School Code (105 ILCS 5/26-2a) 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, attending a military honors funeral to sound TAPS or other reason as approved by the principal. All other absences are considered unexcused. The principal must approve pre-arranged excused absences. The school may require a note from a doctor as reason for an absence. Parents/guardians are advised to consult the school calendar before making vacation plans.

To report an absence, parents/guardians should call the school office any time after 4:30 PM the day preceding an absence, or call the school office before 8:30 AM on the day of the absence. These lines are open for calls 24 hours a day. If a call is not received, the parent/guardian will be contacted and informed that the student has not arrived at school. In the event that the parent/guardian cannot be reached, emergency contacts will be called. Failure of a parent or guardian to report their child's absence shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

The phone numbers to report an absence are:

Ridge Central: 708-636-2001  
Ridge Lawn: 708-636-2002  
Finley Junior High: 708-636-2005

### **Tardiness**

Students are required to arrive at school on time daily. Students are considered tardy if they arrive to school after 8:15 AM. Pupils may be required to bring a written note from a parent or authorized adult each time he/she is late for school. Habitual tardiness will be considered truancy.

According to the Illinois School Code (105 ILCS 5/18-8.05 (F) (2) (b), 5/18-12 and 5/10-22.34), tardy students in 2<sup>nd</sup> - 12<sup>th</sup> grade, that attend school for less than 300 instructional minutes but at least 150 minutes will be charged one-half day of absence. Students who require an early dismissal that calculates to less than 300 instructional minutes but are at least present for 150 instructional minutes will be charged with a half-day absence. Exact times will vary between the elementary and junior high school due to calculation of instructional minutes. Any student, 2<sup>nd</sup> – 12<sup>th</sup> grade, in attendance for less than 150 instructional minutes will be charged a full day absent.

A full-day of attendance for students in full-day Kindergarten or 1<sup>st</sup> grade must be 4 clock hours (240) minutes of instruction or more.

Early dismissals will be authorized for medical or emergency reasons. The student must be "signed out" of school by a parent or other authorized responsible adult that is listed under the students emergency contacts. Under no circumstances will students be allowed to leave school on their own during school hours.

### **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 according to the Illinois School Code (105 ILCS 5/26-2a). 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.

### **Absent/Make-Up Work**

If a student is absent or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, within a reasonable time established by the teacher involved for equivalent academic credit. Requests for homework cannot be processed unless we received them prior to 10:00 AM on the day for which the work is requested.

## **ASBESTOS AWARENESS POLICY**

The Illinois Department of Public Health and the United States Environmental Protection Agency require all school districts to maintain records and conduct periodic inspections for changes in conditions of asbestos containing materials within the schools. In keeping with these mandates, the Chicago Ridge Public School District 127½ has completed the surveillance requirements as stipulated by both federal and state regulations and is in compliance with all rules and regulations for asbestos surveillance as required by the IDPH and AHERA (Asbestos Hazard and Emergency Response Act). Anyone interested in reviewing a copy of the District's asbestos management plans should contact the superintendent's office at 636-2000.

## **ATHLETICS AND EXTRA CURRICULAR ACTIVITIES ELIGIBILITY**

All junior high students are actively encouraged to participate in a sport or activity of their choice. The coach/sponsor will make each student aware of the standards necessary for successful involvement of the students. Students who partake in any extra-curricular activity must maintain acceptable academic progress and must display appropriate behaviors in all aspects of school life. Chicago Ridge School District 127 ½ abides by the no-pass/no-play regulations established by the Illinois State Legislature. Students and parents/guardians will be required to sign a contract agreeing to District athletic and extracurricular guidelines.

### **Absence from School on Day of Extracurricular or Athletic Activity**

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

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

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

### **Travel**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student.

### **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced during the school year.

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

### ***The student shall not:***

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;

2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm,

threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

## **BEHAVIORAL INTERVENTIONS POLICY** **FOR STUDENTS WITH DISABILITIES**

It is the purpose of this document to outline the policy of Chicago Ridge School District 127 ½ relative to the use of behavioral interventions with students with disabilities. The fundamental principle of this policy is that non-aversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions.

The use of positive interventions is consistent with the educational goals of enhancing students' academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity and personal privacy and adhere to professionally accepted treatment practices. All of the procedural protection available to students with disabilities and their parents/guardians under the Individuals with Disabilities Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavioral interventions.

It is the intent of Chicago Ridge School District 127 ½ that interventions used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. Interventions that are considered non-restrictive are preferred because of the low risk of negative side effects and the high priority placed on behavior change rather than behavior effects and the high priority placed on behavior change rather than behavior control. These interventions may be used without the development of a written Behavioral Management Plan or inclusion in the student's Individual Education Program (IEP).

Interventions that are considered restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions should only be used when a Behavioral Management Plan has been developed by IEP team and included in the student's IEP. Restrictive interventions shall be used for the minimal amount of time necessary to control the individual's behavior and shall be used in conjunction with positive interventions designed to strengthen appropriate behaviors. Corporal punishment and expulsion with loss of services are illegal interventions and shall not be used.

When confronted with an emergency situation, in which immediate intervention is needed to protect students, other individuals or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's Behavior Management Plan. The emergency intervention selected shall be the least intrusive to reasonably



respond to the situation. When an emergency intervention has been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented.

Chicago Ridge School District 127 ½ shall maintain a Behavioral Intervention Committee to implement the district policy on the use of Behavioral Interventions. In addition, this committee shall monitor the use of restrictive interventions with students with disabilities.

This policy has been developed based on a review of the document entitled “Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities”. This document was prepared by the Illinois State Board of Education and is dated June 30, 1994. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001.

### **BICYCLES**

The school district assumes no responsibility for the security of bicycles. A bicycle rack is provided for student use at Ridge Central, Ridge Lawn and Finley Jr. High. Since safety is always a paramount concern, and students should walk their bikes from the sidewalk to the fence.

Roller skates, roller blades, scooters, and skateboards are not allowed on school property for safety reasons.

### **BOOKS/DESKS/LOCKERS**

Students are loaned various books and equipment throughout the school year. All books should be covered. Students must be responsible for these items and handle them with reasonable care. Students will be held accountable for damage to school property including lockers, desks and books.

Lockers and desks are the property of the school and are **NOT** to be used to store any items considered to be dangerous or illegal. Lockers and desks are subject to inspection or search at *any* time to ensure the safety of the students and staff. Lockers, locker combinations and desks should not be shared. Students who violate guidelines for locker privileges may be subject to the discipline code. Junior high student access to lockers will only be allowed at certain times during the day.

#### **Student Lockers:**

1. **Lockers are school property.** All lockers assigned to students are the property of the school district. *Students have no expectation of privacy with regard to items kept in school lockers.*
1. **Locks.** The school principal shall have custody of all combinations and copies of all

keys to locks on lockers. Students are prohibited from placing locks on any locker without the advance approval of the school principal. Only locks owned by the school can be used on lockers.

3. **Legitimate use of lockers.** Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use their lockers to store contraband --- meaning illegal or unauthorized items, items in violation of Board of Education policy or rules, or any other items reasonably determined by the principal to be a potential threat to the safety or security of others. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge their locker combinations to other students unless authorized by the school principal.
4. **Random or blanket search of locker contents.** Random or blanket searches of school lockers and their contents help deter violations of school rules and regulation, ensure proper maintenance of school property, and provide greater security for students and school personnel. Accordingly, the Board of Education authorizes the principal or his or her designee to search lockers and their contents at any time on a blanket or random basis, without notice, and without parental, guardianship or student consent and without reasonable suspicion of the presence of contraband. The principal or designated employee may request the assistance of law enforcement officer in conducting a locker search. In the course of a locker search, the principal or designated employee shall respect the privacy rights of the student regarding any items discovered that are not contraband.
5. **Search of a particular locker.** In addition to conducting blanket or random searches, the school principal or his or her designee may conduct a reasonable search of a particular locker when there is reasonable suspicion that the locker contains contraband.
6. **Seizure.** When conducting locker searches, the principal may seize any contraband. Any items seized by a school official may be removed from the locker and held by the school official for evidence in disciplinary proceedings and or turned over to law enforcement officials. The parent or guardian shall be notified by the school official of the items removed from the locker.
6. **Notice of policy.** Students and parent or guardians can access a copy of this policy via the district website. Parents or guardians and students will be asked to provide written acknowledgement of receipt of this policy.

### **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 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.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

### ***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.

## **CELL PHONES**

Cell phones are not to be utilized by students during class times. Cell phones should be kept off and away in the lockers at all times (unless permission for use is granted by school officials).

## **CHILD ABUSE: IMPORTANT INFORMATION**

The education of your child is our prime concern, but of equal importance is our concern for your child's safety and social/emotional development. With increasing frequency, we are experiencing more children coming to school from, and going home to, an empty house. It is understandable that emergencies do arise on an infrequent basis, when your child does not have adult supervision for a short period of time. However, a daily pattern of living in this manner is detrimental to the child's safety and development.

The Department of Children and Family Services states that under Illinois Law, they must investigate possible cases of child neglect. Parents should be aware that the D.C.F.S. policy considers it child neglect to fail to provide a child under twelve with proper supervision. If D.C.F.S. becomes aware that a child under age twelve is home alone, it will immediately ask the local police to investigate. If the police cannot arrange for a parent or relative to provide immediate supervision, they will take custody of the child. After consulting the States Attorney's Office, the police may file criminal charges against the parents for endangering a child and/or for child neglect. Prevention of any child being placed in danger is our goal.

### **CLASSROOM ASSIGNMENTS/HOMEWORK**

Daily tasks and homework are important aspects of the instructional process. These assignments are designed to encourage and extend learning.

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. Therefore, it is up to the student, family, and teacher to share the responsibilities for homework.

Homework is an important part of each student's academic year. Homework should enhance and promote a sense of ownership amongst all stakeholder in the learning experience.

#### **Student's Responsibilities:**

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions.
- To gather all materials necessary to complete assignments and know where to access the assignment before leaving the classroom.
- To complete all assignments to the best of his/her ability.
- To return materials and assignments on time.
- To make up any missed homework that the teacher requires.
- Adhering to guidelines

#### **Family's Responsibilities:**

- To promote a positive attitude toward homework as part of the learning process.
- To provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.).
- To offer assistance to the student, but not do the actual homework.
- To put a system in place so homework is completed.
- To notify the teacher when homework presents a problem.
- To read school notices and respond in a timely manner. Regular backpack/folders/organizers clean-ups can be useful in helping students to organize their materials.
- Adhering to guidelines

#### **Teacher's Responsibilities:**

- To provide meaningful and purposeful homework.
- To provide clear directions and instructions.
- To implement a system for routinely checking homework.
- To communicate to the student and family what is expected for completing homework successfully.
- To communicate with families when students are not consistently completing assignments.
- To differentiate homework (when applicable) so that students are assigned what they need versus all students receiving the same assignment(s).
- To only assign homework if it is necessary.
- Adhering to guidelines

### **Principal's Responsibilities:**

- To ensure that homework is consistent with the district's educational goals.
- To ensure that grade level teams have a consistent approach to homework.
- To monitor and support the teachers in the implementation of this homework policy.
- To be aware of the assignment of major projects and their impact on students' overall educational program.
- To be aware of the need for balance among the many learning activities besides homework in students' lives.
- Adhering to guidelines

### **Other**

- Homework includes reading (student choice based on guidance from the teacher) every night as we help each student develop the habit of being a lifelong reader. Written assignments over the course of a week may include a balance of assignments in other content areas.
- Homework shall not be assigned to administer a consequence.
- Students should not miss educational opportunities and/or recess as a result of not completing homework.
- Students will be able to make up missed work due to absences. Students will be allotted the same number of days to make up work as they were absent. Absent work will reflect missed learning versus missed work. In other words, students will only be assigned the essential components missed.
- The District does not require teachers to prepare homework prior to vacations or pre-planned absences. Students will be able to make-up work upon returning to school.

### **Recommended Time Allotments for Homework**

The amount of time it takes each student to complete homework assignments will vary. The following chart indicates approximately the appropriate amount of time for children in each grade to spend on homework. Please note, there may be days when the amount of homework will be more, less, or not assigned. If your child diligently does his/her homework for the maximum allotted time and does not complete it, you may write a note to the teacher explaining the situation. If this is an ongoing problem, please make arrangements to talk to the teacher. If your child thoroughly completes the homework very

quickly and you believe that your child needs additional homework, extra reading or additional practice with mathematics skills is recommended. Chicago Ridge School District 127 ½ values family time. Generally, homework will not be assigned on weekends (elementary schools), school holidays, and during break periods. However, all students should read on a daily basis. The times listed below include all subjects, independent reading (student choice based on guidance from the teacher), project work, and/or studying for quizzes/tests.

Grade	Daily (M-TH)
Kindergarten	Families and children are expected to spend time together with books and guided practice. Often, especially in the beginning of the year, this will mean parents and family members reading aloud to children. As the year progresses and Kindergarten children bring more books from school to home, students may be reading to and with family members.
First	Families and children are expected to spend time together reading books. In addition, 0-10 minutes of homework.
Second	Families and children are expected to spend time together reading books. In addition, 10-20 minutes of homework.
Third	Children will have 20-30 minutes of homework that includes independent reading.
Fourth	Children will have 30-40 minutes of homework that includes independent reading.
Fifth	Children will have 40-50 minutes of homework that includes independent reading.
Junior High (6-8)	Children will have 50-60 minutes of homework that includes independent reading. (accelerated classes may require additional time)

Homework: [Board Policy 6:290](#)

1. Reinforces the knowledge and skills taught in the classroom.  
1497547360. Provides an opportunity for students to use good work habits.  
1497547120. Provides an opportunity for growth in responsibility.

Parents/Guardians can assist with successful assignment/homework completion when they:

1. Reinforce the value of homework.  
1497548800. Provide their child with a suitable study environment.  
1497548880. Reserve a time for homework.

Students are required to have an assignment notebook in which they will record daily tasks. This will be a convenient reference for homework to be completed and will improve student study skills.

### **Homework Policy/Vacation**

If a student is absent or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, within a reasonable time established by the teacher involved for equivalent academic credit. Requests for homework need to be made in advance and cannot be processed unless we received them prior to 10:00 AM on the day for which the work is requested.

If there is sufficient notice, teachers will make every effort to give the homework. If there is no request for homework, assignments will be given when the student returns from vacation.

## **COMMUNICATIONS**

Chicago Ridge School District 127 ½ is dedicated to establishing a solid relationship between home and school. Communications are crucial to a positive relationship. Parents/guardians who wish to contact classroom teachers may send a letter, via Teacherease, utilize email, leave a message for a return call, or make an appointment to visit in person. Teachers will not be called out of class. Safety concerns prohibit unannounced visits to the classroom.

Teachers and administrators may wish to update parents/guardians on student progress, behavior, achievement and other related issues. We will make attempts to contact you directly or leave clear messages requesting a return call as needed. ***Parents/guardians are responsible for notifying the office of any change in phone numbers and addresses as soon as possible.***

Students are not allowed to receive phone calls except in case of dire emergency. Please refrain from calling and leaving messages for students in non-emergency situations.

## **COMMUNITY SERVICES**

The following list of community and family services is provided for support, when needed, to our students and their families. A more detailed list is available in the District's School Safety and Crisis Management Plan.

## **COMMUNITY & FAMILY SERVICES HOTLINES**

CHILD ABUSE NATIONAL HOTLINE:	800- 252-2873
ALCOHOLICS ANONYMOUS: & REFERENCE	312- 346-1475
ALATEEN AND ALA-NON: (SERVES AGES 12-20 YEARS OF AGE)	312- 409-4058
West Suburban	630- 627-4441
Joliet	815- 773-9623
SOUTH SUBURBAN FAMILY SHELTER, INC:	708- 335-3028

**LOCAL SERVICE AGENCIES:**

METROPOLITAN FAMILY SERVICES/SOUTHWEST  
10537 South Roberts Road  
Palos Hills, IL 60465  
Counseling Programs  
(708) 974-2300

WORTH TOWNSHIP YOUTH SERVICE BUREAU  
11601 S. Pulaski  
Alsip, Illinois 60803  
(708) 388-2101  
Counseling/Parent Training Programs  
(708) 371-2900

Y.M.C.A. NETWORK  
3801 w. 127<sup>TH</sup> Street  
Alsip, Illinois 60803  
708-497-1135

CHRIST COMMUNITY HOSPITAL	708-425-8000
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**DISCRIMINATION**

Chicago Ridge School District 127 ½ does not discriminate on the basis of color, race, national origin, sex, or disability.

**EARLY ARRIVALS/STUDENT DISMISSAL**



Children should not arrive at school more than ten minutes before the tardy bell, because there is no supervision until this time. Pupils who are transported by the district will be given consideration because bus schedules cannot always fit these limitations.

To ensure that all students arrive home safely, it is imperative that they are picked up after dismissal in a timely manner. If students have not been picked up after 30 minutes from dismissal and attempts have been made to contact parents and emergency numbers, the police department will be contacted.

### **EL PROGRAM**

Chicago Ridge School District 127 ½ provides TBE (Transitional Bilingual Education) and TPI (Transitional Program of Instruction) services to identified students in grades Kindergarten through eighth grade. This program is partially funded by state and federal grants. All students with a bilingual background listed on the Home Language Survey are screened for this program through the **WIDA Screener**. Teachers and parents may recommend second language learners for this program if the student's academic success falls below grade level. Highly qualified certified teachers work with small groups in order to provide individualized instruction in English acquisition skills, as well as provide content area curriculum support. Parents are involved through family workshops, advisory boards, meetings and classroom visits. A lending library is available for additional student practice at home with their families. The EL certified staff provides professional development for general education teachers with EL students in their classroom. After-school tutoring and summer programs have also been provided for an extended year experience for EL students. Parents looking for information about this service call Mrs. Sarah Said bilingual director, at 708-636-2001 ext. 5109.

### **EMERGENCY CLOSING OF SCHOOL**

School closing announcements are broadcast on the District's website, [www.crsd1275.org](http://www.crsd1275.org). In addition to the District's website, notification will also be sent via ***School Messenger***. ***Directions for School Messenger are on the District website. This system will alert parents through home phones, cell phones, emails and text messaging.*** It is very important that parents communicate to school officials any change of home, work or cell phone numbers.

### **FIELD TRIPS**

Field trips are taken during the course of the year to provide students with the educational experiences necessary to support and expand the educational program. According to Board Policy 645.09, students ***must have written permission from their***

*parent(s)/guardian(s)* to participate. The costs of such excursions are to be assumed by the student unless otherwise stipulated. Students may lose the privilege of participation in field trips due to behavior issues. (Please refer to the Discipline Code in this handbook). **Reimbursement for field trips will not be made due to loss of trip because of discipline issues.**

### **HALLWAYS AND PASSING PERIODS**

Students should move through hallways in an orderly manner, keeping to the right, and not obstructing the free movement of other students and keeping hands, feet and belongings to themselves.

Students are required to arrive in classrooms on time. If permission is granted to leave the classroom and students are moving through the hallways after passing periods, he/she must have a pass. Students will spend a minimal amount of time in the hallways.

### **HARASSMENT OF STUDENTS PROHIBITED**

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

#### **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating,” “hostile,” and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Building Principal or Assistant Building Principal. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

### **HOMEMADE TREATS/ ALLERGIES**

Due to Health Department guidelines, students are asked *NOT* to bring homemade treats for distribution to classmates at any time. Students may, however, with permission of the teacher, bring commercially made and packaged treats to school for special occasions, parties, birthdays, etc. It is imperative that school personnel receive communication from parents/guardians regarding student allergies to maintain safety for students. The district encourages healthy treats be a priority in order to maintain the guidelines of the district wellness policy.

### **INSPECTION OF INSTRUCTIONAL MATERIALS**

Parents/guardians have the right to inspect instructional materials used in the course of instruction in the District’s academic programs. Objections to the selection and use of curriculum materials used by District staff may be made by the public. A complainant shall be directed to register the complaint with the classroom teacher and to complete a Curriculum Reconsideration Request Form (See [Board Policy 6:260](#)). Upon receipt of the Form the classroom teacher and the District staff responsible for the District’s educational programming shall review the curriculum areas in question and submit a written report to the complainant. Copies of the Request Form and the staff’s report shall be given to the Building Principal and the Superintendent.

If the complainant is not satisfied with the decision contained in the staff report, the complainant may appeal the decision to the Building Principal. The Principal will meet with the complainant in an attempt to resolve the matter. If the matter remains unresolved, the Principal shall refer the matter to the Superintendent.

The Superintendent shall make an effort to resolve the matter with the complainant. Should the matter remain unresolved, the Superintendent shall refer the matter to the

Board of Education with a recommendation for resolving the complaint. The decision of the Board of Education shall be final.

### **INTEGRATED PEST MANAGEMENT POLICY**

Chicago Ridge School District practices an Integrated Pest Management program ([Board Policy 4:160](#)), that combines preventive techniques, non-chemical pest control methods and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The district maintains a registry of people who wish to be notified prior to pesticide applications.

### **INTERNET POLICY/ SOCIAL NETWORKING**

#### **DISTRICT PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES AND NETWORK**

Chicago Ridge School District 127 ½ is pleased to offer its students access to the Internet. The Internet is a tool for life-long learning. In making decisions regarding student access to the Internet, Chicago Ridge District 127 ½ considers its own stated educational mission, goals and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even though the District may institute technical methods or systems to regulate students' Internet access, those methods will not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages.

Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using any type of media and information sources. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Chicago Ridge District 127½. Access is a privilege, not a right. Access entails responsibility. Users will comply with all state, local, and federal laws and follow the rules of network etiquette at all time.

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

**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 system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the 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. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**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.

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

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the 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.

### **Usage Guidelines**

The Internet user will be held responsible for his/her actions. Unacceptable use of the network will result in the suspension or revoking of these privileges and/or other disciplinary actions, which could involve the District Discipline Code. Some examples of such unacceptable use are:

1. Using the network for any illegal or unethical activity, including violation of copyright or other contracts;
2. Using the network for financial or commercial gain;
3. Degrading or disrupting equipment, software or system performance;
4. Vandalizing the data of another user;
5. Attempting or gaining unauthorized access to resources;
6. Using an account owned by another user;
7. Posting personal communications without the original author's consent;
8. Posting anonymous messages;
9. Downloading, storing, or printing files or messages that are threatening, violent, obscene or profane.
10. Utilizing the network for any type of cyber bullying.

## **SOCIAL NETWORKING POLICY FOR STUDENTS**

## **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES FOR VIOLATIONS OF SCHOOL RULES OR PROCEDURES**

If your child has an account on a *social networking website*, e.g., Facebook, Instagram, Twitter, ask.fm, etc., please be aware that State law requires school authorities to notify you that your child may be asked to provide his or her password for these accounts to school officials in certain circumstances. *Social networking website* means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

School authorities may not require a student or his or her parent/guardian to provide a password or other related account information in order to gain access to his/her account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

### **SOCIAL NETWORKING**

*Students are to refrain from contacting any district staff members through any types of social networking.*

### **LUNCHROOM AND FOOD SERVICE**

Chicago Ridge School District 127 ½ participates in two federal programs provided through the USDA; the National School Lunch Program and the School Breakfast Program. Currently, the District qualifies for the Community Eligibility Program, which provides both breakfast and lunch at no cost to students of the District. Please be aware that students must still place orders indicating which daily meals they wish to receive. In an effort to be mindful of waste, we ask that students only order meals that they intend to consume.

Student behavior during lunch should be based on courtesy, cleanliness and safety. All students will enter promptly, receive lunch, remain seated throughout, and dispose of garbage as they are dismissed for class.

#### **Cafeteria/Lunchroom Rules**

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.



- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated in the cafeteria except to return to the lunch line.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to the staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

Non-Discrimination Statement in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at <https://www.ascr.usda.gov/how-file-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; 2. Fax: (202) 690-7442; or Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

### **MEDICATIONS**

State law prohibits the dispensing of medications, including aspirin, to students. If your child has an illness, which necessitates medication, please contact the school nurse to determine what arrangements can be made to handle the situation legally following state directives. Written forms, which must be signed by the attending physician, are available in the office. These forms must be renewed annually.

### **NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Chicago Ridge School District 127 ½, with certain exceptions, obtain your written consent

prior to the disclosure of personally identifiable information from your child's education records. However, Chicago Ridge School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Chicago Ridge School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks or provide caps and gowns for graduates. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>(1)</sup>

If you do not want Chicago Ridge School District 127 ½ to disclose directory information from your child's education records without your prior written consent, you must annually notify the District in writing by September 15. Chicago Ridge School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

### **NON-CUSTODIAL PARENT RIGHTS**

Upon the request of either parent of a student who are divorced, copies of the following student records and reports may be furnished by mail or otherwise released to a

non-custodial parent unless the Principal is provided a certified copy of a court order expressly prohibiting such release: reports or records which reflect the student's academic progress, reports of the student's emotional and physical health, notices of school-initiated parent-teacher conferences, notices of major school-sponsored events (e.g., open houses and similar events which involve student parent interaction), and the school calendar.

**NOTIFICATION OF RIGHTS UNDER THE PROTECTION  
OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parent(s)/guardian(s) to a student who is 18 years old or an emancipated minor under State law.

Chicago Ridge School District has adopted policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. Chicago Ridge School District will also directly notify, such as through U.S. Mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the United States Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

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

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

### **PARENTS RIGHT-TO-KNOW**

In accordance with ESEA Section 1111 (h) (6) *Parents Right to Know*, parents of a student in a Title 1 school have the right and my request information regarding the professional qualifications of their child's classroom teacher. This information regarding the professional qualifications includes the following: *Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher is teaching under emergency or other*

*provisional status through which State qualification or licensing criteria have been waived; the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree and whether the child is provided services by paraprofessionals and, if so, their qualifications.*

### **PERSONAL PROPERTY**

Students are encouraged to leave personal property, especially that which is of value, at home. **The school cannot be responsible for lost or stolen items.** Electronic equipment, including laser pens, is strictly forbidden at school by Illinois School Code (ILCS 5/10-20.28). Toys and other objects which are a distraction to the learning process should be left at home. Cell phones are allowed, but must be turned off and kept in the locker. The use of cell phones is restricted to after-school activities or individual use in the office with permission.

### **PHYSICAL EDUCATION**

State law requires that all students participate in physical education. Our classes will be co-educational. The emphasis in our program will be in skill development, team sports, individual activities, sportsmanship and physical fitness.

Students at the junior high are expected to wear appropriate P.E. uniforms; shorts and T-shirt with their name clearly written on it. We do have gym uniforms available at the junior high office for purchase.

If a student is unable to participate in gym class due to illness or injury, a note from the parent/guardian is needed. If a student will be out of class for two or more days, a doctor's note is required.

### **PROGRESS REPORTS, GRADING AND PROMOTION**

Progress reports will update parents/guardians and students regarding academic achievement. Teachers and administrators may also indicate specific comments related to a student's progress on these reports. In addition, parents/guardians have the opportunity to meet with teachers and/or the Principal to discuss a student's academic progress. Please call to establish a mutually convenient appointment.

Student academic achievement is assessed in terms of the attainment of measurable specific skills determined by the teaching staff to be their instructional goals and objectives. Student academic achievement is graded in terms of standardized criterion-referenced test scores, letter grades, and/or other assigned numerical criteria.

#### **Reporting to Parent(s)/Guardian(s)**

Parent(s)/guardian(s) shall be informed of their child's progress in school at regular intervals. Divorced or separated parents will both be informed, when requested, unless a court order requires otherwise. All grades and symbols will be appropriately explained. Grading will not be used for disciplinary purposes. Grading will be based on improvement, achievement, and capability. Parent(s)/guardian(s) will be notified when a student's performance requires special attention.

Various methods for communicating with parent(s)/guardian(s) will be used:

1. Parentteacher conferences, conducted on a regular basis, are an effective means of reporting student progress to parent(s)/guardian(s).

Parent-teacher conferences may be scheduled on different days and at different times to accommodate the various grade levels and attendance centers.

2. Additional methods for reporting, such as Teacherease, open house, parent education meetings, and newsletters, shall be the responsibility of each Building Principal. At the Junior High grades progress reports and report cards are posted on Teacherease.
3. Interim reports, through which teachers contact parents to impart information or to arrange a conference when teachers believe additional information should be shared, shall be encouraged. Teachers also shall make every effort to be available to meet with parent(s)/guardian(s) at a mutually agreed upon time.

#### **Promotion, Retention, and Remediation**

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

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

Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of the advantages and disadvantages of alternatives. When any alteration in a student's normal progression through school is contemplated, all factors must be considered.

Please note that eighth grade stage graduation is a privilege reserved for those students who have not been eliminated for academic or disciplinary reasons.

## **RESIDENCY**

According to the Chicago Ridge Board of Education policy 705.05, parents/guardians are required to provide proof of residency on an annual basis. Acceptable proof of residency includes: utility bill, tax bill, mortgage papers, or contract on a house. A driver's license or other picture identification will be needed in addition to the aforementioned documents.

## **SCHOOL SAFETY AND CRISIS MANAGEMENT PLAN**

Chicago Ridge School District 127 ½ adopted a School Safety and Crisis Management Plan to provide a proactive, step-by-step plan to prevent chaos in times of crisis and to provide for school safety in March of 1996. We work closely with the Village of Chicago Ridge and Emergency Services Personnel, including the police and fire departments, to update our plan on an annual basis. Scheduled fire drills, tornado drills, shelter in place and lock-downs will be practiced.

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.

## **SERVICES AVAILABLE TO DISABLED CHILDREN AGES BIRTH TO 3 YEARS**

### **Family Rights**

All families with a child age birth to 3 years that is eligible for early intervention services in Illinois are guaranteed rights by federal law.

#### **2. Families Have the Right to an Evaluation.**

Eligibility is decided by an evaluation of the child within 45 days of referral, unless the family requests more time. The evaluation is done by a multidisciplinary team of professionals who examines the child's medical history, development and current abilities. If the child is eligible for services, the child and family also have the right to ongoing assessments of the child's strengths, skill levels, progress and needs.

#### **2. Eligible Families Have the Right to a Coordinated Plan.**

Also within 45 days of being determined eligible for services, each eligible child and family should have a written Individualized Family Service Plan for providing early intervention services that include the family's resources, priorities and concerns for their child. The Individualized Family Service Plan is written and then reviewed every six months.

#### **3. Families Have the Right to Consent.**

Consent or permission must be obtained in writing from the family before conducting an evaluation, assessment, or beginning or ending early intervention services.

Parents/guardians can choose to refuse a particular service without jeopardizing any other services. Parents/guardians may also refuse a service at any time, even after accepting it, without affecting other early intervention services.

**4. Families Have the Right to Prior Notice.**

Parents/guardians must receive written notice ten (10) working days prior to any changes in their child's early intervention services. The notice, which must also inform parents of their rights, must give details of the decision and any reasons for the action. The notice must be in plain language and easily understood by the parents/guardians. Parents/guardians must indicate that they have received and understand this prior written notice.

**5. Families Have the Right to Privacy.**

The law provides for your protection at all times. Any information that personally identifies you, your child, or your family cannot be shared with any other agency without first receiving your permission. If the early intervention services providers feel it would be beneficial to share information, they must contact you, explain the situation and ask for your written permission. You don't have to give your permission, and refusing will not affect your services.

**7. Families Have the Right to Review Records.**

Parents/guardians may inspect, review and amend records relating to their child and family. They may also request a copy of any records.

**7. Families Have the Right to Understand.**

All families have the right to receive early intervention information in a manner they can understand. Notices must be written in a way that is understandable to the general public. If English is not the primary language of the family, that family has the right to receive information in their primary language, unless it is clearly impossible to do so. If a family uses another method of communication, such as sign language or Braille, they have the right to receive information that way.

**8. Families Have the Right to Disagree.**

You have the right to file a complaint and have it resolved. If parents/guardians and the early intervention service providers disagree, the law provides for a timely resolution with three methods: file a complaint; request mediation at no cost to participants; or request an impartial due process hearing. While the disagreement is being resolved, the child must continue to receive early intervention services unless the parents/guardians and services providers agree otherwise.

**For more information about the Early Intervention Services System, call 1-800-323-GROW (1-800-323-4769).**

**SCHOOL VISITATION RIGHTS ACT**

820 ILCS 147

The School Visitation Rights Act permits employed parent(s)/guardian(s), who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at their child's school. Please review the following copy of this Act to determine if you are entitled to a school visitation leave.



147/1.     **Short title**

§ 1.     This Act may be cited as the School Visitation Rights Act.

147/5.     **Policy**

§ 5.     The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

147/10.    **Definitions**

§ 10.    As used in this Act:

- I. "Employee" means a person who performs services for hire for an employer for:
  - (1) at least 6 consecutive months immediately preceding a request for leave under this Act; and
  - (2) an average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months.
  - (3) "Employee" includes all individuals meeting the above criteria but does not include an independent contractor.
- II. "Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or a nonprofit organization.
- III. "Child" means a biological, adopted or foster child, a stepchild or a legal ward of an employee and who is enrolled in a primary or secondary public or private school in this State or a state which shares a common boundary with Illinois.
- IV. "School" means any public or private primary or secondary school or educational facility located in this State or a state which shares a common boundary with Illinois.
- V. "School administrator" means the principal or similar administrator who is responsible for the operations of the school.

147/15.    **School conference and activity leave**

§ 15.

- (a) An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The

employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.

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othing in this Act requires that the leave be paid.

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or regularly scheduled, non-emergency visitations, schools shall make time available for visitation during regular school hours and evening hours.

**147/20. Compensation**

§ 20. An employee who utilizes or seeks to utilize the rights afforded by this Act may choose the opportunity to make up the time so taken as guaranteed by this Act on a different day or shift as directed by the employer. An employee who exercises his rights under this Act shall not be required to make up the time taken, but if such employee does not make up the time taken, such employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. Employers shall make a good faith effort to permit an employee to make up the time taken for the purposes of this Act. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of wages on an overtime basis. Notwithstanding any other provision of this Section, if unpaid leave under this Act conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, an employer may require an employee to make up the leave hours within the same pay period.

**147/25. Notification**

§ 25. The State Superintendent of Education shall notify each public and private primary and secondary school of this Act. Each public and private school shall notify parents or guardians of the school's students of their school visitation rights. The Department of Labor shall notify employers of this Act.

**147/30. Verification**

§ 30. Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the employer. The State Superintendent and the Director of the Department of Labor shall suggest a standard form of documentation of school visitation to schools for use as required by this Section. The standard form of documentation shall include, but not be limited to, the exact time and date the visitation occurred and ended. Failure of a parent or guardian to submit the verification statement from the school to his or her employer within 2 working days of the school visitation subjects the employee to the standard disciplinary procedures imposed by the employer for unexcused absences from work.

**147/35. Employee rights**

§ 35. No employee shall lose any employee benefits, except as provided for in Section 20 of this Act, for exercising his or her rights under this Act. Nothing in this Act shall be construed to affect an employer's obligation to comply with any collective bargaining agreement or employee benefit plan. Nothing in this Act shall prevent an employer from providing school visitation rights in excess of the requirements of this Act. The rights afforded by this Act shall not be diminished by any collective bargaining act or by any employee benefit plan.

147/40. **Applicability**

§ 40. This Act applies solely to public and private employers that employ at least 50 or more individuals in Illinois, and to their employees.

147/45. **Violation**

§ 45. Any employer who violates this Act is guilty of a petty offense and may be fined not more than \$100 for each offense.

147/49. **Limits on leave**

§ 49. No employer that is subject to this Act is required to grant school visitation leave to an employee if granting the leave would result in more than 5% of the employer's work force or 5% of an employer's work force shift taking school conference or activity leave at the same time.

### **SCHOOL VISITORS**

The Board of Education and Staff of Chicago Ridge School District 127 ½ welcomes members of the community and other interested persons to visit the schools. Safety concerns prohibit unannounced visits by parents to the classroom. Visitors are **REQUIRED** to provide a valid ID that will be processed through the V-soft system upon entering the school building, obtain a Visitors' pass, and are required to sign-out prior to departure. *All individuals entering our school buildings or riding on our school busses may be subject to video and audio surveillance for the protection of our students.*

Visitors should be aware that the Teachers' Lounge in each building is restricted to **staff use only** during school hours.

Students and visitors are reminded to keep away from all parked cars. Any vandalism to district or personal property will be the responsibility of the perpetrator. Vandals will be subject to criminal prosecution as well.

Federal, state and local laws **prohibit the use of tobacco products** on school property by anyone at **all** times.

### **SPECIAL EDUCATION SERVICES**

An entire continuum of support services is available for students in District 127½. Our special education classes are designed to create programs to meet the individual educational needs of identified students.

District programs are designed with the intent of complying with state and federal laws and rules and regulations, as well as any subsequent legislation which guarantees that children with disabilities have equal access to a public education.

As part of its mission, the Chicago Ridge Public Schools seeks to locate, identify and evaluate all children with disabilities residing within the school district boundaries. The District conducts an annual screening program for children ages 3-5 to identify children in need of special education services that will assist them in making satisfactory educational progress upon entering public education.

Congress provides for federal Medicaid reimbursement to school districts to assist in maintaining and improving special education programs. The District will apply for Medicaid reimbursement for special education services provided to Medicaid eligible students, unless parents have a written objection on file.

### **SPORTS PHYSICALS**

Any junior high school student participating in sports during the school year must have a completed physical prior to the start of the season to be eligible for participation.

### **STRUCTURED RECESS**

Students in the elementary schools participate in Structure Recess activities which increase their physical education minutes during the school year.

### **STUDENT DRESS CODE**

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 sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted.
- 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 **closed-toed** footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal or designee will make the final decision.

- Student 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 discipline.

The District reserves the right to determine if student dress is inappropriate or disrupts the educational environment. In addition, this dress code also applies to all school related activities, such as field trips and dances.

## **STUDENT RECORDS**

### **Notice to Parents and Students of Their Rights Concerning a Student's School Records**

The District maintains two types of school records for each student: *permanent* record and *temporary* record. These records may be integrated.

The *permanent record* includes:

- Basic identifying information
- Academic transcripts
- Attendance record
- Accident and health reports
- Scores received on the Prairie State Achievement Examination
- Information pertaining to release of this record
- Honors and awards
- School-sponsored activities and athletics

The *temporary record* may include:

- Family background
- Completed Home Language Survey
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results, including scores on the Illinois Standards Achievement Test
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Special education files
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information, including information regarding any punishment for misconduct

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 education 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. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they

wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

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

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians 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(s)/guardian(s) 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 is permitted without consent 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(s)/guardian(s) 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 will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) 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.**

Student 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 concerning the parent's/guardian's child.**

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

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors
- Information in relation to schoolsponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parents/guardians 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. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.*

A photograph of an unnamed student is not a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

**6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

**7. 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.

8. 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*

### **TRANSPORTATION**

Bus transportation is provided as a privilege for all eligible students. Bus riders are responsible for arriving at the bus stop at the designated time. In addition, we must provide safe passage for all of our students. To ensure this, the driver must have complete concentration at all times. Students should not distract his/her efforts in any way.

Only students who are assigned to a bus will be allowed to ride that bus. ***Students who are designated as “walkers” are not allowed to ride the bus to and from school.*** The privilege of bus transportation will be ***suspended*** for students who misbehave at the bus stop or on the bus in any way. Students will board and exit the bus at their designated stops only. Further, students must ride only the bus to which they are assigned.

*(Please refer to the Bus Conduct Section, which is listed in the Discipline Code of the Handbook.)*

### **UNIFORM GRIEVANCE PROCEDURE**

Students, parents/guardians, employees, or community members should notify any District Administrator who is authorized to serve as a designated District Complaint Manager, if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims’ Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 93-0006; or



## 12. Provision of services to homeless students.

The Administrator will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

### 1. Filing a Complaint

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

### 2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 30 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

### 3. Decision and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the School

Board's decision to the Regional Superintendent pursuant to Section 3-10 of *The School Code* and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of *The School Code*.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

*District administrators authorized to serve as Complaint Managers and their telephone numbers are as follows:*

**Mr. Cary Hillegonds, Director of Special Services: 708-636-2001**

**Mrs. Sarah Said, Director of EL Services: 708-636-2000**

## **WELLNESS POLICY**

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

### **Goals for Nutrition Education and Nutrition Promotion**

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

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

### **Goals for Physical Activity**

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board

policy [6:60](#), *Curriculum Content* and Board policy [7:260](#), *Exemption from Physical Education*.

- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy [6:60](#), *Curriculum Content* and Board policy [7:260](#), *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education.

### Nutrition Guidelines for Foods Available During the School Day

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

### Exempted Fundraising Day (EFD) Requests

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

### Guidelines for Reimbursable School Meals

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

### Monitoring

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

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

### Community Input

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