



**2021-2022**

# **Parent/Student Handbook**

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## **INTRODUCTION**

Dolton West School District 148 is a pre-kindergarten through eighth grade system with one early childhood center, six elementary schools, and three junior high schools. The District serves families in sections of Dolton, Riverdale, Harvey, and South Holland and is comprised of 4.70 square miles.

This handbook/calendar is intended to provide key information, dates, procedures and guidelines to parents/guardians, students, and the community. This handbook supersedes all prior handbooks. It is in alignment with all state mandates and policies.

## **PHILOSOPHY**

District 148 believes all children can learn and each child has unique talents and abilities that the school experience should highlight and develop. Education should combine challenge and success, expectations and support, independence and responsibility. The proof of success for District 148's educational program is the development of students who will contribute positively and productively to home and society as responsible adults.

## **MISSION**

The Mission of School District 148 is to challenge and support all students to reach their highest level of performance.

## **GOALS**

District 148 will continue to improve student achievement:

1. By ongoing alignment of the District curriculum to the Common Core State Standards.
2. By providing all teachers and support staff with professional development opportunities that will help all staff to engage students in the teaching and learning process.
3. By collaborating with parents and the community to bridge relationships that support academic excellence.

## **GENERAL INFORMATION**

### **ABSENCES, ATTENDANCE AND PREPARATION**

All students are expected to be present, on time, and prepared each day with the proper tools to accomplish academic assignments. Students who are in attendance every day get the full benefit of all educational opportunities available at our schools. They acquire the knowledge and skills they need to be successful in life and discover new interests while developing positive relationships.

Students' absences will be excused only for the following reasons: illness, death in the immediate family, family emergency, recognized religious holidays, for religious instruction and for attending a military honors funeral to sound TAPS (Applies to Grades 6 and above) at a military honors funeral held in Illinois for a deceased veteran. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirement for a written excuse when the student returns to school. Additionally, a student will be excused from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

For the safety of your child, if he/she is going to be absent, please call your child's school before 9:00 a.m. and provide the following information:

**CHILD'S NAME  
CHILD'S TEACHER,  
SPECIFIC REASON FOR ABSENCE**

Please save time and effort by doing this, otherwise phone calls must be made to the home or work if the parent does not notify the school.

Any students excluded from school by the nurse or Principal for medical concerns must have a doctor's note to be readmitted to school.

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School assignments missed during absences are expected to be made up in a reasonable length of time as directed by the teacher.

Student(s) absent due to vacations will be given assignments upon return only.

Cases of habitual absence will be checked by the school nurse, social worker and/or Principal. If remediation is not made, the truancy department and courts of Cook County will be contacted.

### **ADMISSION AND RESIDENCY**

Only students who reside within District 148's boundaries may attend a District school on a tuition-free basis unless otherwise provided by applicable State or Federal Law. Children must be five years of age on or before September 1st to be enrolled in Kindergarten. An original, certified birth certificate shall be presented at the time of registration. Current medical and immunization records must also be presented. All registration forms are available using the online registration process. Proof of residency must be provided in person for new students only. The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent/guardian who is a member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

### **INSTRUCTIONAL HOURS**

Pre-Kindergarten Full-Day

8:45 a.m. – 3:00 p.m.

Half-Day Kindergarten

8:45 a.m. – 11:30 a.m.

Full-Day Kindergarten and Grades 1 - 6

8:45 a.m. - 3:00 p.m. at all elementary schools

Grades 7- 8

8:45 a.m. - 2:30 p.m. at Lincoln Junior High, Roosevelt Junior High and  
Washington Junior High schools.

### **STANDARDS FOR BEHAVIOR ON SCHOOL PROPERTY**

The following statement of standards reflects expectations for everyone - students, staff, parents, and visitors who are on District property including school buildings, grounds, parking areas, vehicles used for school purposes, and any location used for conducting school business. These standards respect constitutional rights. While individual differences are acknowledged, the need for an educational environment free from disruptive forces is mandatory. Everyone in the school is required to conform to these standards. All school and District rules reflect and support these standards.

1. Individuals are responsible for their own actions and their responses to the actions of others.
2. Individuals will practice polite and respectful interactions with others.
3. Individuals may disagree, but they will not threaten or harm others.
4. Individuals will not use foul or derogatory language.
5. Individuals will not bring to the schools weapons or items that could be used or mistaken for weapons.
6. Individuals will not physically threaten, coerce, or attack others.
7. Gangs and gang activities will not be tolerated.
8. Individuals will accept the reality that the greater good for groups of people will outweigh most individual desires.
9. Individuals will not consume, possess, distribute, or be under the influence of an alcoholic beverage or illegal drug.
10. Individuals will not use or possess medical cannabis.

School personnel will make every attempt to continue to resolve problems. However, if the school environment is disturbed, the following steps will be taken:

1. The individual creating the disturbance will be asked to leave the school property.
2. If the individual refuses to leave, local police will be contacted.

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3. Upon arrival of the police, the individual will be escorted off school property and may be subject to criminal prosecution.

Notice is hereby given that District 148 utilizes video surveillance on school properties.

#### **STUDENT ARRIVAL AND DISMISSAL**

Students may enter school buildings at 8:35 a.m. Please make sure your child arrives at school on time each and every day. Students are expected to head home immediately after school is dismissed unless he/she is there for an educational activity planned by a teacher or is enrolled in an after-school program.

#### **BAND AND VOCAL ENSEMBLE PROGRAM**

Eligible students in Grades 4-8 may participate in the District's Band and/or Vocal Ensemble Program. Lessons and rehearsals are scheduled before, during, and after school hours. If needed, an instrument rental program is available.

#### **BIRTH TO AGE THREE PROGRAM/FAMILY ENRICHMENT PROGRAM**

The Family Enrichment Program, sponsored by ECHO (Exceptional Children Have Opportunities), is offered to District 148 residents with children from birth to age three. Play school, workshops, field trips, and more are offered at no charge to parents. Transportation can be provided. The Family Enrichment Program is housed at the Annex, 150 W. 137th St., Riverdale, IL. For further information call (708) 841-5950.

#### **SCHOOL BREAKFAST AND LUNCH PROGRAM**

Breakfast and lunch are served every day to all students free of charge. The District also participates in the Community Eligibility Option of the Federal Free Lunch program which is available to all students in full-day Kindergarten and Grades 1-8. Families who are not on the Illinois State Board of Education's Direct Certification list are to fill out a household income form which is available from the school office at registration.

Students can bring a sack lunch from home. Students who bring their lunches must bring them in the morning. Students are not allowed to call home for forgotten lunches. Parents are discouraged from bringing lunches to school because it interrupts the instructional program.

Eating lunch in school is a privilege. Any students who misbehave during lunch will be given a consequence in accordance with the lunch rules for their school.

#### **EMERGENCY WEATHER OR OTHER PROBLEMS: DURING SCHOOL HOURS**

All students are drilled for emergency procedures during school hours. Students will be directed to special locations for protection and remain there until conditions clear. In the event of a tornado sighting near the school at the end of the school day, students will not be dismissed until an "all clear" is given.

During circumstances of severe weather, children will be released ONLY to parents/guardians.

#### **EMERGENCY WEATHER: CLOSING OF SCHOOL**

It is possible, particularly during the winter months, severe weather may force the closing of school. If schools are closed, an automated phone call will be made to parents/guardians. Chicago area radio and television stations also will be notified, announcements will be given through the media and any closings will be posted on the District's website at: [www.district148.net](http://www.district148.net).

#### **2021 - 2022 SCHOOL FEES**

Registration fees for the 2021-2022 school year will be waived for all students attending Dolton Riverdale School District 148.

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## **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:30, *Community Use of School Facilities*. Any student may file a grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

### **Sex Equity**

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

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*.

A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

### **Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

## **VISITORS**

The District encourages parents/guardians to visit our schools during school hours.

All of our school buildings are equipped with electronic security systems and visitors are admitted via a buzzer system. A visitor management and screening system also requires parents, visitors, volunteers, contractors, and anyone who enters a District facility to go to the Principal's office of each building, sign a visitors' log, and present a driver's license or valid state identification card for scanning before being allowed further entry into the buildings. Visitors will be given a printed badge to be worn throughout their visit. Visitors who arrive without a photo ID will not be admitted into the buildings.

Parents wishing to visit a classroom are expected to provide the school with 24-hour notice so the classroom teacher may be consulted prior to a proposed visit. The building principal determines when such visits can be made along with their duration and frequency.

## **PROCEDURES, POLICIES & GUIDELINES**

### **ACCELERATED PLACEMENT**

The Accelerated Placement Act (Public Act 100-0421) was signed into law on August 25, 2017 and took effect July 1, 2018. The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to Kindergarten or First Grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the Building Principal for additional information.

## **ALCOHOL AND ILLICIT DRUGS**

### **Prohibition**

The use or possession by students of alcoholic beverages, illicit drugs, including but not limited to marijuana, controlled substances, anabolic steroids, look-alike substances, needles and drug paraphernalia, as defined in applicable Illinois and Federal Statute (other than drugs prescribed by a doctor) shall not be permitted on the school property, on school buses, within the school building, or at any school-sponsored activity.

### **Definitions**

For the purposes of this policy, controlled substances include any drugs:

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1. Not legally obtainable.
2. Being used in a manner different than prescribed.
3. Legally obtainable, but have not been legally obtained.

### **Curriculum**

Drug abuse education and prevention relating to the effects of and potential dangers involved in the use of illicit drugs, alcohol and harmful substances, including anabolic steroids are included in the curriculum in compliance with the provisions of the Drug-Free Schools and Communities Act of 1986, as amended. Age-appropriate, developmentally-based drug and alcohol education prevention programs providing information concerning effective techniques for resisting peer pressure to refuse illicit drugs, anabolic steroids, and/or alcohol are also provided in the curriculum.

### **Gross Misconduct and Consequences**

#### **1. Gross Misconduct**

- A. Sale of, or supplying to others, or offering for sale or use of, alcoholic beverages, illicit drugs, controlled substances, or anabolic steroids, look-alike substances, or drug paraphernalia on school property, or while under the jurisdiction of the school.
- B. Possession of alcoholic beverages, illicit drugs, controlled substances, or anabolic steroids, look-alike substances, or drug paraphernalia on school property or while under the jurisdiction of the school.
- C. Under the influence of alcoholic beverages, illicit drugs or controlled substances at school or while under the jurisdiction of the school.

#### **2. Consequences**

- a. Consequences which may be administered by the Superintendent of Schools or the Principal:
  1. Suspension, if warranted, of the offending student upon compliance with the procedural statutory provisions and school regulations preliminary to any student suspension.
  2. A student who has been disciplined for violation of this policy, upon return, will be referred to the school social worker to discuss counseling, rehabilitation and re-entry programs that are available to students.
  3. If there is reason to believe a student is using illicit drugs at any time on or off school premises, the school's health and counseling services will be made available to the student and his/her parents/guardians.
  4. A student who acknowledges to a counselor, social worker, or other appropriate personnel that he/she has a drug/chemical dependency problem, prior to a violation of this policy, will be referred to the school social worker for resource information on available programs. No disciplinary action will be taken by the school when a student voluntarily seeks help for a drug/chemical dependency problem. If the student, after voluntarily seeking help for a drug/chemical dependency problem, violates the school's alcohol, drug and anabolic steroid policy, the penalties set forth above will be enforced.
- b. Consequences reserved to the Board of Education: After requesting the parents/guardians to appear for and holding a hearing, the Board may expel the student or take any less severe action.
- c. Referral to other authorities:

All persons apprehended for violation of this policy will be referred to the proper police authorities.

### **Organizations**

Organizations sponsoring activities in the schools' facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

### **Dissemination of Policy**

A copy of this policy will be supplied to each student and parent(s)/guardian(s) of a student by means deemed appropriate by the building Principal.

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### **Biennial Review**

A biennial review of the policy will determine the effectiveness of the District's Drug and Alcohol Free Program. Such review will also determine changes to be implemented where needed, consistent with Federal and State Law.

### **ALTERNATIVE LEARNING OPPORTUNITIES**

The District provides opportunities to help students who are at risk of academic failure or dropping out of school. The efforts include education and support services to address individual learning styles, social needs, and may include parent-teacher conferences, counseling services by social workers, alternative school placement, community agency services, and more.

### **ASBESTOS INSPECTION REPORT AND ASBESTOS MANAGEMENT PLAN**

The Federal AHERA, Asbestos Hazard Emergency Response Act, requires the District to have its buildings inspected for asbestos and file a "Management Plan" that outlines how the District will deal with materials containing asbestos in its buildings.

The District also must notify parent organizations and parents/guardians of District 148 students about the availability of the results of the inspection and the Management Plan.

The most recent Asbestos Inspection Report and Management Plan for each school site are available from the Business Office. If any parents/guardians would like to review either of these documents, please contact the Business Office at the following address:

Dolton West School District 148  
114 West 144th Street  
Riverdale, IL 60827 Telephone: (708) 841-2554

### **AUTOMOBILES**

To ensure the safety of all children, no cars are allowed on school playgrounds to pick up or drop off students. Please check with your school regarding appropriate parking locations. No student is allowed to drive to school.

### **BICYCLES**

Students in Grades 4-8 may ride bicycles to school. Bike racks are provided and bikes must be locked. In order to ensure the safety of all students, bikes may not be ridden on the playground. Students riding bikes must cross the street with the assistance of crossing guards. Anyone ignoring the rules will not be allowed to continue riding bikes to school. Students riding to school do so at their own risk and the school will assume no responsibility for bike loss or damage.

### **BOARD OF EDUCATION**

The Board of Education, a seven-member elected body, meets on the fourth Tuesday of each month. This may vary in certain months due to holidays. Please check the calendar for dates. Meetings are held at the District Office.

As the legal governing body of the District, the Board determines educational policies and the annual school budget. It also supervises the expenditure of funds and may conduct referenda to raise taxes to generate additional revenue.

Parents/visitors who wish to speak at a Board meeting must sign in to participate in the "Audience Participation" portion. Parents/visitors can speak once they are recognized by the Board President.

The Board of Education welcomes communications from staff members, parents, students, and community members. Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the Board's email address that is posted on the District's website. In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business with a majority of a Board-quorum.

The Board of Education places trust in its employees and desires to minimize the extent to which its employees are subjected to spiteful or malicious commentary at public meetings.

The following guidelines, therefore, apply as the proper procedure to be followed by persons with complaints or questions:

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1. Matters concerning individual students or individual circumstances should be addressed to the teacher.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the Principal of that school.
3. Unsettled matters from (2) above or problems and questions concerning the District should be directed to the Superintendent.
4. If the matter cannot be settled satisfactorily by the Superintendent, a written report may be submitted to the Superintendent for review by the Board of Education. Written reports must address specific concerns and need to be submitted to the Superintendent at least one week prior to the next Regular Board Meeting for inclusion in the Board's packet of information. All written correspondence must include the name and address of the writer. The Superintendent may request a closed session of the Board of Education, when appropriate by law, to review the concern. Generally, all parties involved and any others deemed necessary by the Board or the Superintendent, shall be invited to the meeting in an effort to resolve the complaint. A disinterested third party may be brought in to act as mediator when such person may be helpful in reaching a mutually satisfactory solution.

The Board of Education believes concerns are most appropriately addressed at the level in the system closest to the origin of the question or concern.

## **BULLYING**

Bullying, intimidation, and harassment diminishes a student's ability to learn and a school's ability to educate. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph applies when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program. Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

A student who is being bullied is encouraged to immediately report it orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, the Director of MTSS/PBIS and Bully Prevention, 114 West 144th St., Riverdale, IL 60827, (708) 841-2290 or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. The District will not punish anyone because he/she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.

Preventing students from engaging in these disruptive behaviors is an important District goal. District 148 uses Bully Prevention In Positive Behavior Support and Bullying and Harassment Prevention in Positive Behavior Support: Expect

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Respect. The District will continue to use the PBIS Framework which provides for effective and sustainable implementation of Bullying Prevention. In addition, the District uses Strong Kids to provide a strong foundation of social-emotional competence and resilience for children and adolescents.

The Superintendent or designee shall maintain a program that fully implements and enforces the following Board policies: (a) 2:260, *Uniform Grievance Procedure*. (b) 6:60, *Curriculum Content*. (c) 6:65 *Student Social and Emotional Development*. (d) 6.235, *Access to Electronic Networks*. (e) 7:20, *Harassment of Students Prohibited*. (f) 7:185, *Teen Dating Violence Prohibited*. (g) 7:190, *Student Behavior*. (h) 7:310, *Restrictions on Publications*, Examines the appropriate steps to understand and correct conditions that foster bullying, intimidation and harassment; Includes bullying preventions and character instruction in all grades; Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it; Encourages all members of the school community including students, parents, volunteers and visitors to report (a) alleged acts of bullying, intimidation, harassment and other acts of actual or threatened violence, and (b) locations on school grounds where additional supervision or monitoring may be needed to prevent bullying. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern; Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students; Annually communicates this policy to students and their parents/guardians; and Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools, assesses the effectiveness of the various strategies, programs, and procedures and reports the results to the Board along with recommendations to enhance effectiveness.

State Law requires the District to notify the parent/guardian of a child who uses aggressive behavior, including bullying, at school. 105 ILCS 5/10-20.14.

## **BUS CONDUCT**

It is the prime objective of District 148 to provide safe bus transportation to students eligible to ride the school buses. Students are granted the privilege of riding the school bus with the understanding this privilege can be revoked if the students do not behave appropriately while they are on the bus or at the bus stop.

The bus driver is in full charge of the bus and riders at all times. While riding the bus, students are responsible to drivers the same as they are responsible to teachers while at school. If student behavior becomes very abusive, the bus may return to school for the Principal to discipline students before the bus returns to the scheduled route. Students will be reminded of the consequences of unsafe, disruptive behavior on the bus and be aware that bus rules are enforced.

Students should always be ready for the bus at least five minutes before the time it usually makes its stop for them. Changing weather and road conditions may make it impossible for the bus to arrive for students at the same time every morning. During inclement weather, buses usually run late due to traffic conditions.

All students are to board and get off the buses at the designated stop closest to their home.

Bus riders are to ride the bus both ways each school day unless written notification is provided by the parent/guardian.

### **School Bus Suspensions**

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in the School Board policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated, willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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### **Academic Credit for Missed Classes During School Bus Suspension**

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent/guardian to notify the school that the student does not have alternate transportation.

### **Electronic Recordings on School Buses**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school-related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

## **CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES**

All participants in extracurricular activities shall abide by the code of conduct for the activity and Board policy 7:190, *Student Behavior*. Participants are expected to conduct themselves appropriately and in a respectful fashion at all activities related to their school including after school, on days when school is not in session, and whether on or off school property. The conduct code also prohibits hazing and bullying activities. Failure to abide by the code could result in removal from the activity. All coaches and sponsors of extracurricular activities shall review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in Grades 7 through 12 participating in these programs.

### **Extracurricular Drug and Alcohol Testing Program**

The District maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parents/guardians must consent to having the student submit to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign the District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for proper care of all books, supplies, technology equipment, and furniture supplied by the school. Students who disfigure property or cause any damage to school property or equipment will be required to pay for the damage done, including labor or replacement of item. Disciplinary action may also be taken. Lost or damaged textbooks and computer equipment must be paid for at replacement value before another textbook or computer is issued.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

While convenient and useful for safety purposes, all cellular and electronic devices including but not limited to cellular telephones, smartwatches and Bluetooth ear pieces do create a real distraction in the learning environment. In order for your child to be allowed a cell phone or smartwatch, you must have permission from the building administrator. Therefore, parents must contact the building administrator for further information.

If your child has a cell phone, it must be turned off and kept in your child's locker or in the coat room at all times during school hours.

Students who use their cell phones on school grounds or in school will have them confiscated by an adult. Phones which have been taken from students will be returned only to the parent.

Texting is the same as making a call; therefore, it is prohibited as well.

In case of an emergency, please know your child has access to an office or classroom telephone.

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission. Using a cell phone, computer, or other electronic communication device in any manner that disrupts the educational environment or violates the rights of others, including

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sending, viewing or sharing indecent visual depictions of oneself or another person is among the behavior prohibited under the District's *Student Behavior Policy* 7:190.

### **CHILDREN OF WORKING PARENTS**

An increasing number of our students are returning from school to a home where no adults are present. To help ensure their safety, here are some suggestions you may follow: First, inform the child's teacher of the situation. Second, make sure we have the phone number of a trusted neighbor or friend to contact if you cannot be reached. Third, post on your refrigerator door the name(s) and phone number(s) of the people your child could call in an emergency, as well as the police and fire department numbers. Finally, instruct your child as to who should be allowed to enter your home.

### **COMMUNICATION RESOURCES FOR PARENTS/GUARDIANS**

District 148 has a variety of communication resources available to parents/guardians including the Chalkable InformationNow parent portal, School Messenger and the District's free mobile app.

Through the InformationNow parent portal, you can access information about your child(ren)'s grades, schedule, attendance and school calendar events. Your child(ren)'s school office can provide you with a username and password if you don't already have this information. There is a link to the parent portal on the District 148 website at [www.district148.net](http://www.district148.net) as well as on the mobile app.

The District 148 mobile app is available from the iTunes store and Google Play. The app provides quick and easy access from your smart phone to District news, calendar events and school activities, Board of Education and registration information. You also can get District notifications sent directly to your mobile device. Once you download the app, you can customize your notifications under the settings icon.

The District uses phone blasts as one form of communication. We can deliver automated emergency and attendance phone calls or text messages to you. Please provide us with your current wireless/cell numbers to receive notifications from your child(ren)'s school regarding District or building activities, special meetings, events, etc. **You can opt out of receiving informational messages by contacting your child(ren)'s school office.**

### **COMMUNITY NOTIFICATION ACT (Sex Offender Information)**

Information about sex offenders is available to the public as provided in the Illinois Sex Offender Community Notification Law. The Sex Offender Database can be accessed at the following Illinois State Police Link: [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

### **COMPUTERS AND USE OF ELECTRONIC NETWORKS (I.E. INTERNET)**

#### **Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent will develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost, damaged, or become unavailable when using the network, or for any information retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

#### **Curriculum and Appropriate Online Behavior**

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

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

#### **Acceptable Use**

All use of the District's electronic network must be: (1) in support of education and/or research, and goals, or (2) for legitimate school business purpose. Use is a privilege, not a right. Students and staff have no expectation of privacy in

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any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. (See information regarding bullying/cyber-bullying.) The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Internet Safety**

Technology protection measures are used on each District computer with Internet access. They include a filtering device which protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee will enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

The Superintendent or designee will include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks.
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials.
3. Ensure student and staff privacy, safety, and security when using electronic networks.
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use and dissemination of personal identification information, such as names and addresses.

### **Authorization for Electronic Network Access**

Each staff member must sign the District's *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his/her parent(s)/guardian(s) must also sign the Authorization before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**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.

### **CONCERNS**

Parents/guardians are encouraged to discuss matters of concern with the appropriate individual. The customary procedure is to begin with the teacher, where most problems can be resolved. If not satisfied, the parent/guardian should then take the concern to the Building Principal.

Should further action still be required, the Superintendent of Schools will handle unresolved complaints. As a final step, parents/guardians may notify the Superintendent of Schools of their desire to bring their problem to the Board of Education. The Superintendent of Schools will arrange for a mutually convenient time to meet with the Board of Education.

### **Public Suggestions and Concerns**

The District is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern at any District or School office. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

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## **CONFERENCES - PARENT/TEACHER/STUDENT**

Teachers in District 148 schools welcome the opportunity to participate in conferences with parents/guardians concerning the progress of students and other matters which are pertinent to the welfare of the students. To ensure the safety of the students, it is our intent that during playground supervision, instruction time, and arrival and dismissal time, the teacher's first responsibility is the safety and well-being of the students. With this in mind, please call the school office to arrange a mutually-agreed conference time which does not affect supervision or instruction.

Conference days are scheduled during November and April. These are non-attendance days for students. Parents/guardians are expected to make every effort to attend.

Conferencing is an ongoing process and should not be limited to just these occasions. It is important for the teacher, parent/guardian and student work together to understand the educational progress and needs of the student.

## **CONSTITUTION TESTING - GRADE 7**

The School Code of Illinois Article 27, 27-3 states American patriotism and the principles of representative government as enunciated in the American Declaration of Independence, the Constitution of the United States of America, and the Constitution of the State of Illinois, and the proper use and display of the American flag, shall be taught and tested in all public schools and other education institutions.

## **CORRECTIVE AND RESPONSIBLE EDUCATION (CARE)**

The District has Corrective And Responsible Education (CARE) facilitators in the buildings to supervise and monitor students who are assigned to the CARE room.

## **CROSSING GUARDS**

Crossing guards are provided near each school. Students are to cross the streets at corners and at the designated crossing guard locations. Students also are to walk on the sidewalks, not in the street, for safety reasons.

## **CURRICULUM**

The District Literacy Initiative will continue to provide balanced literacy instruction for Grades K-6 as we continue the Ready GEN comprehensive literacy program to deliver rigorous instruction aligned with the Common Core State Standards. The Junior High Schools' Literacy Program, EL, continues to support rigorous Common Core-aligned, engaged instruction. Ready GEN is the program used to support literacy instruction in all elementary classrooms. Our literacy programs are based on research which shows classroom achievement improves when students are actively engaged and receive feedback on their performance. The Literacy Programs serve as a model for reading activities across all content areas.

The District curriculum contains instruction on subjects required by State statute for students in Kindergarten through grade 8. The subjects include language arts, reading, other communication skills, science, mathematics, social studies, art, music, drug and substance abuse prevention, violence prevention and conflict resolution, Internet safety, character education, physical education, health education, career/vocational education, conservation of natural resources, United States history including the roles of labor unions, the roles and contributions of ethnic groups, the United States Constitution and instruction on the Holocaust and crimes of genocide. Instruction also includes women's history and Black History. (School Code 105 ILCS 5/2-3.80) At least one unit of cursive writing instruction is also offered before students complete Grade 5. (School Code 105 ILCS 5/27-20.7)

## **CUSTODY AGREEMENTS**

In order to protect students, parents, and the School District, and to avoid any misunderstandings and embarrassment, it is imperative the schools be kept informed of any change in child custody agreements, divorce papers, or orders of protection. A certified court order, signed and dated by the court authority, must be provided to the schools to be kept on file in all these matters.

## **STUDENT BEHAVIOR**

The goals and objectives of the District's policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide

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opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

#### **When and Where Conduct Rules Apply**

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

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

#### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*). Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - b. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - e. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - f. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

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- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a **weapon** as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7-185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school

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at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term possession includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

### **Disciplinary Measures**

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher, Building Principal, or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.

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12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210 *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the Illinois School Code.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

### **Suspension Procedures**

#### **In-School Suspension**

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

#### **Out-of-School Suspension**

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:

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- a) That other appropriate and available behavioral and disciplinary interventions have been exhausted.
  - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
  - c) That the student's continuing presence in school would either:
    - i) Pose a threat to the safety of other students, staff or members of the school community, or
    - ii) Substantially disrupt, impede, or interfere with the operation of the school.
- iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

### **Expulsion Procedures**

The Superintendent or designee shall implement expulsion procedures that prove, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:

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- a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

### **Weapons**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year, but no more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun or weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

### **Re-Engagement of Returning Students**

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### **Required Notices**

A school staff member will immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his/her supervision, (2) observes or has reason to suspect any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee will immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

### **Delegation of Authority**

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

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

### **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Individuals with disabilities should notify the Superintendent of Schools or the Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible before the school-sponsored function, program, or meeting.

#### **Misconduct by Students with Disabilities**

##### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

##### **Discipline of Special Education Students**

The District will comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

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

District 148 is committed to providing a learning environment for all disabled students which is conducive to their academic, social, and emotional growth. District staff will intervene with students whose behavior is not consistent with this goal. Specifically, intervention will occur when a student's behavior (1) is resulting in, or has the potential to result in, property loss or damage, (2) endangers the health and safety of him/herself or others (3) represents a disruption of the educational process or (4) interferes with the school's legitimate educational purpose.

Staff will intervene in the least intrusive manner consistent with the student's behavior. For students whose inappropriate behaviors are exhibited on a consistent basis, an IEP meeting will be convened for the purpose of obtaining written consent to develop a Behavior Intervention Plan.

Illinois State Board of Education Behavioral Interventions Guidelines were used in the development of District 148's policy. Copies are available to parents of students with special education IEPs.

### **DRESS CODE**

The Board of Education believes school is a serious place for learning and student attire should reflect that seriousness. Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

### **THE SCHOOL DISTRICT OR ANY SCHOOL EMPLOYEE SHALL NOT BE RESPONSIBLE FOR THE LOSS OR REPLACEMENT OF ANY ARTICLE OF APPAREL, JEWELRY, CELLULAR TELEPHONES, OR ANY OTHER ELECTRONIC DEVICE.**

#### **School Uniforms**

In order to maintain and promote orderly school functions, student safety, a positive learning environment and student identification, students shall wear school uniforms to school on all school attendance days, unless otherwise indicated by the building Principal.

With the exception of Physical Education uniforms for Grades 7 and 8, the following student uniforms may be purchased at the store of the parents/guardians choice:

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**Girls**

- Navy skirts, jumpers, slacks worn with a belt
- White blouses with collars - **must be tucked in**
- Navy or white socks or tights
- Inexpensive gym shoes or solid-colored dress shoes
- Navy or white sweaters or sweatshirts **without hoods**

**Boys**

- Navy slacks worn with a belt
- White shirts with collars - **must be tucked in**
- Navy or white socks
- Inexpensive gym shoes or solid-colored dress shoes
- Navy or white sweaters or sweatshirts **without hoods**

In warm weather, navy shorts that reach the knee may be worn.

**Gym Clothes**

1. For the 2021-2022 school year gym uniforms for the 7th and 8th grade students will be provided at no cost to families.  
Parents/Students are responsible for their own gym shoes.
2. Kindergarten and Grades 1 through 6 shall wear navy sweats, or navy shorts during warm weather, and inexpensive gym shoes.

**The Dress Code for Grades PreK-8 prohibits:**

- Bare midriffs and/or backs.
  - Flip-flops or sandals without back straps.
  - Visible tattoos.
  - Gang-related colors, symbols, apparel, jewelry.
- Examples of items that should not be worn at any time, including out-of-uniform days such as picture and/or "spirit" days, include but are not limited to: (including colors in these color families) maroon, red & black, gold & black, blue & black, five or six pointed stars, blunt pyramids; Cadillacs; moons, weapons, Playboy bunnies, marijuana leaves, and Roc-A-Wear.
- Hats with visors, bandannas, "do" rags.
  - Vulgar, offensive, or profane words or sayings.
  - Sagging pants - pants must be worn on the waist.
  - Body piercing, including substances to maintain piercing, i.e. straw, string, etc.
  - Jewelry in P.E. classes, for health/safety reasons.
  - Spandex.
  - See-through or transparent apparel, tank tops, tube tops, spaghetti straps.
  - Biker or short-shorts or **ANY** apparel shorter than fingertip length.
  - Colored shirts underneath white uniform shirts/blouses.
  - Anything which detracts from the learning environment.

Earrings in each ear must match up to a maximum of 3.

**EARLY DISMISSAL**

Students may be released during the school day only with prior written or oral consent from a student's custodial parent/guardian.

School offices will grant early dismissal for illness or other related emergencies. Parents/guardians of students must provide advance notice of a request for early dismissal either by phone or by note. Students must be signed out of the building in the school office only by parent/guardian.

**EMERGENCY CARDS**

Emergency cards are required as part of the registration process each year. New cards are given to all parents to provide the school with information where they can be reached in cases of emergency. For the safety of your child,

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please make sure to report any changes in address or phone numbers to the school office. It is important ALL sections of the card be completed in the event the school is unable to contact you personally. **Emergency phone numbers are mandatory for the safety of the children.**

### **ENGLISH LEARNERS**

The District offers opportunities to assist resident English Learners to achieve English proficiency and effective communication in English, encourage their full participation in school activities and programs, and promote participation by their parents/guardians. Parents/guardians are provided information about the reasons for their child's identification as an English Learner, their child's level of English proficiency, the method of instruction used, how the program will meet their child's needs, specific exit requirements of the program, how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, how the program will meet their child's Individualized Education Program, if applicable, and information on parent/guardian rights. Parents/guardians also are informed how they can be involved in the education of their children and be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. They also are regularly apprised of their child's progress through quarterly parent coffees.

The parents/guardians of every new student registering in District 148 complete a Home Language Survey at registration. After the HLS is reviewed, if there is a language other than English spoken in the home, the student is screened within 30 days of enrollment. One of the following tests is then administered: WIDA Screener (Grades 2-12), MODEL (Kindergarten), or Pre-IPT (pre-k). Those who score below 4.2 in Reading or Writing, or below 5.0 Composite on the screener, are eligible for English Language Services. Parents/guardians are notified of the test results. The student is then entered into the EL Program, unless the parent/guardian refuses services.

District 148 has a TPI program (Transitional Program of Instruction). Additionally, a TBE (Transitional Bilingual Education) program is located at Lincoln School.

### **ENRICHMENT OPPORTUNITIES**

The District provides enrichment opportunities which enhance the regular curriculum within the classrooms. Students are challenged to expand their skills in technology and other subject areas. Eligibility to participate is based on local and state assessment results and a previous year grade average of B or above.

### **FIELD TRIPS**

Field trips are encouraged when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals. Student participation in field trips is a privilege and participation will be determined by the Principal.

Student activities involving travel shall be authorized by the building Principal. The District requires administrative approval for all school-sponsored student outings. The presence of a school employee at an outing does not imply the outing is in any way school sponsored. If the school sponsors any outing, parents are advised of the outing in writing. Any and all other outings are not school sponsored and District 148 disclaims any and all liability for non-school sponsored outings. Each trip authorization shall be based on the written rationale of the educational value as well as the safety and welfare of the students involved.

#### **Guidelines for field trips are:**

1. All field trips shall be adequately supervised by staff members and other adults.
2. Whenever entrance fees, food, or other costs are involved, these costs shall be assumed by the student. On all field trips, a bus fee may be charged to help defray the cost of transportation.
3. Parental permission must be obtained in writing when a field trip is planned.

### **FOOD ALLERGY MANAGEMENT PROGRAM**

The School Board has a Food Allergy Management Policy and administrative procedures for handling food allergies. This policy will help ensure the safety of students with life-threatening food allergies. The District urges teachers, parents, and students to not bring outside food into the classroom for events and celebrations and recommends the use of non-food rewards.

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The Food Allergy Management Program calls for a cooperative effort among students' families, staff members, and students to help the District reduce the risks of exposure to allergens when a student is at school and provides accommodations and proper treatment for allergic reactions. **If your child has a food allergy, please notify the school nurse.**

## **FOOD SAFETY**

For the health and safety of our students, only wrapped, store-purchased, peanut-free food items will be accepted. The Illinois Department of Public Health, Office of Health Protection Division of Food, Drugs and Dairies, Food Service Sanitation code 77 Ill. Adm. Code 750, prohibits food prepared at home from being distributed or shared in the schools.

## **GANG ACTIVITY PROHIBITED**

Students are prohibited from engaging in gang activity. A "gang" is any group of two or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang or that could be perceived as gang-related.
2. Committing any act or omission or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang or that could be perceived as gang-related, and
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gang, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular and athletic activities.
- Conference with parents/guardians.
- Referral to appropriate law enforcement agency.
- Suspension, if warranted; for up to 10 days.
- Expulsion not to exceed two calendar years.

## **GRADUATION**

Graduation ceremonies are held for students successfully completing eighth grade. Dates, locations of ceremonies, and fees for graduation materials will be announced each year. The privilege of participating in the graduation ceremony will be determined by the Principal. The Superintendent or designee shall maintain and supervise a program for students at risk of academic failure or dropping out of school. The program shall include, but not be limited to education and services addressing individual learning styles and social needs. It may include, but not be limited to: parent-teacher conferences, counseling services by social workers and/or psychologists, alternative school placement, community agency services and remediation. (105ILCS 5/2-3.41, 5/2-3.66, 5/10-20.9a, 5/13B, 5/26-2a, 5/26-13, 5/26-14, and 5/26-16)

## **HARASSMENT OF STUDENTS PROHIBITED**

No person, including a District employee, agent, or student, shall harass, intimidate or bully another student based on a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The District will not tolerate harassing, intimidating conduct or any kind of bullying whether verbal, physical or visual, that affects the tangible benefits of education, unreasonably interferes with a student's educational performance, or creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include: name-calling, using derogatory slurs, stalking, 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.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below.

### **Sexual Harassment Prohibited**

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Sexual harassment of students is prohibited. Any person, including a District employee, agent or student, engages in sexual harassment whenever he/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 which has the effect of humiliation, embarrassment, or discomfort. Examples 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 student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any staff member with whom the student is comfortable speaking. 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 a student was harassed by another student shall be referred to the Building Principal or Building Assistant Principal for appropriate action.

*Nondiscrimination Coordinator:* Name                      Superintendent of Schools  
                                Address                                 114 W. 144th St., Riverdale, IL 60827  
                                Telephone No.                         (708) 841-2290

*Complaint Managers:*

Name	Deputy Superintendent of Schools	Senior Executive Assistant
Address	114 W. 144th St.,	114 W. 144th St.
Telephone No.	(708) 841-3508	(708) 841-2290

The Superintendent will use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will, likewise, be subject to disciplinary action up to and including discharge for employees or suspension and expulsion for students.

### **TEEN DATING VIOLENCE PROHIBITED**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:20, *Harassment of Students Prohibited*.
  - b. 7:180, *Preventing Bullying, Intimidation, and Harassment*.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:

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- a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedure for the prevention, identification, investigation, and response to bullying and school violence.
- b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

## **HEALTH**

A doctor's certificate is required upon re-entering school for the following:

1. All doctor confirmed strep infections, including strep throat and scarlet fever.
2. Conjunctivitis (pink eye)
3. Students with symptoms of illness, which might be communicable, or undiagnosed skin eruptions, or rashes.

**Students who are ill or symptomatic should remain home for at least 24 hours after they are free of fever (100.4 degrees Fahrenheit or higher), or signs of a fever without use of fever-reducing medications.**

## **AED AND CPR TRAINING OPPORTUNITIES**

The District takes seriously the health and safety of all students and staff members who are on school premises. All District 148 schools are equipped with Automated External Defibrillators (AEDs) and staff members have been trained in the use of these devices. Opportunities also are made available each school year to staff to receive Cardiopulmonary Resuscitation (CPR) and AED training. The Illinois High School Association has a CPR training video that can be accessed on the IHSA's Sports Medicine page. Parents/students can also access a training video at <https://vimeo.com/175714116>

## **HEALTH REQUIREMENTS**

Parent(s) and guardian(s) of students entering preschool, kindergarten or first grade, sixth grade, and new to the District must show proof of a current physical examination and immunizations against preventable communicable diseases, as required by the Illinois Department of Public Health.

As required by the State of Illinois, the required health examinations must be performed by a licensed physician or an advanced practice nurse on an Illinois physical exam form. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required. Students entering, advancing, or transferring into sixth, seventh, and eighth grade are required to show proof of receiving one dose of Tdap (Tetanus, Diphtheria, Acellular Pertussis) vaccine. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that the child has been "risk-assessed" or screened for lead poisoning. Students entering sixth grade shall show proof of having received a meningococcal vaccine, three doses of Hepatitis B vaccine, or other proof of immunity described in Section 665.250(f). Children entering school at any grade level (K-12) shall show proof of having received two doses of live Rubella virus vaccine; any child entering school at any grade level (K-12) shall show proof of having received two doses of live Mumps virus vaccine; and any child entering kindergarten or sixth grade for the first time shall also show proof of having received two doses of Varicella vaccine. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health exam. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

A student transferring from out-of-state who has never attended an Illinois school is required to have proof of vaccines. An Illinois school physical is required within 30 days. After that time, the student may no longer attend classes until proof of the vaccines and school physical is properly submitted. Parents have the right to object to invasive physical exams or screenings (20U.S.C 1232h)

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The immunization data that the District is required to submit to ISBE by November 15 is available upon request.

#### **Eye Examination**

Any student entering an Illinois school system at the kindergarten level or higher grade for the first time is required to have an eye exam. This eye exam is in addition to the above cited physical exam.

#### **Dental Examination**

Parent(s)/guardian(s) of all children entering kindergarten, second and sixth grades need to have a dental examination report form completed.

### **HEARING AND VISION SCREENING**

Hearing and vision screening of students is completed by school health personnel each year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A parent/guardian will be notified when school personnel determine his/her child should be referred for further testing.

### **COMPREHENSIVE HEALTH EDUCATION PROGRAM**

District 148 schools provide annual instruction on the danger of, and how to avoid, abduction as part of the regular curriculum. Students shall be given, as appropriate, information on child sexual abuse.

### **HOME/HOSPITAL INSTRUCTION**

District 148 offers home instruction and instruction in hospitals as deemed appropriate per ISBE guidelines.

### **EDUCATION OF HOMELESS CHILDREN**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney-Vento Homeless Assistance Act and State Law. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children. The District will ensure public notice of the educational rights of homeless children is disseminated where such children and youths receive services under this Act, including schools, family shelters, and soup kitchens. Enrollment is ongoing and not delayed due to: residency requirements; guardianship documentation; or student records. The McKinney-Vento Liaison for District 148 is Mrs. Llanes.

### **HOMEWORK**

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience.

Homework may frequently be started in the classroom and completed at home. This will vary with the assignment and other activities scheduled for the day. Students shall follow specific directions given by the teacher as to how the assignment should be completed and return it when it is due. Homework will not be accepted late or incomplete without some penalty assessed by the teacher on the assignment.

Teachers will frequently give homework assignments with future due dates. This allows the students sufficient time to collect materials, find information, and fulfill other requirements at their own pace and schedule. The purpose of such assignments is to help students learn the importance of pacing and not putting off to the last minute. Requirements for this kind of homework are the same as for all others.

Students are expected to spend time each school day on homework or related learning activities. Parents should ensure this happens regularly without interruption by chores, telephone, loud music, or TV.

Students are encouraged to read every night for 20 minutes. Parents are encouraged to use this time to read to their children or to listen to them read.

When a student is absent three or more days, parents should call the school and make arrangements to pick up assignments at the school office at dismissal time. For absences fewer than three days, the student, upon returning, should make arrangements with the classroom teacher. Generally, students will have as many days as they were absent to make up missed assignments. Students are responsible for obtaining assignments given in their absence.

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## **HOW TO HELP YOUR CHILD'S PROGRESS**

There are many ways in which the home can help directly and indirectly to ensure the best educational progress for each child:

1. Student records and files are available for review by parents/guardians after arrangements are made with the Building Principal. District 148 complies with federal, state and Illinois Office of Education directives concerning student records.
2. Attend Parent-Teacher Conferences which are scheduled in the fall and spring of each school year.
3. Maintain contact with your child's Building Principal and classroom teacher.
4. A growing child must have plenty of good food to supply energy for work and play. A wholesome and adequate breakfast is particularly important.
5. A growing body needs plenty of rest. Children ages six to nine need from 10 to 12 hours of sleep daily. Children from ages nine to eleven need from 10 to 11 hours of sleep daily. Situations, which tend to over stimulate or excite the child, should be avoided before retiring for the night.
6. The home should continually strive toward providing an environment which provides love, confidence, understanding, and the feeling of security for the child.
7. A child's school day is his/her working day. As important as private lessons in music and dancing, club meetings, etc. may be, the child still needs free time for his/her own activity or to relax.
8. Demonstrate to your child a genuine interest in his/her school and school activities.
9. Help your child with his/her homework by providing a workspace free from distractions and a scheduled time for each day. Despite the fact this may take more of your time, you should strive to give him/her the appropriate help necessary to complete the work.

## **INSTRUCTION**

The District's curriculum shall contain instruction on subjects required by State statute. In all schools, health education is stressed including proper nutrition, physical fitness, components necessary to develop a sound mind in a healthy body, dangers and avoidance of abduction, and age-appropriate sexual abuse and assault awareness and prevention education in all grades.

### **Student Social and Emotional Development**

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions. The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Common Core State Standards. Three goals for students include:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued.
2. Staff development and training, parent/guardian and family involvement, and community partnerships, to promote students' SEL development.
3. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills.
4. Treatment to prevent or minimize mental health conditions in students.

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5. Assessments and accountability for teaching SEL skills to all students.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

## **INSURANCE**

District 148 provides student accident insurance at no cost to the parent/guardian. Students are covered while:

1. On school premises during the hours and days when classes are in session and while participating in or attending any school activity, including athletics supervised by the school.
2. Away from the school premises if participating in a school-sponsored, directly-supervised activity, including all athletics and field trips.
3. Commuting directly and uninterrupted to or from their place of residence and school for regular school day sessions.
4. Traveling to and from any school-sponsored, directly-supervised activity, including athletic events, in a school-authorized vehicle.

Medical benefits are paid for reasonable expenses incurred for necessary medical, dental, or hospital care within one year from the date of injury up to \$25,000 for any one injury. Catastrophic coverage extends to \$5 million. Please note this coverage is **excess coverage** to any individual or family medical insurance plan already covering the student.

## **INTERNET**

Use of the Internet (i.e. Electronic Networks) requires specific rules to be followed. See Computers and Use of Electronic Networks.

## **INTRAMURALS - AFTER-SCHOOL ACTIVITIES**

Students in Grades 1 - 8 may participate in after-school activities. Bulletins are sent home with students announcing the dates and times the activity will be held. Written parent permission is needed by students who participate. Only students participating in the program are allowed to remain at school. Transportation is the responsibility of the parent.

## **STUDENTS' USE OF LOCKERS, DESKS, OR OTHER SCHOOL PROPERTY**

**The ownership of lockers, desks, or other school property is maintained by the District and the student is granted a limited use of such property solely in accordance with this policy.**

Items placed in a locker, desk, or other school property should include only: schoolbooks or supplies relating to school use, lunches, and personal items legitimately related to personal use for the particular student only in the school setting. Any item usable as a weapon, any stolen item or any item which the student is not legally entitled to have in his/her possession, any trash or garbage, any inappropriate items and materials that can be used to deface school property or be used for incendiary purposes cannot be placed in the locker, desk, or other school property.

The assignment of a locker, desk, or other school property to a student and its use by the student is subject to the right of the school administration to have access at any time to be searched:

1. For cleaning the locker, desk, or other school property;
2. When in the opinion of the school administrator a danger to health or safety exists; or
3. On a random basis to ensure school and District regulations are being followed.

Repeated misuse of the locker, desk, or other school property may result in withdrawal of permitted use.

Students must use locks provided by the District for their use of school lockers. The District reserves the right to remove locks which have not been purchased through the District. Locks provided by the District remain the property of the District. **Locks, if lost, will be paid for by the student.**

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If unacceptable items are found, inspections will be made more frequently. The administration has the right to request police assistance in such inspections should the administration so determine that such assistance is warranted. Repeated offenses will result in consequences for insubordination. Students with questions regarding this policy should consult with the school administration.

### **LOST AND FOUND**

Each school maintains a "lost and found" box. Articles may be claimed upon proper identification. Apparel and personal items should be marked or initialed to assist in their return. The school cannot be responsible for money or materials left in students' desks or lockers. Items left on buses should be claimed from the bus drivers.

### **MEDICAID HEALTH CARE SERVICE**

District 148 is a Medicaid Health Care Service Provider with the Illinois Department of Public Aid. Federal health care funds are available to school districts for health care services provided to students with Medicaid coverage.

Parents are asked to inform the District if their child is covered by the state's Medicaid program.

### **MEDICATION**

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

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

#### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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

#### **School District Supply of Undesignated Asthma Medication**

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress

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may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

#### **School District Supply of Undesignated Epinephrine Injectors**

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

#### **School District Supply of Undesignated Opioid Antagonists**

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

#### **School District Supply of Undesignated Glucagon**

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions. When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

### **EVERY STUDENT SUCCEEDS ACT (ESSA)**

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015. This bipartisan measure reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students. The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country.

The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. NCLB represented a significant step forward for our nation's children in many respects, particularly as it shined a light on where students were making progress and where they needed additional support, regardless of race, income, zip code, disability, home language, or background. In 2010, the Obama administration joined a call from educators and families to create a better law that focused on the clear goal of fully preparing all students for success in college and careers. ESSA includes provisions that will help to ensure success for students and schools. Among those provisions are the requirement that all students be taught to high academic standards that will prepare them to succeed in college and careers. The law also ensures that information is provided to educators, families, students, and communities through annual statewide assessments that measure students' progress toward those high standards. It also sustains and expands efforts to increase access to high-quality preschool and it maintains the expectation of performance accountability by schools.

### **ORDERS TO FORGO LIFE-SUSTAINING TREATMENT**

Written orders from parent(s)/guardian(s) to forgo life-sustaining treatment for their child must be signed by the student's physician and given to the Superintendent. Whenever an order to forgo life-sustaining treatment is received, the Superintendent will convene a multi-disciplinary team that includes:

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1. The student, when appropriate.
2. The student's parent(s)/guardian(s).
3. Other medical professionals, e.g., licensed physician, physician's assistant or nurse practitioner.
4. Local first responders for the building in which the student is assigned to attend.
5. The school nurse.
6. Clergy, if requested by the student or his/her parent(s)/guardian(s).
7. Other individuals to provide support to the student or his/her parent(s)/guardian(s).
8. School personnel designated by the Superintendent.

#### **PARENT'S RIGHT TO KNOW**

In accordance with the ESEA Section 1111(h) (6) PARENT RIGHT-TO-KNOW, District 148 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of his/her certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have questions, feel free to contact the Superintendent at (708) 841-2290.

#### **PERMISSION TO LEAVE SCHOOL**

It is essential that school personnel know where each student is during the school day. Students are not permitted to leave the school grounds, once they have entered, without permission from the Principal. Village Police Departments will be notified if students leave school grounds without permission.

#### **PERSONAL PROPERTY**

Students are to leave valuables and money at home. Money, if needed, should cover only the expense of the day. The school does not assume any responsibility for loss, theft, or damage to any personal items or money. In the event personal property brought to school by a student is confiscated by a teacher or administrator, it will be released to the parent/guardian only. This does not include weapons or drug-related materials.

#### **PESTICIDE APPLICATION NOTIFICATION PROGRAM**

In conformance with the Structural Pest Control Act, the District follows procedures to control structural and landscape pests, while working to minimize the exposure of students and staff to pesticides. Students or parents/guardians can submit a written request if they would like to be notified two days prior to the application or use of any non-bait pesticide application. Any questions you may have regarding the District's pest management practices should be directed to the Director of Building and Grounds at 841-2290.

#### **PHOTOGRAPH CONSENT**

From time to time, employees of the District, visitors, or members of the media photograph or videotape activities at school, and the photographs or videotape may include your student. Please let us know if your student's photograph or video may be used at the discretion of the school Principal or Superintendent of Schools by informing your school Principal in writing. Forms are made available for you to sign during registration and at various times throughout the school year. For the safety of all District 148 students, students' names will not accompany their photos which may appear on the District's website.

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## **PHYSICAL EDUCATION**

Physical Education is part of the regular school program. Students are expected to be prepared for class, with gym shoes and proper attire, as explained by the teacher. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. A student may be excused from P.E. class with a doctor's note stating reason and length of time or with an appropriate excuse from his or her parent/guardian. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

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

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP). A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in Grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination, or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

Students in Grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his/her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

Gym suits are available for free for students in grades 7 and 8.

### **Outdoor Physical Education**

Weather permitting, students have outdoor activity periods during the week. Students should come to school prepared for this activity. No child is allowed to remain indoors during outdoor activities unless there is a physician's written excuse requesting exclusion from outdoor play.

The Principal in each school determines the days when the weather permits outdoor activities.

## **PLAYGROUND RULES**

Students may not bring items from home to play with on the school grounds. Only equipment provided by the school may be used. Any toy or article deemed educationally inappropriate will be confiscated and not returned to the student. Areas of play are designated for each grade of each school.

### **No student may leave the grounds for any reason without permission.**

Students should dress for the weather since they go outside each day if possible.

All students are expected to be healthy enough to attend school and participate in all activities, including going outdoors. A child may be excused from outdoor activities by a doctor's note only, stating the reason and length of time.

## **PRE-KINDERGARTEN**

District 148 offers a pre-kindergarten program for children who need a boost before Kindergarten. The Early Childhood Center at Harriet Tubman School at 333 E. 142nd St., Dolton, Illinois, has full-day classes of Preschool for All and Preschool for All Expansion programs. Two classrooms are also located within two local daycare providers.

In order to participate in the pre-kindergarten program, children must complete a screening process. Information on registration for screening may be obtained by calling District 148's Early Childhood Center at Harriet Tubman School at (708) 849-9848.

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## **MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)**

What is Multi-Tiered System of Supports (MTSS)? MTSS is a framework for continuous improvement that is systematic, prevention-focused, and data informed, providing a coherent continuum of supports responsive to the needs of all learners. MTSS is designed to provide both academic and behavioral services to improve outcomes for all students (Glover & Vaughn, 2010) with quality, equity, and efficiency. "All students" include every student on the performance continuum (i.e., high achieving, grade-level, low achieving, and English language learners).

## **REPORTING PUPIL PROGRESS**

Report cards will be issued quarterly. First and third quarter report cards are issued during Parent/Teacher Conference. Second and fourth quarter report cards are sent home with students. Report cards will also be available on-line for all four quarters.

At the mid-point of each quarter, the parent/guardian of a student who is experiencing difficulty and is in danger of not completing course requirements will be notified by a supplementary notice. Parents/guardians also can monitor their child's academic progress online through the *InformationNOW* Parent Portal which is available from the Parent page of the District's website at [www.district148.net](http://www.district148.net). Parents/guardians can contact their student's school office for login information.

## **RESTORATIVE JUSTICE**

District 148 teachers, administrators, staff members and the Board of Education are working together with students to enrich the learning environment and improve the overall school culture by building positive, trusting relationships.

The practice of Restorative Justice is in place at all schools. Restorative Justice uses alternative means to be proactive rather than reactive when handling behavioral concerns.

As part of this practice, teachers and students meet together in a circle setting to address and discuss class or individual student concerns. The circle discussions are helping to reinforce a positive classroom climate, helping to build respectful relationships and teaching students that their classroom is a community and that their voice is important.

In conjunction with Restorative Justice training, the District also utilizes the researched based program Crisis Prevention Training (CPI) for teachers to verbally de-escalate classroom situations so students remain in school, and Capturing Kids Heart, a nationally-acclaimed program that helps schools build positive, productive, trusting relationships with students. These programs are in line with Senate Bill 100 which has changed the way schools address student behavior.

## **RETENTION AND PROMOTION**

### **General Statement:**

Please refer to School Board Policy 6.280 by visiting the District's website at [district148.net](http://district148.net), under the Board of Education tab, Policies.

## **REVIEW OF INSTRUCTIONAL MATERIALS**

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. Instructional material means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.

## **SAFETY HABITS**

For the protection of your child, please stress the following:

1. All children should be warned not to accept, under any circumstances, rides with strangers at any time.
2. Students should:
  - Remain on sidewalks, cross only at corners, look both ways before crossing, and never step into the street between parked cars.

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- Follow the instructions of the school safety patrol and police department crossing guards.
- Return home immediately after classes are dismissed.
- Use the shortest and safest route to and from school.
- Use safe bicycle riding habits.

## **SAFETY AND SECURITY**

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The District maintains a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response and recovery for each school.
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel and the Board Attorney.
3. A school safety drill plan.
4. Instruction in safe bus riding practices.
5. A clear, rapid, factual and coordinated system of internal and external communications.

Every academic year, each school building conducts at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these drills requires the participation of the local fire department.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement drill to address a school shooting incident.

## **SCHOOL ACCOUNTABILITY**

District 148 continues to monitor student achievement and the quality of instruction in the classrooms. The District examines the performance of its schools. The Illinois Assessment for Readiness assessments provide parents and teachers with information about how students fared on the assessments.

The Illinois Assessment for Readiness is the state assessment and accountability measure for Illinois students enrolled in a public school district. IAR assesses the New Illinois Learning Standards Incorporating the Common Core and is administered in English Language Arts and Mathematics. IAR assessments in English Language Arts and Mathematics are administered to all students in grades 3-8.

All students in Grades 3-8 take these reading/language arts and mathematics assessments which are aligned to college- and career-ready standards. Grades 5 and 8 also take the Illinois Science Assessment.

## **SCHOOL WELLNESS**

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities and meal programs.

### **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 a part of the District's comprehensive health education curriculum.

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## **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.
- During the school day, all students shall engage in a daily physical education course, unless otherwise exempted.
- 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 (ISBE).

## **SEARCH AND SEIZURE**

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

### **School Property and Equipment as well as Students' Personal Effects**

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 Superintendent of Schools or designee 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/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 reasonable ground for suspecting the search will produce evidence the particular student has violated, or is violating, either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **Seizure of Property**

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

### **Notification Regarding Student Accounts or Profiles on Social Networking Websites**

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

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

## **SENATE BILL 100**

Under Senate Bill 100, which took effect in September 2016, school officials limit the number and duration of expulsions and suspensions to the greatest extent practicable, and they are used only for legitimate educational purposes. All disciplinary issues are handled on a case-by-case basis. To ensure that students are not excluded from school

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unnecessarily, school officials consider forms of non-exclusionary discipline prior to using out-of-school suspensions or expulsions. (105 ILCS 5/10-22.6(b-5).

## **SPECIAL EDUCATION PROGRAMS AND SERVICES**

District 148 provides students with a free appropriate public education regardless of the severity of their disability. Instructional programs, resource programs, and related services are provided within the District. Programs and services for more severely disabled and low-incidence disabilities are available through the Exceptional Children Have Opportunities (ECHO) special education cooperative.

Child Find procedures, such as an annual public meeting for all school children including those attending private, charter, or religious affiliated schools, give District 148 the opportunity to identify children who may be in need of special education services. Screenings also are held throughout the year. Parents of disabled students also are entitled to a copy of procedural safeguards once each year, as well as with the initial referral of a student, or request by a parent, for an evaluation or request for a due process hearing. A link to a copy of a notice of parent rights is available to parents on the District's Web site at: [www.district148.net](http://www.district148.net). Also, a link to a copy of a notice of procedural safeguards is available at: [http://www.isbe.net/spec-ed/pdfs/nc\\_proc\\_sfgrds\\_34-57j.pdf](http://www.isbe.net/spec-ed/pdfs/nc_proc_sfgrds_34-57j.pdf)

Additional information regarding the District's Special Education Programs may be obtained by calling the Director of Support Programs at 841-5959.

## **SUPPORT PROGRAM SERVICES**

School District 148 requires that all students with disabilities be given an appropriate education in the least restrictive environment (LRE) as mandated by the Illinois State Board of Education (ISBE). The focus is to improve the school climate with a more robust continuum of services to ensure that students with Individual Education Plans (IEPs) have greater access to the regular education environment. Children with disabilities must be educated with their grade level peers to the maximum extent appropriate with the use of supplemental aids and services as needed. Thus, the first placement option considered is a regular education environment with the use of supplemental aids and services as needed. The continuum of services for District 148 is outlined below. Any questions regarding the continuum should be addressed to the Director of Support Programs 841-5959.

### **Continuum of Special Education Services**

#### **Early Childhood Special Education**

Our Early Childhood Program supports students with identified developmental delays. This program works closely with the State of Illinois Early Intervention (EI) program and conducts preschool screenings throughout the year. Programs are located at the Early Childhood Center.

(Grades: Preschool)

#### **Speech & Language**

Speech-language services are provided to students with an identified impairment which adversely affects their educational performance in one or more of the following areas: articulation, voice, fluency, language. Programs are located at all District 148 schools.

(Grades: Pre K-8)

#### **Support Services Center**

The Support Services Center is designed for students who require special education services. This center is used for students based on their IEP (Individualized Education Program) when modifications and accommodations in the regular education room do not meet their needs. Programs are located at all District 148 schools.

(Grades: PreK-8)

Based on individual student need, services may include:

- Consultation between the special education teacher and regular education teacher.
- Co-teaching in the regular education classroom.
- Individual or small group direct instruction as a pull-out service in the Support Services Center.
- Special Education teacher or paraprofessional providing support in the general education classroom. (push-in service)

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### **Low-Incidence Program (Hearing, Visual, Orthopedic Impairment)**

Programs for students with a visual, hearing, or orthopedic impairment are available in cooperation with ECHO. Students may be serviced by an itinerant teacher who comes to the child's district school or in a self-contained structure.

### **ECHO (Exceptional Children Have Opportunities) Programs**

School District 148 is part of the ECHO Joint Agreement Cooperative. ECHO placements are utilized when a child's needs cannot be met with the supports available within District 148 programs. Programs include: Adaptive Behavioral Learning Environment (ABLE); Communication Development (CD); Deaf/Hard of Hearing (DHH); ECHO Academic Skills Education Program (EASE); EC – Early Childhood; ECHO School; and Providing Alternatives for Continuing Education (PACE). Programs are located at various sites throughout the south suburbs. (Grades: Pre K-8)

### **Home Instruction/Hospital**

A student who is absent from school, or whose physician anticipates that the student will be absent from school because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State Law and the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's Individual Education Plan.

### **Other Related Services**

School District 148 also offers related services as needed by a student. Related services are listed within a child's IEP when there is a need. These services include, but are not limited to school health services, social work services, speech-language services, occupational therapy, physical therapy, visually impaired itinerant, hearing impaired itinerant and physically impaired itinerant. Related services are offered at all schools in District 148. (Grades: Pre K-8)

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

The District's program to manage concussions and head injuries suffered by students will:

1. Fully implement the Youth Sports Concussion Safety Act that provides, without limitation, each of the following:
  - (a) The Board will appoint/approve members of a Concussion Oversight Team for the District.
  - (b) The Concussion Oversight Team will establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
    - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent of Schools or designee will supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
    - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent of Schools or designee will supervise the person responsible for compliance with the return-to-learn protocol.
  - (c) Each student and the student's parent/guardian will be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
  - (d) A student will be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
  - (e) A student who was removed from interscholastic athletic practice or competition will be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
  - (f) The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a District employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.

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- (g) The Board will approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. These specifically require that: (a) A student athlete who exhibits signs, symptoms or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time; (b) A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer; (c) If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
  3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
  4. Require all student athletes to view the Illinois High School Association's video about concussions.
  5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
  6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
  7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
  8. Include requirement for staff to distribute Illinois Department of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.

### **STUDENT RECORDS**

The District maintains two types of records while a student is enrolled. Temporary records (which include disciplinary information, special education records, test scores, psychological evaluations, honors, awards, and family background) are forwarded to a new school district with parent authorization or are maintained for a period of five years. A permanent record card (which includes student name/address, birth date, gender, parents'/guardians' names/addresses, academic information, attendance, and medical info) is maintained for 60 years under State Law.

If you or your student is permanently withdrawing, transferring, or graduating from District 148, you are hereby notified of the schedule for destruction of the student records. This schedule complies with the Illinois School Student Records Act, 105 ILCS 10/4(e) and (f), requirements that (1) temporary records be retained for at least 5 years after a student's transfer, withdrawal, or graduation, and (2) permanent records be retained for at least 60 years after a student's transfer, withdrawal, or graduation. Parents/guardians, or the student if he or she is at least 18 years of age at the time of the request, may request a copy of a record at any time prior to the date of destruction.

School student records are confidential and information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

State and Federal Law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records.

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### **Student Biometric Information Collection**

The Superintendent of Schools or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility of the student (if over the age of 18).

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

### **Directory Information**

The District may make available certain general information about students. This limited information is known as "directory information." If you do not want the District to disclose directory information from your child's education records without your prior written consent, written notification is required by September 15 of the school year, or within 15 days of receipt of this handbook by a transferring student. Directory information shall be limited to: Name, Address, Grade level, Birth date and place, Parents'/Guardians' names and addresses, Academic awards, degrees, and honors, Information in relation to school-sponsored activities, organizations, and athletics, Major field of study, Period of attendance in school.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

As citizens of the United States, students are guaranteed certain individual rights and have corresponding individual responsibilities. Balancing the concept of rights and responsibilities of the individual with those of society is an important concept in the learning process of students.

Rights entitled to students include:

1. Guarantee of rights without regard to race, color, national origin, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, status as homeless, actual or potential marital or parental status, including pregnancy;
2. Freedom of expression through speech, assembly, petition and other lawful and peaceful means that do not interfere with the rights of others;
3. Due process and counsel in matters of suspension, transfer and expulsion.

In addition to rights, there are certain responsibilities required of a student in the school. These include:

1. Following reasonable rules and regulations established by the Board of Education and implemented by school administrators and teachers;
2. Respecting the rights and individuality of each student, teacher, and school administrator;
3. Refraining from libel, slanderous remarks and obscenities in verbal and written expression;
4. Refraining from disobedience, misconduct or behavior that disrupts the educational process;
5. Dressing and grooming in a manner that meets reasonable standards of good health, cleanliness and safety;
6. Maintaining the best possible level of academic achievement;
7. Being punctual and present in the regular or assigned school program;
8. Respecting the reasonable exercise of authority by teachers, supervisors, and school administrators to discipline in the school and at school-sponsored activities;
9. Maintaining school property in good condition.

## **STUDENT AND FAMILY PRIVACY RIGHTS**

### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in Board policy

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6:10, Educational Philosophy and Objectives, or assist student's career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

#### **Surveys Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized, privileged, or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving assistance under such program).

The student's parents/guardians may: 1.) Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or 2.) Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parents/guardians exercised this option.

#### **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

The Superintendent of Schools or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program that advances the District's goals of increasing awareness and prevention of depression and suicide. The program shall include: 1) Protocols for administering youth suicide awareness and prevention education to students and staff; 2) Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide; 3) Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide; 4) Methods of responding to a student or staff suicide or suicide attempt; 5) Reporting procedures; and 6) A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

#### **TARDY**

Being on time for school is an essential part of learning. It helps students become familiar with the classroom routine. The tardy bell rings at 8:46 a.m. each morning. Any student arriving at 8:46 a.m. or later is considered tardy. Any student who leaves prior to the school's regular dismissal time may be charged with a half day's absence.

#### **TELEPHONE**

Students may not receive telephone calls and will not be allowed to use the office phone unless it is an emergency or directed by the Principal or designee.

#### **TESTING**

Students are given a variety of formal tests at various times in their school careers. The purpose of these tests is to provide objective information on the academic needs and educational progress of our students, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms. The District's student assessment program includes the State assessment system, known as the Illinois Assessment for Readiness (IAR) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests and teacher-developed tests. Students are

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informed of the timelines and procedures applicable to their participation in every State assessment. The results or scores of each State assessment and an evaluation of each student's progress is provided to the student's parents/guardians.

Parents/Guardians are encouraged to help prepare students for standardized testing. Ways to make sure students achieve their best include:

1. Encourage students to work hard and study throughout the year.
2. Ensure students get plenty of sleep the night before exams.
3. Remind and emphasize the importance of good performance on standardized tests.
4. Make sure students are on time and prepared for tests, with appropriate materials.
5. Teach students the importance of honesty and ethics during their performance on all tests.
6. Encourage students to relax on testing day and to do their best.

### **TEXTBOOKS/LIBRARY BOOKS**

Textbooks, laptops and/or chromebooks, and WiFi hotspots are issued in the District on a rental basis. Each student is responsible for maintaining his/her books in good condition. Students must pay for books that are lost or damaged.

Library books are issued to students through each attendance center. Students pay fines for late returns of borrowed materials. If a library book is lost or damaged, students are held responsible for the replacement cost.

### **TITLE I PROGRAMS**

District 148 provides Title I services in all of its schools. The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in these programs. Each school has a Parent/Teacher/Student Compact which is discussed with and signed by teachers, parents, and students. These agreements contain various ways parents can support their child(ren) during the school year such as listening to his or her child read for at least 20 minutes per night, checking homework, and sending his or her child to school on time, with school supplies, and in uniform on a daily basis.

### **TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS**

A student may transfer into or out of the District according to State Law and procedures developed by the Superintendent of Schools or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into District 148.

Parents who are leaving the community are asked to notify the school of their moving date and the name of the new school their child will be attending, if known before leaving the school. Temporary school records will be sent to the receiving school upon receipt of a written statement. Temporary records not requested on a student will be held five years before being destroyed by the District as required by the Illinois School Student Record Act.

### **TRANSPORTATION**

The District will provide free transportation for all students in the District: (1) residing 1.5 miles or more from their assigned schools, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available; or (2) residing within 1.5 miles from their assigned schools where walking to or from school would constitute a serious hazard due to vehicular traffic or rail crossing and where adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board of Education requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students will be provided if included in the student's IEP. Non-public school students will be transported in accordance with State Law. Homeless students shall be transported in accordance with the Education for Homeless Children Act. (Section 45/1-15) Foster care students will be transported in according with the Elementary and Secondary Education Act. (Section 6312(c)(5)(B)

### **TRUANCY**

1. Truancy is defined as an absence without valid cause for any school day or portion thereof.

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2. Habitual or chronic truancy is defined as absence for five percent or more of the previous 180 regular attendance days (not the current year). The absences need not be consecutive.
3. The District will utilize supportive services and other school resources to correct chronic truant behavior.
4. If the measures provided by the school fail to correct the chronic truant behavior of a student, a truancy report will be made to the Truant Officer.
5. The County Truant Officer will notify the parents/guardians of their legal responsibilities and, if the truancy still persists, the County Truant Officer shall take the appropriate legal action against the parents/guardians or the student, whichever is indicated by the situation.
6. The court will set a hearing date within 30 days and act upon the petition within 90 days.

#### **UNIFORM GRIEVANCE PROCEDURE**

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

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. Title VI of the Civil Rights Act (42 U.S.C. 2000d).
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act) (42 U.S.C. 2000e).
6. Sexual harassment (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 164, and Title IX of the Education Amendments of 1972).
7. Breastfeeding accommodations for students (105 ILCS 5/10-220.60).
8. Bullying (105 ILCS 5/27-23.7).
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children.
10. Curriculum, instructional materials and/or programs.
11. Victims' Economic Security and Safety Act (820 ILCS 180/).
12. Illinois Equal Pay Act of 2003 (820 ILCS 112/).
13. Provision of services to homeless students.
14. Illinois Whistleblower Act (740 ILCS 174/).
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. 2000ff).
16. Employee Credit Privacy Act (820 ILCS 70/).

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy (*2:260, School Board. Uniform Grievance Procedure*), the Complaint Manager will address the complaint promptly and equitably. The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his/her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation.

#### **VIOLENCE AND DRUG PREVENTION EFFORTS**

District 148 schools provide activities and events for students to assist them in their understanding of the dangers of drug abuse as well as the importance of maintaining a safe learning environment. These activities and events continually address school safety and the prevention of violence and drug use/abuse. Parents/guardians are informed and are invited to attend the various activities.

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## **NEW STUDENT ENROLLMENT AND ANNUAL REGISTRATION REQUIREMENTS**

Dolton West School District 148 recognizes and accepts its responsibility to educate all age-appropriate children who are bona fide residents of the District. Children are considered residents of the District when they reside with parents or legally-appointed guardians who are residents of the District. Only children who are residents may attend District 148 schools.

For a child seeking admission to District 148 schools, the parent or court-approved guardian shall provide:

1. Proof of residency (see proof of residency requirements)
2. Current Illinois physical, dental, eye examination forms and immunization records
3. An original birth certificate (with seal and complete birth index number)
4. Legal guardianship papers (if applicable)
5. State of Illinois Student Transfer Form (ISBE 33-78)
6. Report Card (optional)
7. Effective during the 2021-2022 school year there is **no registration fee**.

**Only parents/court-appointed guardians will be permitted to register their child for school. All registration forms are available using the online registration process. Proof of residency must be provided in person for new students only.**

The above documents will be approved by school personnel.

The process of providing required proof of admission to District 148 schools may prove time-consuming. However, strict adherence to the process is vital to protect the rights of resident students and taxpayers.

### **Curriculum and Assessment Dates**

#### **Standardized Assessments**

Beginning of the Year (BOY) – Star Assessments – Reading and iReady Math  
Kdg. – 8th grade    Week of August 24th – September 11th

Middle of the Year (MOY) – Star Assessments – Reading and iReady Math  
Kdg. – 8th grade    Week of January 4th – January 22nd

End of the Year (EOY) – Star Assessments – Reading and iReady Math  
Kdg. – 8th grade    Week of April 26th – May 14th

(IAR) – Illinois Assessment for Readiness \*TBD\*  
3rd – 8th grades

ISA – Illinois Science Assessment \*TBD\*  
5th and 8th grades

Dynamic Learning Maps – Alternate Assessment \*TBD\*

ELA/Literacy  
3rd – 8th grades

Math  
3rd – 8th grades

Science  
5th and 8th grades

<b>Science Fairs</b>	Grade 4 Elementary Science Fair:	December 2nd
	Grade 7 Washington Junior High:	December 3rd
	Grade 7 Roosevelt Junior High:	December 9th
	Grade 7 Lincoln Junior High:	December 10th

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## **District Progress Reports, Report Cards & Grading Periods Academic**

<b>Quarters</b>	<b>Progress Reports</b>	<b>Report Cards</b>	<b>Quarter Ends</b>
1st Quarter	September 18th	October 30th	October 16th
2nd Quarter	November 20th	January 15th	December 18th
3rd Quarter	February 5th	April 1st	March 12th
4th Quarter	April 16th of School	Last Day of School	Last Day

## **Parent Advisory Committee Meetings**

Wednesday, October 14, 2020 at Lincoln Elementary                    5:00 p.m.  
Wednesday, February 17, 2021 at Washington Elementary            5:00 p.m.  
Wednesday, May 19, 2021 at Roosevelt                                  5:00 p.m.

## **PROOF OF RESIDENCY**

### **All Students**

#### **One of the following valid Picture I.D.'s with the current address:**

Driver's License  
State of Illinois Identification Card

#### **Two of the following (with current name, address, and date - within 30 days):**

Mortgage Payment Book  
Real Estate Tax Bill  
Current Utility Bill (within 30 days): Electric, Gas, Village Water Bill  
Cable or Satellite Television Bill  
Telephone/Cell Phone Bill  
Medicaid Card  
Current payroll or government check with address/Pension check  
3 Business Letters (within 30 days). Three letters count as one proof. This may include Bank Statement/Credit Card Statement/Doctor Bill/Insurance Bill (no personal letters)

**Students moving to another address within District 148 are required to prove residency, under the new address, as a NEW student.**

**Hay Asistencia en Español: (708) 841-2445**

This handbook is written to provide general information/dates. All parents/students have the responsibility to read and follow these procedures. Questions for clarification about any confusing points should be directed to specific school Principals.

In matters not specifically covered, the school Principal has the authority to create rules/procedures to maintain a safe school environment that is conducive to learning AND protects students' physical and psychological safety.

Si usted tiene dificultad comunicandose en Ingles o` entendiendo el contenido de este libreto, por favor llame al (708) 841-2445.

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