

Family Handbook

GENERAL INFORMATION 2021-22



260 Madison, Oak Park, IL 60302

(708) 524-3000

www.op97.org

District 97 Board of Education

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Donna Middleton, Senior Director of Special Education
Amanda Siegfried, Senior Director of Communications

School Addresses and Contacts

| School | Address | Principal | Phone |
|------------|-------------------|-----------------------------------|----------|
| Beye | 230 N. Cuyler | Sheila Carter/ Cheryl Sullivan | 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 | 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)

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.

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Accident Insurance

Accident insurance is available for all students. Coverage is offered in two ways. District 97 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.

Assessments

Students must participate in assessments mandated by the Every Student Succeeds Act (ESSA) and by the State of Illinois or the district. A parent/guardian may request information regarding any State or local educational agency policy regarding student participation in any assessments mandated by ESSA Section 1111(b)(2). Assessments required by ESSA, the State of Illinois or the District include: teacher-created classroom assessments, Performance Series, the Cognitive Abilities Test, the SAT Suite of Assessments, the Illinois Snapshots of Early Literacy, Accessing Comprehension and Communication in English from State to State, Dynamic Learning Maps, the Illinois Science Assessments and the Partnership for Assessment of Readiness for college and Careers.

Attendance and Truancy

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 students that 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 due to a valid cause of absence will be recorded as excused and the student will be provided an opportunity to make up any missed assignments and/or examinations. The following are considered a valid cause of absence: illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the board of education, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

Truancy

If a student’s absence is without a valid cause, it will be recorded as an unexcused absence. A note from a qualified medical professional may be required for a health-related absence if requested by school administration. A habitual truant is defined as a student subject to compulsory school attendance who is absent without a valid cause from such attendance for five percent (5%) or more of the previous 180 regular attendance days. If the student is a habitual truant, action may be taken against the parent(s)/guardian(s) of the student.

The following support services may be offered to a student who is truant:

- Parent-teacher conferences
- Counseling services
- Truant's alternative and optional education program
- Alternative school placement
- Community agency services
- Remediation program

If these supportive services prove ineffective and the unexcused absences persist, building administration may solicit the resources of the intermediate service center.

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 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 48 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.

Concussions and Head Injuries

Students who exhibit signs, symptoms, or behaviors consistent with a concussion or head injury must be removed from participation or competition at that time. Such students will not be allowed to return to play unless cleared by a physician, physician assistant, certified athletic trainer, or advance practice nurse. Students who have experienced concussions will be supported by the district in accordance with the school's Return-to-Play and Return-to-Learn protocols. Parents/guardians should notify the building principal and nurse if they are aware that their student has suffered a concussion. See Board Policy 7.305 (Student Athlete Concussions and Head Injuries).

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.

Education of Homeless Children

Pursuant to Board Policy 6:140 (Education of Homeless Children), each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths. A *homeless child* is defined as provided in the McKinney Homeless Assistance Act and the Illinois Education for Homeless Children Act.

A homeless child may attend the school that the child attended when permanently housed or in which the child was last enrolled. In the alternative, a homeless child living in any school's attendance area may attend that school. 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.

For more information regarding supports and services available to homeless students and families, please contact the District's Homeless Liaison/Registrar by calling (708) 524-3000 or emailing d97registrar@op97.org.

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 website. 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).

English Learners

As required by the Every Student Succeeds Act (ESSA), District 97 will inform the parents/guardians of limited English proficient students identified for participation or participating in a language instruction education program, as determined under Part C of Title II of ESSA:

- The reasons for their being identified;
- Their student's level of English proficiency;
- The instructional method used;
- How their student's program will meet their student's needs;
- How the program will help the student learn English;
- Exit requirements for the program to meet the objectives of any limited English proficiency.
- For a child with a disability pursuant to the Individuals with Disabilities Education Act, how the program meets the student's objectives in his IEP.
- Information regarding parental rights, including:
 - The right that parents have to have their child immediately removed from such a program upon their request;
 - The option that parents have to decline to enroll their child in such a program or to choose another program or method of instruction, if available;
 - Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity.

Parents/guardians of students identified as English Learners will be notified of their student's eligibility to receive English Language services. Additionally, the school will provide information periodically to parents/guardians of English Learners for how they can be involved in their student's education and be active participants in assisting their students to attain English proficiency, achieve at high levels in core academic subjects and meet the challenging state academic achievement and content standards.

For more information regarding programming and supports for English Learners, please visit the district's website at: <https://www.op97.org/teach-learn/esl>.

Equal Educational Opportunities and Sex Equity

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.

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.

Furthermore, District 97 will not knowingly enter into agreements with any entity or

individual that discriminates against students on the basis of sex or any other protected status. District 97 remains neutral when granting access to school facilities under Board Policy 8:20 (Community Use of School Facilities).

Any student or their parent/guardian may file a discrimination or sex equity grievance in accordance with Board Policy 2:260 (Uniform Grievance Procedure) or by contacting the district's Non-Discrimination Coordinator. The contact information for the district's Non-Discrimination Coordinators for 2021-22 are listed below:

Timothy Kilrea and Cathie Pezanoski
Interim Senior Directors of Human Resources
(708) 524-3000
tkilrea@op97.org | cpezanoski@op97.org

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 of our schools.** This includes products that are labeled "processed in a facility that shares equipment with nut products." The shift to include lunch was necessary as many students may be eating their lunch in spaces other than the lunchroom.
- There is **NO food sharing** between students at any time during school.
- There is **NO eating or drinking** on school buses.

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

Food Free Celebrations

To help ensure the safety and inclusivity of all students, regardless of food-allergy status, religious or cultural practice, or medical condition, District 97 school celebrations are “food free.” **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>.

Grading and Promotion

The information below pertains to grading and promotion procedures during full-day onsite learning in District 97.

Per Board Policy 6:280 (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.

If, during the school year, the school team has concerns regarding an individual student’s progress toward promotion to the next grade level, parents will be contacted as soon as possible and a concerted effort will be made by the school staff to provide the student with assistance and supports to be successfully promoted to the next grade. If, at the conclusion of the school year, after the provision of such assistance and supports, the school team recommends that the student not be promoted to the next grade level, the district administration shall determine remedial assistance the student will receive, such as the summer bridge program, and shall make a promotion determination after completion of the remedial assistance. A parent’s request for their student not to be promoted to the next grade level will only be considered after the student has engaged in the recommended remedial assistance. The determination not to promote a student after successful completion of remedial assistance will be limited to exceptional circumstances, for example, if prolonged illness or other individual circumstances prevented the child’s attendance for significant portions of the school year.

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

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

Harassment of Students Prohibited

No person, including a District 97 employee or agent, or student, shall harass, intimidate, or bully a student on the basis of 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; 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 not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Non-Discrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender. Upon receipt of a report, the Non-Discrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure. The contact information for the District's Non-Discrimination Coordinator/Title IX Coordinator is listed below:

Non-Discrimination Coordinators

Timothy Kilrea and Cathie Pezanoski
Interim Senior Directors of Human Resources
(708) 524-3000
tkilrea@op97.org | cpezanoski@op97.org

Title IX Coordinator

Carrie Kamm
Senior Director of Equity
(708) 524-3000
ckamm@op97.org

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. 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.

All children enrolling in kindergarten for the first time shall have an eye examination. 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.

Hearing & Vision Screening

Vision and hearing screening tests shall be conducted in accordance with rules and regulations of the Illinois Department of Public Health and by individuals whom the Department has certified. Vision screening is not a substitute for a complete eye and visual evaluation by an eye doctor. Students are not required to undergo a vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

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.

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 or call Michael Arensdorff at (708) 524-3015.

Lunch/Supervision Program

Due to the ongoing pandemic, the United States Department of Agriculture (USDA) has approved key waivers that allow school districts to continue serving free meals to all children. This means that all District 97 students are eligible to receive breakfast and lunch free of charge for the entire 2021-22 school year.

Families DO NOT need to complete the Free/Reduced Meal Application in order for their students to receive free meals. However, families seeking to qualify for school fee waivers or other state programs must complete the application.

For more information, including breakfast and lunch menus for the 2021-22 school year,

please visit <https://www.op97.org/business-office/food-service>. Families may also contact the district's food service coordinator, Carla Ellis, at cellis@op97.org.

Medication Administration

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 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 district employee shall administer medication to any student, or supervise a student's medication 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 of non-prescription medication on school grounds or at a school-related function other than as provided for by Board Policy 7:270 (Administering Medicines to Students).

Contact the school nurse from your child's school for additional information and/or to discuss the procedures for administering medication.

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 the 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) and Individual Health Care Action Plan; (3) an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form; (4) a plan pursuant to Section 504 of the Rehabilitation Act; or (5) a plan pursuant to the Individuals with Disabilities Education Act.

The district shall incur no liability, except for willful or 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 or of an epinephrine injector, asthma medication, and/or medication required under a qualifying plan.

Undesignated Medications

The district schools may maintain the following undesignated prescription medications, and standing protocol for the administration of such medications, for emergency use: (1) Asthma medication and (2) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s). The district, its employees and agents, including a physician, physician assistant or advance practice nurse providing the prescription and/or standing protocol will

incur no liability, except for willful or wanton conduct, as a result of an injury arising from the administration of undesignated medications, regardless of whether authorization was given by the student's parent/guardian or the student's health care provider.

Administration of Medical Cannabis

Pursuant to the Compassionate Use of Medical Cannabis Program Act, medical cannabis infused products may be administered to a student in certain circumstances, as indicated in Board Policy 7:270 (Administering Medicines to Students). Medical cannabis-infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited. The product may not be administered in a manner that, in the opinion of the district or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

For questions or concerns regarding administration of medication to students, please see Board Policy 7:270 (Administering Medicines to Students), or contact your child's building principal or school nurse.

Multi-Tiered System of Supports (MTSS)

Multi-tiered system of supports (MTSS) applies a three-tiered system of support and a problem-solving process to enhance the capacity of schools to effectively educate all students. District 97's 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>, or in the District's Effective Student Behavior Handbook.

Parents' School Visitation Rights

The School Visitation Rights Act permits employed parents who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their child attends. Upon written request, employers must grant employees leave of up to eight hours per school year, not to exceed four hours in any given day, to attend their children's classroom activities or school conferences which cannot be scheduled during non-work hours. For regularly scheduled, non-emergency visitations, District 97 will make time available for visitation during both regular school hours and evening hours. District 97 will provide documentation to the parent of the time and date of each school visitation upon a parent's assertion of their rights under this Act.

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.

Prevention of and Response to Bullying, Intimidation and Harassment

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students'

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

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school. School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The district uses the definition of bullying as provided in this policy.
2. Bullying is contrary to state law and the policy of this district. However, nothing in the district's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district named officials or any staff member. The district named officials and all staff members are available for help with a bully or to make a

- report about bullying. Anonymous reports are also accepted.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures;
 5. The superintendent or designee shall promptly investigate and address reports of bullying, by, among other things: (a) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying; (b) Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process; (c) Notifying the building principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.; (d) Consistent with federal and state laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
 6. The superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
 7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
 8. A student will not be punished for reporting bullying or supplying information, even if the district's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
 9. The district's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
 10. The superintendent or designee shall post this policy on the district's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
 11. The superintendent or designee shall assist the board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;

- d. The types of bullying utilized; and
 - e. Bystander intervention or participation. The evaluation process may use relevant data and information that the district already collects for other purposes. The superintendent or designee must post the information developed as a result of the policy evaluation on the district's website, or if a website is not available, the information must be provided to school administrators, board members, school personnel, parents/guardians, and students.
12. The Superintendent or designee shall fully implement the board policies, including without limitation, the following:
- a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
 - b. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
 - c. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - d. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the district's educational program as required by state law.
 - e. 6:235, Access to Electronic Networks. This policy states that the use of the district's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - f. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - g. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - h. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - i. d7:310, Restrictions on Publications; Elementary Schools. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. The superintendent or designee shall fully inform staff members of the district's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
- a. Communicating the district's expectation and state law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.

- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying

Privacy and Personal Online Protection

Right to Privacy in the School Setting Act

School officials may not request or require a student or a student's 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. 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 so that school officials may make a factual determination.

Annual Notice to Parents of Technology Vendors

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

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information

- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

In addition to the above, the federal Children’s Online Privacy Protection Act, or COPPA (15 U.S.C. §§ 6501-6506) requires that educational technology vendors obtain verifiable parental consent before collecting personal information from children under age 13. However, COPPA permits school districts to consent to the collection of personal information on behalf of their students.

For more information on the web-based tools currently being utilized within the district, please visit <https://www.op97.org/ilearn97/soppa>, or contact Senior Director of Technology Michael Arensdorff at marensorff@op97.org.

Access to Electronic Networks

[Click here](#) to access District 97 Board Policy 6:235 (Access to Electronic Networks).

iLearn 97 Device and Program Agreement

[Click here](#) to access the District 97 iLearn 97 device and program agreement for the 1:1 program.

Qualifications of Teachers and Paraprofessionals

A parent/guardian has the right to request information regarding the professional qualifications of any teacher who is instructing their student. Information regarding the following may be requested:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor’s degree major of the teacher;
- Any other certifications or degrees held by the teacher and the subject areas of the certifications or degrees; and/or
- If services are being provided by paraprofessionals, and if so, their qualifications.

Requests for this information should be sent to the building principal.

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 if you have questions or need more information about the district's registration process.

Parents/guardians of students enrolling in the District for the first time must present the following:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy of its records, place a copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the superintendent or designee shall so refer the case. The superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board Policy 7:60 (Residence).
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board Policy 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students).

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

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.

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.

Special Education & Section 504

District 97 shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in District 97, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the *Rehabilitation Act of 1973*, and the Americans with Disabilities Act. The term children with disabilities, as used in this policy, means children in early childhood through eighth grade (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education (ISBE) Special Education rules, that special education services are needed.

It is the intent of District 97 to ensure that students who are disabled within the definition of Section 504 of the *Rehabilitation Act of 1973* are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the district shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE Special Education rules.

District 97 maintains related services logs that document the type and number of minutes of related services administered under the student's IEP. These related service logs will be available to parents/guardians at the student's annual review IEP meeting. Parents/guardians may also request a copy of any IEP related service log maintained for their child. Please direct any requests for a copy of a related service log for your child to their service provider.

To request a copy of the Illinois State Board of Education's Administrative Rules or the ISBE

Notice of Procedural Safeguards for Students with Disabilities, please contact the school principal. For more information regarding the District's special education services and programs please contact Donna Middleton, Senior Director of Student Services, at dmiddleton@op97.org.

Section 504 of the Rehabilitation Act

Students with disabilities who do not qualify for an Individualized Education Program ("IEP") may qualify for services under Section 504 of the *Federal Rehabilitation Act of 1973*, if the student: (1) has a physical or mental impairment that substantially limits one more major life activity, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

If you believe your student meets one of the above categories and requires reasonable accommodations, you may contact your building principal for more information regarding the identification, assessment, and placement of your student.

Qualified Interpreter Services

Interpretation services are available at IEP team meetings for parents/guardians whose language is not English or for parents/guardians who are deaf. If a qualified interpreter is not available, the school may use outside vendors, including telephonic interpreters. A parent/guardian requiring interpretation services at an IEP meeting may contact their student's Building Principal at least 5 business days prior to the student's IEP meeting to request interpretation services. A parent/guardian may also contact their student's Building Principal with any questions or complaints about interpretation services.

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 97 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 District 97 Effective Student Behavior Handbook and in Board Policy 7:190 (Student Behavior).

Prohibited Conduct

As set forth in the Effective Student Behavior Handbook and in Board Policy 7:190 (Student Behavior), 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 medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.

- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. 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 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.
 - e. 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.
 - f. 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.
 - g. 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.
 - h. 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) or 504 Plan; (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 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.

Potential Consequences

As set forth in the Effective Student Behavior Handbook and in Board Policy 7:190 (Student

Behavior), the potential disciplinary measures for committing prohibited acts or engaging in gross disobedience and conduct include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The building principal or designee shall ensure that 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 or the 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.
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.
13. Transfer to an alternative program if the student qualifies for the transfer under state law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. 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.

For more information regarding the District's Student Behavior Policy, Expulsion and Suspension procedures, please review the [District 97 Effective Student Behavior Handbook](#).

Misconduct by Students with Disabilities

Behavioral Interventions shall be used with students with disabilities (as defined by Article 14 of the School Code) to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. District 97 will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for students with disabilities. For more information regarding the District's procedures for behavioral interventions for students with disabilities, please visit the [District 97 Effective Student Behavior Handbook](#).

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. For more information regarding the District's guidelines for student dress, please reference the [District 97 Effective Student Behavior Handbook](#).

Student Fees

The superintendent will recommend to the Board for adoption what a schedule of fees, if any, will be charged to students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for a fee. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the superintendent will recommend to the Board which additional fees, if any, the district will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guideline, with the same limits based on household size, that are used for the federal free meals program.

For more information regarding waivers of student fees or to submit an application for a fee waiver, please review the following information on the district's website: <https://www.op97.org/hr/forms> or contact the Business Office at (708) 524-3000.

Participation in some activities is a privilege and not a right. Student fees must be paid in full or enrolled in a district established payment plan to participate in some extracurricular activities. These activities include:

- Athletics
- Dances
- Graduation and promotion ceremonies
- Receipt of official transcripts, see Board Policy 4:140 for more information.

Student Records

District 97 is responsible for maintaining records for all students who attend District 97 schools. Student records are confidential, and information from them will not be released other than as provided by law.

Parent/Guardian and Student Rights

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) afford parent(s)/guardian(s) and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. These rights are to:

1. Inspect and review the student's educational records no later than 10 business days after the day the district receives a request for access unless the district extends the response time by no more than 5 business days from the original due date.
 - a. No person who is prohibited by an order of protection from inspecting or

- obtaining school records of a student shall have any right of access to, or inspection of, the school records of that student.
- b. There may be a charge for copies, not to exceed \$.15 per page (after the first 50 pages, which are free). This fee will be waived for those unable to afford such cost. This includes the right to review and copy a student's school student records prior to any special education eligibility or IEP meeting.
 2. Request that a record be amended and/or to challenge the contents of a record if it is inaccurate, irrelevant or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the district decides not to amend the record, the district will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
 3. Permit disclosure of personally identifiable information contained in the student's education records, except to the extent FERPA or ISSRA authorizes disclosure without consent. The district may disclose personally identifiable information from the records of a student without obtaining prior written consent of the parent(s)/guardian(s) or the eligible student:
 - a. To other school/district officials and employees, including teachers, teaching assistants, related services providers, and other staff whom the school has determined to have legitimate educational or administrative interests. The term "school officials" may include volunteers, school board members, a person or company with whom the district has contracted as its agent to provide a service in lieu of its own employee(s), or a parent or student serving on an official committee or assisting another school official in performing their own tasks.
 - b. To officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
 - c. To persons authorized or required by state or federal law to gain such access.
 - d. To appropriate officials in connection with a health or safety emergency.
 - e. To comply with a judicial order.
 - f. To a governmental agency or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the compulsory student attendance laws of Illinois.
 - g. To those SHOCAP committee members who fall within the meaning of "state and local officials and authorities" for purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources.
 - h. To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
 - i. To the State Board or another state government agency or between or among state government agencies in order to evaluate or audit federal and state programs or perform research and planning.
 - j. To any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified.
 - k. To juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
 4. A copy of any school student record proposed to be destroyed or deleted.
 5. Prohibit the release of directory information concerning the student. Please see below for more information regarding release of directory information.

6. Obtain a copy of the district's policy and administrative guidelines on student records that are not included herein.
7. File a complaint of noncompliance with the U.S. Department of Education concerning alleged failures by the district to comply with requirements of the Family Educational Rights and Privacy Act (FERPA). The Family Policy Compliance Office (FPCO) administers FERPA, the Protection of Pupil Rights Amendment (PPRA) and provisions of the Elementary and Secondary Education Act (ESEA) that require local educational agencies that receive ESEA funds to provide military recruiters with contact information on students unless their parents/guardians opt out of the disclosure. You may contact the United States Department of Education at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave SW
Washington, D.C. 20202-4605

8. No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under state law.
9. District 97 will not permit the collection, disclosure or use of personal information collected from students for the purpose of selling that information.

Permanent Records

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 the district. Examples of permanent records include, but are not limited to, personal identifying information, student and parent/guardian names and addresses, birth date and place, gender, academic transcripts, attendance records, health records, honors and awards received, school-sponsored activity information, and proof of release of permanent record information.

Temporary Records

District 97 maintains a student's temporary records for no less than 5 years after the student has transferred, graduated or otherwise withdrawn from the district. Examples of temporary records include, but are not limited to, family background information, aptitude information, achievement test scores, psychological test results, special education records, Section 504 Plans, disciplinary records, any verified information from non-educational agencies or persons, and proof of release of temporary record information.

Directory Information

Directory information is information that is generally not considered harmful or an invasion of privacy. The district may release student directory information to outside persons, organizations or entities, without parental consent. These organizations/entities include, but are not limited to, organizations/entities that manufacture yearbooks, organizations/entities that conduct educational research, or outside organizations/entities that provide educational services to District 97 students.

"Directory Information" includes the following:

- Student's name and address;
- Parent/guardian names;
- Email and telephone numbers;

- Grade level;
- Dates of attendance/graduation;
- Degrees, honors, scholarships and awards received;
- The image and/or likeness of a student in pictures, yearbooks, programs, videotapes, films, or other medium for informational or news-related purposes;
- Participation in extracurricular activities such as athletics, musicals or drama performances.

District 97 will use its discretion to disclose directory information to circumstances where there is a legitimate educational or administrative purpose for the disclosure. District 97 will not permit the collection, disclosure or use of personal information collected from students or their parents/guardians for the purpose of selling that information.

If you do not want your child's directory information released without your consent, please notify your building principal, in writing, no later than 30 days within the first day of school or within 30 days of your child's first day of school.

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 a 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 will not penalize any student whose parents/guardians exercise this option.

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 by Board Policy 7:185 (Teen Dating Violence Prohibited). For purposes of this Board Policy 7:185, the term teen dating violence occurs whenever a student who is 13 to 19 years of age 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.

Title IX Sexual Harassment Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important district goal. The district does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the district's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a district employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A district employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the district prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the district's comprehensive health education program in Board Policy 6:60 (Curriculum Content), incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. 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).
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the district's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking.

A person who wishes to make a report may choose to report to a person of the same gender. School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge. The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260 (Uniform Grievance Procedure); 5:20 (Workplace Harassment Prohibited); 5:90 (Abused and Neglected Child Reporting); 5:120 (Employee Ethics; Conduct; and Conflict of Interest); 7:20 (Harassment of Students Prohibited); 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment); 7:185 (Teen Dating Violence Prohibited); and 7:190 (Student Behavior), to determine if the allegations in the report require further action.

Where the Title IX Coordinator determines that the report will be processed and reviewed according to this policy, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the district's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation. The superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or *Witness*.
3. Require that any individual designated by the district as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an

informal resolution process:

- a. Not have a conflict of interest or bias for or against *complainants or respondents generally or an individual Complainant or Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the district's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the district as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 5. Require that any individual designated by the district as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
 6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
 7. Include reasonably prompt timeframes for conclusion of the grievance process.
 8. Describe the range of possible disciplinary sanctions and remedies the district may implement following any determination of responsibility.
 9. Base all decisions upon the *preponderance of evidence* standard.
 10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
 11. Describe the range of supportive measures available to *Complainants* and *Respondents*.
 12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any district employee who is determined, at the conclusion of the grievance process, to have engaged in Title IX sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in Title IX sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the district, e.g., vendor, parent, invitee, etc. Any district student who is determined, at the conclusion of the grievance process, to have engaged in Title IX sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action. This policy does not increase or diminish the ability of the district or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The district prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. A person who believes that he or she is being retaliated against should make a report to the Title IX Coordinator, Nondiscrimination Coordinator, or Building Principal.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion,

with regard to students.

Transportation

The district shall provide free transportation for any student in the district who resides a distance of one and one-half miles from his/her assigned school.

Students eligible for transportation will receive bus passes at their school. Space available passes may be issued after October 1. Applications for space available passes must be made in writing to the business office. Buses follow specific routes with predetermined stops. Riding school buses is a privilege that may be suspended for misconduct. Bus drivers have the authority and responsibility to monitor student conduct and report infractions. If your child has been granted a permissive transfer within the district, you are responsible for his/her transportation.

COVID-19 Guidelines

The guidance from the Centers for Disease Control (CDC) on masking applies to all public transportation conveyances including school buses. Regardless of the mask policy at school, passengers and drivers must wear a mask on school buses, including on buses operated by public and private school systems, subject to the exclusions and exemptions in CDC's order.

According to the Illinois Department of Public Health (IDPH), there is no recommended capacity limit for school transportation. Schools should facilitate physical distancing on school transportation vehicles to the extent possible given the space on such vehicles.

During transportation, windows should be opened or cracked, as long as doing so does not pose a safety risk.

Visitors to and Conduct on School Property

NOTE: Due to the COVID-19 restrictions and constantly evolving guidance from the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education (ISBE), visitors to school property may be restricted during the 2021-22 school year. Meetings between parents and school staff may be held virtually. District 97 will be closely monitoring guidance from the IDPH and ISBE and will provide updates to the school community regarding COVID-19 restrictions, as information becomes available.

Pursuant to Board Policy 8:30 (Visitors to and Conduct on School Property), 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.

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 school building with the building principal.

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 detectable, 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.

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.

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. 23 and 24, 2021: Institute Days (No School for Students)

Aug. 25, 2021: First Day of School

Sept. 6, 2021: Labor Day (No School)

Oct. 11, 2021: Indigenous Peoples' Day (No School)

Oct. 21 and 22, 2021: Parent-Teacher Conferences Half Day (AM Only)

Nov. 2, 2021: Institute Day (No School for Students)

Nov. 24 to 26, 2021: Thanksgiving Break (No School)

Dec. 20, 2021, to Jan. 3, 2022: Winter Break (No School)

Jan. 17, 2022: Martin L. King Day (No School)

Feb. 3 and 4, 2022: Parent-Teacher Conferences Half Day (AM Only)

Feb. 21, 2022: Presidents Day (No School)

March 15, 2022: Institute Day (No School for Students)

March 28 to April 1, 2022: Spring Break (No School)

April 15, 2022: District 97 Closed

May 30, 2022: Memorial Day (No School)

June 7, 2022: Last Day of School (*If no snow/emergency days are used*)