

# Family Handbook

GENERAL INFORMATION 2020-21



260 Madison, Oak Park, IL 60302

(708) 524-3000

[www.op97.org](http://www.op97.org)

Dr. Carol Kelley  
Superintendent of Schools

## District 97 Board of Education

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Amanda Siegfried, Director of Communications

### School Addresses and Contacts

*NOTE: Schools may have limited ability to answer phone calls during Remote Learning. To contact the school, parents are advised to send an email or [Let's Talk](#) message.*

School	Address	Principal	Phone
Beye	230 N. Cuyler	Jennifer Schemidt	524-3070
Brooks	325 S. Kenilworth	April Capuder	524-3050
Hatch	1000 N. Ridgeland	Sarah Mendez	524-3095
Holmes	508 N. Kenilworth	Dr. Christine Zelaya	524-3100
Irving	1125 S. Cuyler	John Hodge	524-3090
Julian	416 S. Ridgeland	Jeremy Christian	524-3040
Lincoln	1111 S. Grove	Ryan Gordon/Sheila Carter	524-3110
Longfellow	715 S. Highland	Amy Jefferson	524-3060
Mann	921 N. Kenilworth	Hussain Ali	524-3085
Whittier	715 N. Harvey	Patrick Robinson	524-3080

### School Schedules

**Elementary Schools:** 8 a.m. to 3 p.m. (Monday, Tuesday, Thursday, Friday)  
8 a.m. to 2:30 p.m. (Wednesday)

**Middle Schools:** 9 a.m. to 3:30 p.m. (Monday-Friday)

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## **Accident Insurance**

Accident insurance is available for all students. Coverage is offered in two ways. The district provides coverage during school activities for the policy year, which runs from July 1 through June 30 (excess over family insurance and reimburses out-of-pocket expenses). Additional

24-hour insurance coverage at school and home is available to families at their cost. While District 97 makes these plans available for students, it does not endorse a particular plan or company.

## **Anti-Harassment**

District 97 is committed to maintaining a learning environment that is free from harassment. This includes, but is not limited to, harassment based on actual or perceived race, color, national origin, military status, unfavorable discharge status from 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.

The district will investigate all complaints of harassment involving our students and employees, and will take appropriate action in accordance with our board policies and the law.

## **Attendance**

The information below pertains to attendance procedures during full-day onsite learning in District 97. For information about attendance during Remote Learning, please visit <https://www.op97.org/remoteteaching>.

District 97's elementary schools utilize the Illinois best practice "Time to Day" automated calculation when taking daily attendance. Per the chart below, Illinois School Code ties attendance to instructional minutes per grade level. The state's requirement for instructional minutes may mean that a child arriving very late or leaving very early from school will be counted as absent. The "Time to Day" calculation simplifies this process by allowing the school to enter the time of day students arrive late or leave early to automatically calculate their attendance for that day. The district's middle schools do not utilize this calculation because they take attendance each class period.

Attendance			
	Full Day Credit	1/2 Day Credit	Zero Credit
KG- 1st	240 min or more	120-239 min	119 min or less
2nd-5th	300 min or more	150-299 min	149 min or less

If your child is absent for any reason, please contact the front office of the elementary schools before 8 a.m. and the middle schools before 9 a.m. A student who is unable to attend classes because of the observance of a religious holiday will be excused from examinations and assignments on those days if a teacher receives a written request from his/her family. Opportunities to make up work and/or exams will be provided.

### **Board of Education**

The District 97 Board of Education is a seven-member team of Oak Park residents who have been selected to serve four-year terms in a state-authorized election. Elections for three and then four seats are held every two years. Board members serve without pay.

Board meetings are generally held on the second and fourth Tuesday of each month at 7 p.m. in the boardroom of the administration building, which is located at 260 Madison Street. The board meeting schedule is set at the beginning of each year, and can be accessed on the district website (<http://www.op97.org/>) or obtained from the board secretary by calling (708) 524-3009.

Special meetings, workshops, study sessions and community forums may also be scheduled throughout the year. These events, as well as time and/or location changes for regularly scheduled meetings, are announced at least 24 hours in advance through a variety of means, including sending notices to the local newspapers and posting information on the district’s website and in the front lobby of the administration building.

The agenda and packet of materials for each board meeting can be accessed by visiting <http://www.op97.org/boe/meeting-packets> and approved board meeting minutes can be accessed by <http://www.op97.org/boe/approved-minutes>.

### **Communication Partnership**

If you have questions, concerns or need information regarding your child’s education, there is a procedure in place to help you. If your inquiry is related to a specific class or teacher, we recommend contacting the teacher first, who can refer you to others as needed. If you need further assistance after meeting with the teacher, or have a general question or comment about the school, you should contact the assistant

principal if there is one assigned to the building and then the principal if necessary. If you require additional assistance with your inquiry after communicating with the teacher, assistant principal and/or principal, please contact the superintendent's office at (708) 524-3004.

## **Community Email Updates**

The district emails information and updates to all families and the community on a weekly basis during the school year. If you are a community member interested in receiving these updates, please visit [www.op97.org/communications](http://www.op97.org/communications).

## **Digital Backpack**

District 97 developed a digital backpack to keep families informed about what is happening in the community, while also reducing the amount of paper that is used. Each school's individual backpack can be accessed via the main navigation on its website. In addition, all 10 school backpacks can be accessed on the district site by visiting <http://www.op97.org/digital-backpack/>.

While most of the information that is disseminated by the schools, the district, the PTOs and community organizations is posted in the digital backpack, there are still certain documents (e.g., ones requiring parent/guardian signatures) that are sent home in a hard copy format. In addition, families who do not have access to the Internet or email will continue to have their needs met. If you do not have the means to access the backpack information electronically, please contact the front office of your child's school to make arrangements to receive it in a hard copy format.

## **Due Process Rights**

The board of education recognizes the importance of safeguarding a student's constitutional rights. To help ensure that appropriate due process is provided, the board has adopted policies that govern the district's out-of-school suspension and expulsion procedures.

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

The superintendent or designee shall implement suspension procedures that provide, at a minimum, for 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 and the specific duration of the suspension, including actual dates of suspension.
  - d. For a suspension of five or more school days, a statement of 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 the 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:
  - a. That the student committed the gross disobedience or misconduct as charged;
  - b. For suspensions of three or fewer days: That the student's continued presence at school would pose a threat to school safety, or a disruption to other students' learning opportunities;
  - c. For a suspension of four or more days:
    1. That the student's continued presence at school would pose a threat to

the safety of other students, staff, or members of the school community, or substantially disrupt, impede, or interfere with the operation of the school; and

2. That other appropriate and available interventions were attempted or whether it was determined that there were no other appropriate and available interventions;
- d. The rationale as to the specific duration of the suspension; and
- e. The appropriate and available support services provided to the student during the period of suspension or whether it was determined that there were no appropriate and available support services.

### **Expulsion Procedures**

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

1. Before a student may be expelled, the student and his/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. State that the School Code allows the board of education to expel a student for a definite period of time not to exceed two calendar years, as determined on a case-by-case basis.
  - e. 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. The hearing shall be conducted by the board or a hearing officer appointed by it. If a hearing officer is appointed, he/she shall report to the board the evidence that was 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. The student and his/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 the 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:
  - 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 that school officials determined that all appropriate and available behavioral and disciplinary interventions have been exhausted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document that 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.

## **Education of Homeless Children**

Below is board policy 6:140 (Education of Homeless Children), which features information about the right children of homeless individuals and homeless youth have to a "free, appropriate public education as provided to other children and youths, including a public pre-school education."

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 Homeless Assistance Act and the Ill. Education for Homeless Children Act.

The superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

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.

The superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and state law. The superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the appropriate Intermediate Service Center and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with state law.

### **Emergency School Closings**

The superintendent may close school, delay the opening of school, or dismiss school early when an adjustment in the schedule is required to help protect the health and safety of students and staff members. In cases where inclement weather or an emergency situation disrupts the school day, a message will be disseminated via phone and email using the district's emergency notification system. A similar message will be posted on the district's family of websites. In addition, information about delayed openings, early dismissals or school closings can be accessed by visiting the Emergency Closing Center website (<http://www.emergencyclosingcenter.com>) or tuning in to local radio and TV stations such as WGN-AM (720), WBBM-AM (780), WBBM-TV (Channel 2), WMAQ-TV (Channel 5), WLS-TV (Channel 7), WGN-TV (Channel 9) and WFLD TV (Channel 32).

### **Equal Educational Opportunities**

District 97 shall provide equal educational and extracurricular opportunities 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, actual or potential marital or parental status, including pregnancy. The district will also not knowingly enter into agreements with any entity or individual that discriminates against students on the basis of sex or any other protected status. However, the district will remain neutral when granting access to school facilities under board policy 8:20 (Community Use of School Facilities).

Any student may file a discrimination grievance in accordance with board policy 2:260 (Uniform Grievance Procedure).

No student shall, based on sex, sexual orientation or gender identity, be denied equal access to programs, activities, services or benefits, be limited in the exercise of any right, privilege or advantage, or be denied equal access to educational and extracurricular programs and activities. Students shall be treated and supported in a manner consistent with their gender identity. This shall include but not be limited to; students having access to gendered facilities, including restrooms and locker rooms that correspond to their gender identity.

Any student may file a sex equity complaint in accordance with board policy 2:260 (Uniform Grievance Procedure). A student may appeal the board's resolution of a complaint to the appropriate Intermediate Service Center and, thereafter, to the state superintendent of education.

The district has appointed a non-discrimination coordinator to help ensure that the district's commitment to providing equal educational opportunities is carried out with equity and fidelity. Below is the contact information for this coordinator.

Gina Herrmann  
Senior Director of Human Resources  
(708) 524-3000  
gherrmann@op97.org

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day District 97 receives a request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by District 97 to comply with the requirements of FERPA.

You can learn more about your rights under FERPA by visiting <http://www.op97.org/ilearn97/ferpa>.

## Family Participation

We recognize that the success of our schools is dependent upon establishing and maintaining strong partnerships with families and community members. Active PTOs in every school go beyond raising much-needed funds for school programs. They provide parent education workshops, art and cultural programs, and expertise on a multitude of committees that help children excel both in and out of the classroom. There are also volunteers who work closely and collaboratively with teachers and administrators to tackle the tough issues facing school districts today. Contact your child's school for information about how you can get involved.

## Food Allergies

District 97 is committed to creating a safe learning environment for all students. To that end, the number of children who have food allergies is increasing. Approximately 10 to 15 percent of our students have a food allergy. The most common allergen is nuts of any kind.

**Every food-allergic reaction has the possibility of turning into a life-threatening reaction within minutes. With this in mind, we created a Food Allergy Management Program for the district that will help preserve and protect the health and safety of our students. This program includes the following guidelines/requirements.**

- Nuts and nut products are not allowed in any classroom unless under specific direction from the building principal. This includes products that are labeled "processed in a facility that shares equipment with nut products."
- Do not send nuts or nut products as a **snack** for your child to eat.
- We encourage nut-free products on **field trips**.
- There is **NO food sharing** between students at any time during school.
- There is **NO eating** or **drinking** on school buses.
- There is **NO eating** in outside play areas, if applicable.

**PLEASE NOTE:** If a student in your child’s classroom is allergic to other food products that must be restricted, your child’s teacher will let you know what those products are and what steps, if any, need to be taken in conjunction with the district’s Food Allergy Management Program.

How to identify safer foods to send to school for snacks and on field trips:

1. Please read all packaging to ensure the item is not produced on equipment shared with nuts.
2. Consult the "Snack Safely" website for information about specific product brands and suggestions for safe food options.
3. Below is a list of several potential safe food options. However, as stated above, please consult with your child’s classroom teacher to determine if classroom-specific restrictions apply to any of them.

Fresh fruit	Fruit juice
Fresh vegetables	Dried fruits
Yogurt without granola topping	Lean meats
Packaged popcorn	Pretzels

Please contact your child’s school nurse if you have questions or need more information.

### **Food Free in Three - Phase 3**

During the 2020-21 school year, District 97 will be in Phase 3 of the "Food Free in Three" program. **This means that no food will be served during celebrations at our schools.** More is available at <https://www.op97.org/health-services/food-free-in-three>

Please note that any fresh fruit or fresh vegetables brought into our schools must either be pre-washed/pre-packaged from a store or prepared, cut, etc. after they arrive in our buildings. This will help minimize potential cross-contamination.

## **Grading and Promotion**

The information below pertains to grading and promotion procedures during full-day onsite learning in District 97. For information about grading during Remote Learning, please visit <https://www.op97.org/remoteteaching>.

Per the board policy regarding grading and promotion, the superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade

level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois Assessment for Readiness (IAR) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Each teacher shall maintain an evaluation record for every student in his/her classroom. A district administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- The teacher agrees to allow the student to do extra work that may impact the grade;
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

## **Health Requirements**

Below is board policy 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), which features information about the health requirements for students attending school in Illinois.

### **Required Health Examinations and Immunizations**

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students in grade six.

As required by state law:

1. Health examinations must be performed by a physician licensed by the state of Illinois to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. 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 examination. 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.

If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.

Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.

4. 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 their child was "risk-assessed" or screened for lead poisoning.
5. The IDPH will provide all female students entering sixth grade and their parents/guardians with information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the district. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The

schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he/she has proof that an appointment for the required vaccinations is scheduled with a party authorized to complete and submit proof of those vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

### **Eye Examination**

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### **Dental Examination**

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### **Exemptions**

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the superintendent or designee. When a Certificate of Religious Exemption form is presented, the superintendent or designee shall immediately inform the parents/guardians of the exclusion procedures pursuant to board policy 7:280 (Communicable and Chronic Infectious Disease), as well as the state rules regarding an outbreak of one or more diseases from which the student is not protected;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

### **Homeless Child**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board of Education policy 6:140 (Education of Homeless Children) governs the enrollment of homeless children.

### **Inspection of Instructional Materials**

Parents/guardians have the right to inspect any instructional material that is used as part of their child's educational curriculum. Parents/guardians will have access to the instructional material within a reasonable period of time after a request for review/inspection has been received and processed by the building principal. The term "instructional material" means instructional content that is provided to a student regardless of its format. It includes 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.

### **Internet for All**

District 97 offers free home Internet service to students in grades kindergarten through eight who do not have access to this critical resource. Through a partnership with the Digital Wish program and Mobile Beacon, we provide students with free wireless hotspot devices they can use at home and cover the cost of the monthly fees for the service. The goals of the program are to help increase student access to valuable online

learning resources, while also bridging the digital divide and ensuring greater educational equity.

If you have questions or need more information about the Internet for All program, please email [technology@op97.org](mailto:technology@op97.org) or call Michael Arensdorff at (708) 524-3015.

## **Lunch/Supervision Program**

Each school has a supervised lunch program. There is a pro rata fee for the program based on the projected expenditures for supervision. Fee assessments are based on student access to the service and the alternatives that are available. Students enrolled for a portion of the year will be charged 1/10th for each month of enrollment. Families that find this fee structure to be a financial burden may contact their child's school to determine if they qualify for a waiver and/or free or reduced lunches.

Lunches can be purchased through the schools at a reasonable cost. Interested families should contact their child's school to learn more about this option. Some schools have milk and juice available for purchase. All items are sold on a prepaid basis.

## **Medication Administration**

If your child has medication that he/she must take on a regular basis, you are asked to please give it to him/her at home either before or after school whenever possible. When medication needs to be given during the school day, it must be supplied in the original pharmacy-labeled container. We must have written permission from parents/guardians and doctor's orders for all medication. Contact the school nurse from your child's school for additional information and/or to discuss the procedures for administering medication.

## **Multi-Tiered System of Supports (MTSS)**

District 97's multi-tiered system of supports (MTSS) program is designed to provide students with the academic and behavioral support they need, when they need it. Headed by the district's Director of MTSS, as well as the building principal and a leadership team at each school, teacher teams analyze and use student assessment data and social-emotional learning data to plan instruction.

### **Key Features of District 97's MTSS Program**

- Student assessment data and a problem-solving approach are used to make instructional decisions and determine which students need support in addition to core, grade-level instruction.
- There is a multi-tiered model of service delivery.

- Student progress is monitored frequently to determine student response to instruction and inform additional instructional decisions.

Additional information regarding MTSS can be found at <https://www.op97.org/mtss>.

## **Positive Behavior Interventions and Supports**

Positive Behavior Interventions and Supports (PBIS) is a systems approach to:

- Creating a safe and proactive community of students, families and staff.
- Promoting positive behavior to increase instructional time.
- Using an efficient system for data collection to guide student behavior interventions.
- Celebrating building-wide success.

PBIS develops school-wide systems that support staff in their efforts to teach and promote positive, appropriate behavior to all students. Through instruction, understanding and regular practice, all stakeholders learn and apply a consistent set of rules and expectations.

Each school has created a behavior matrix that features appropriate and expected behaviors for different areas of the school (i.e. playground, cafeteria, etc.). These behaviors are taught to and modeled for students during the first couple weeks of school and as needed throughout the year.

## **Registration and Verification**

District 97 has partnered with InfoSnap on the implementation of a customized online process for completing new student registration. In addition to streamlining this important process, we use the system to update information for our returning students and secure parent/guardian permission on several items (permission to publish student names, images and work, permission to print contact information in school directories, etc.). Please contact the district's registrar at (708) 524-3000 or [d97registrar@op97.org](mailto:d97registrar@op97.org) if you have questions or need more information about the district's registration process.

## **Reporting Student Learning**

Student learning and accomplishments are reported regularly and in a variety of ways. The report card, which is issued each trimester, is the most traditional way to report student progress. You are strongly encouraged to schedule an individual conference with your child's teacher to discuss this report card in detail. You may also receive information about your child's progress through standardized test reports, assessments, progress reports, phone calls, personal letters, and/or portfolios or exhibits of student work. In addition, the state report cards for each school and the

district as a whole are posted on the district's website, and can be accessed by visiting <http://www.op97.org/teach-learn/state-report-cards>.

We value the home partnership and encourage you to contact your child's teacher at any time to discuss specific areas of your child's achievement.

## **Safety**

District 97 has identified safety as a priority and established procedures to ensure that we provide a secure environment in each of our buildings. These procedures include, but are not limited to, requiring sign in at the school office upon entering the building and requesting appropriate identification when picking up a child during the school day. Please contact your child's school for additional information about its safety procedures.

Schools perform a comprehensive review of their safety plans on an annual basis and update them as needed with the assistance of Oak Park Police Department and Oak Park Fire Department. In addition, the district has a safety team that is composed of school and district-level staff. This team meets periodically with representatives from the police department and fire department to ensure compliance with state safety requirements.

## **Scheduling School/Classroom Visits**

Due to the COVID-19 pandemic, visitors to school property will be restricted during the 2020-21 school year. Meetings between parents and school staff will be held virtually. Guidelines will be communicated to parents prior to students' return to in-person learning.

## **Social-Emotional Learning**

Social-emotional learning (SEL) plays a critical role in District 97's efforts to support the development of the whole child.

The Illinois Learning Standards have three goals for SEL:

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

To support these standards, each school has an SEL program that includes instruction in relevant skills and concepts. A core program resource is the Second Step curriculum, which provides instruction in social-emotional learning that includes K-8 units that are focused on learning empathy, emotional regulation, friendship skills and problem

solving.

## **Student Behavior**

District 97 administration and staff believe it is critical for students to have a clear understanding of what constitutes appropriate behavior and learn to assume responsibility for their actions. Expectations for student behavior are clearly defined in the district's Effective Student Behavior Handbook. We urge you to become familiar with and discuss these expectations with your child.

Through its policies, the board has identified the behaviors that are considered acts of gross disobedience or misconduct and could result in disciplinary action. Examples of prohibited student conduct are listed in the Effective Student Behavior Handbook and in board policy 7:190, *Student Behavior*. Board policy also includes information that students and their families can use to report incidents of bullying, harassment, etc.

If a student is the target of bullying, harassment or some other act of misconduct, he/she is encouraged to report it immediately to a trusted adult (teacher, assistant principal, principal, family member, etc.). If the student's parents/guardians are the first ones to learn about the incident, they are encouraged to contact school or district officials as soon as possible. In these cases, we recommend that parents/guardians follow the process outlined in the section above titled Communication Partnership—i.e., contact your child's teacher first, then the assistant principal or the principal if you need further assistance and the superintendent's office if you have exhausted all options at the building level.

One of our primary goals is to provide our students with access to a safe, trusting environment in which they can learn, grow and achieve. That is why we take acts of misconduct seriously, and will review/investigate any incidents that occur at the school or district level. It is also why we will adhere to the strict enforcement of the policies and procedures that govern student behavior and student safety.

## **Student Dress Guidelines**

In accordance with board policy 7:160 (Student Appearance), a District 97 student's appearance, including 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 following guidelines regarding student dress are in effect district wide:

### **Guidelines**

Oak Park Elementary School District 97 expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of

a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The School District is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

**Section 1: Basic Principle: Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

**Section 2: Student Must Wear**

- A shirt (with fabric in the front, back, and on the sides under the arms), AND pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, or shorts), AND shoes;

OR

- A dress (with fabric in the front, back, and on the sides under the arms), AND shoes.

\*\*Activity-specific shoe requirements are permitted (for example, athletic shoes for PE)

**Section 3: Students May Wear**, as long as these items do not violate Section 1 above:

- Hats facing straight forward or straight backward. Hats must allow the face be visible to staff, and not interfere with the line of sight of any student or staff.
- Do-rags, hair bonnets and scarves, etc.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas

- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

#### **Section 4: Students Cannot Wear:**

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

#### **Dress Code Enforcement**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed in accordance with the dress code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed in accordance with the dress code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed in accordance with the dress code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.

Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to:

- kneeling or bending over to check attire fit;
- measuring straps or skirt length;
- asking students to account for their attire in the classroom or in hallways in front of others;
- calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
- accusing students of “distracting” other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school- related events and activities, such as graduation ceremonies and dances.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the building administration.

### ***Inspired in part by Oregon NOW Model Dress Code***

## **Student Information**

The board of education is responsible for maintaining records for all students who attend District 97 schools. District employees will only compile records that are mandated by the state or federal government, are necessary and relevant to the function of the school district, and/or are specifically permitted by this board. Student records shall be available only to students and their parents/guardians, designated school officials, personnel who have a current educational interest in the students, or to other individuals or organizations as permitted by law.

When appropriate, the district will make available, upon request, “directory information,” which may include, but is not limited to, the student’s name, parent/guardian names, parent/guardian email addresses, mailing address, grade level, telephone number, participation in officially recognized activities and sports, dates of attendance, date of graduation, awards received, and/or honor rolls and scholarships. District 97 will not permit the collection, disclosure or use of personal information collected from students for the purpose of selling that information.

Parent/guardians may use InfoSnap or contact their child’s school to request that this information not be disclosed. However, if they do not notify the school/district of this preference, the school/district will operate under the assumption that their child’s

information can be released upon request.

As required by law, District 97 maintains a student's permanent records for no less than 60 years after the student has transferred, graduated or otherwise withdrawn from one of its schools. Examples of permanent records include, but are not limited to, personal identifying information, academic transcripts, and attendance and health records.

A student's temporary records are sent to the high school when he/she graduates from District 97. In the event that a student transfers to another school prior to graduation, copies of the records are sent to the new school when a request for those records is submitted in writing by the parents/guardians or new school. District 97 maintains those files not less than five years. Examples of temporary records include, but are not limited to, test scores, psychological test results and disciplinary information.

***Parents/guardians have the right to:***

- Inspect and review their child's educational records.
- Request that a record be amended if it is inaccurate, misleading or otherwise violates their child's privacy rights.
- Consent to the disclosure of personally identifiable information contained in their child's educational records, except for disclosures that are automatically allowed under the law.
- File a complaint of district noncompliance with the Illinois State Board of Education.
- Obtain a copy of the district's policy and administrative guidelines on student records.

## **Surveys**

The board of education respects the privacy rights of parents/guardians and their children. No student shall be required, without prior written consent of his/her parents/guardians, to participate in any survey, analysis or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parents/guardians.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians and ministers.
- Religious practices, affiliations or beliefs of the student or the

student's parents/guardians.

- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parents/guardians will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Parents/guardians may also refuse to allow their child to participate in a survey or evaluation as described above. The school and/or district shall not penalize any student whose parents/guardians exercise this option.

## **Transportation**

Due to the COVID-19 pandemic, the information about transportation is subject to change. Updated information will be communicated to families prior to students' return to in-person learning.

## **Visitors to and Conduct on School Property**

**NOTE:** Due to the COVID-19 pandemic, visitors to school property will be restricted during the 2020-21 school year. Meetings between parents and school staff will be held virtually. Guidelines will be communicated to parents prior to students' return to in-person learning.

Below is board policy 8:30 (Visitors to and Conduct on School Property), which features information about what is required and/or expected when people are on school property or attending a school event (should pandemic procedures not apply).

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a board meeting, school athletic event, or other school-sponsored event.

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

All visitors to school property are required to report to the school office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians and friends

are invited on to school property, visitors are not required to sign in, but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the superintendent or designee.

The district expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

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

district or a school function.

### **Convicted Child Sex Offender**

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

1. A parent/guardian of a student attending the school and has notified the building principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the board, superintendent, or superintendent's designee. If permission is granted, the superintendent or board president shall provide the details of the offender's upcoming visit to the building principal.

In all cases, the superintendent or a designee who is a certified employee shall supervise a child sex offender whenever the offender is in a child's vicinity.

### **Exclusive Bargaining Representative Agent**

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

### **Enforcement**

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

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school property, including school events or meetings, for a period of time to be determined by the superintendent or his/her designee.

### **Procedures to Deny Future Admission to School Events or Meetings**

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the board. The superintendent may refuse the person admission pending such a hearing. The superintendent or

designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the board hearing date. The hearing notice must contain:

1. The date, time and place of the board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

## Wellness

District 97 is committed to creating a healthy school environment that enhances the development of lifelong wellness practices and promoting healthy eating and physical activities that support student achievement. Below is a set of guidelines that were created with the assistance of the district's Wellness Council.

- To maximize classroom time and promote proper nutrition and eating habits, staff is encouraged to integrate nutrition education in other school subjects and activities when appropriate. Nutrition education may include activities such as contests, tastings, cooking demonstrations, and planting and harvesting school gardens. These activities may include participation from community organizations and agencies as long as those activities are conducted in accordance with board policy.

Staff is also encouraged to promote nutrition education beyond the classroom, including the benefits of a balanced diet and appropriate exercise.

- Food shall not be used as a reward or incentive in conjunction with any instructional or classroom activity. This applies to activities in which a reward or incentive is earned for successful completion of a task (e.g., a contest or competition, performance on an assignment, etc.).
- Any food that is sold on school property during the school day must meet the state and federal guidelines for nutrition, and be done in conjunction with the law, board policy and the district's Food Allergy Management Program. While the district encourages the use of the same practices during school-related events or activities that take place after school hours and/or off school property (e.g., a fundraiser organized by a PTO at a local restaurant), it does not have the authority to stop or prevent such events or activities from taking place.
- Bringing outside food (i.e., food not provided through the district's lunch program) on school property during regular school hours for an event or activity will only be allowed if approved by the building principal or designee in accordance with the district's Food Allergy Management Program. This is to

ensure that the plan adheres with school rules and board policy, and protects the health and safety of students and staff, especially those individuals who have food allergies.

- All students in kindergarten through eighth grade will engage in physical activities on a daily basis. Teachers are encouraged to promote brief, organized periods of physical activity (e.g., standing and stretching) during extended periods of class work.

The district shall engage families as partners in providing physical activity beyond the school day, with a goal of performing at least 60 minutes of physical activity per day in school, at home and in the community.

In addition to provided planned physical education, the school is encouraged to provide age-appropriate physical activities (e.g., recess during the school day, intramurals, teacher-led physical education activity, clubs before and after school, and interscholastic sports) that are inclusive and meet the needs of all students. Using physical activity as a reward, such as a teacher or principal walking or playing with students at recess, is also encouraged.

School personnel shall not use physical activity as a consequence or punishment.

- As it relates to school meals, the board believes that menu offerings should optimize nutritional value, include fresh and seasonal foods whenever possible, and meet or exceed the state and federal guidelines on nutrition.

The district will continue to seek out opportunities to include food that is locally grown in the meals it offers through its lunch program.

The district may solicit feedback from students and parents/guardians regarding its lunch program, with the goal of assessing the quality of the program and making possible enhancements to it through the selection of new food options.

District 200, which manages the District 97's lunch program, shall work with District 97's food service personnel and business office to ensure that food suppliers provide nutritious meals that feature age- appropriate portions. Students shall be provided with adequate time during the lunch period to consume meals and participate in recess.

Students and staff shall be encouraged to drink water throughout the day. Students may also be allowed to consume a healthy, nut-free snack, as needed and appropriate, as long as that snack complies with the district's Food Allergy Management Program.

Students may be taught and shall be encouraged to use proper hand washing techniques to promote health and wellness, and avoid the spreading of germs and bacteria.

- Physical and health education teachers are encouraged to offer staff health education workshops that help establish them as healthy role models and provide them with the information and training they can use to promote consistent health messages.
- When appropriate and undertaken in conjunction with board policy, the district and its schools will support, promote and/or host wellness education events and activities for students, staff, parents/guardians and the community-at-large.
- A Wellness Council shall be developed at the district level featuring members that may include, but not be limited to:
  - Parents/guardians
  - School food service personnel
  - School nurses
  - Physical education and/or health education teachers
  - School administrators
  - School board members
  - Members of the general public

## **School Calendar**

Aug. 24-28, 2020: Institute Days (No School for Students)

Aug. 31, 2020: Remote Learning Planning Day (No School for Students)

Sept. 1, 2020: First Day of School

Sept. 7, 2020: Labor Day (No School)

Oct. 9, 2020: Remote Learning Planning Day (No School for Students)

Oct. 12, 2020: Indigenous Peoples' Day (No School)

Oct. 22 and 23, 2020: Parent-Teacher Conferences Half Day (AM Only)

Nov. 3, 2020: Election Day (No School)

Nov. 25 to 27, 2020: Thanksgiving Break (No School)

Dec. 23, 2020: Half Day (Pre-Winter Break)

Dec. 24, 2020, to Jan. 8, 2021: Winter Break (No School)

Jan. 18, 2021: Martin L. King Day (No School)

Feb. 4 and 5, 2021: Parent-Teacher Conferences Half Day (AM Only)

Feb. 12, 2021: Institute Day (No School for Students)

Feb. 15, 2021: Presidents Day (No School)

March 29, 2021, to April 2, 2021: Spring Break (No School)

April 6, 2021: Staff Professional Development Day (No School for Students)

May 31, 2021: Memorial Day (No School)

June 10, 2021: Last Day of School (*If no snow/emergency days are used*)

## **District 97 Vision**

Create a positive learning environment for all District 97 students that is equitable, inclusive and focused on the whole child.

## **District 97 Goals**

We will share our collective expertise to help every District 97 student experience, achieve or become:

- A known, nurtured, and celebrated LEARNER: Every student feels a sense of belonging and is meaningfully engaged in rigorous learning – with his or her unique needs being met and his or her strengths leveraged.
- An empowered and passionate SCHOLAR: Every student is inspired to develop his or her full potential – academic, physical, artistic and emotional – in order to cultivate high-intellectual performance.
- A confident and persistent ACHIEVER: Every student has access and the opportunity to learn at high levels, with learning outcomes not dependent upon race, gender or socioeconomic status.
- A creative CRITICAL THINKER & GLOBAL CITIZEN: Every student is meaningfully engaged in our learning environments and challenged to become a critical thinker, creative solution-seeker and contributor to the global community.

## **District 97 Respect Code**

As students and staff of Oak Park Elementary School District 97, we acknowledge the dignity and value of one another. We strive to create a welcoming atmosphere through our conduct and courtesy to others.

- We have the responsibility to promote acceptance of self and others.
- We have the responsibility to be considerate and sensitive to the needs and feelings of others.
- We have the right to be physically safe.
- We have the right to be emotionally safe.
- We have the right and responsibility to communicate our needs and feelings.
- We have the responsibility to do no harm to others or to their belongings.
- We have the responsibility to value the school property and help maintain a clean and safe environment.