

Skokie School District 73½



Oliver McCracken Middle School
Grades 6-8

John Middleton Elementary School
Grades 1-5

Elizabeth Meyer School
Preschool and Kindergarten

2016-2017 **Student/Parent Handbook**

WELCOME TO SKOKIE SCHOOL DISTRICT 73½

Building a Foundation for Learning, Leadership and Life

8000 East Prairie Road
Skokie, IL 60076
Telephone: 847.673.1220
Fax: 847.673.1282
www.sd735.org

BOARD OF EDUCATION

Gary Dolinko, President
Michael Lemke, Vice President
Sally Graham, Secretary
Scott Bramley, Secretary Pro-Tem
Charlene Abraham, Member
Randall Steger, Member
Nicholas Werth, Member



Awarded to McCracken Middle School 2001-2002

It is the policy of the Board of Education not to discriminate on the basis of race, color, creed, national origin, religion, age, ethnicity, handicap, or sex in its educational programs or employment policies and practices.

Mrs. Kate Donegan, Superintendent

Oliver McCracken Middle School

Ms. Allison Stein, Principal
Mrs. Courtney Goodman, Assistant Principal
Mrs. Nancy Ariola, Dean of Students
Grades 6-8
8000 East Prairie Rd.
Skokie, IL 60076
847.673.1220
847.673.1282 (FAX)
www.sd735.org/mccracken

John Middleton Elementary School

Mr. Paul Ruffino, Principal
Ms. Emily McFadden, Assistant Principal
Grades 1-5
8300 St. Louis Ave.
Skokie, IL 60076
847.673.1222
847.673.1256 (FAX)
www.sd735.org/middleton

Elizabeth Meyer School

Dr. Alison Gordon, Principal
Grades Preschool - Kindergarten
8100 Tripp Ave.
Skokie, IL 60076
847.673.1223
847.933.4382 (FAX)
www.sd735.org/meyer

In all cases where there is a difference in terms of what is stated in this handbook and board policy, board policy will be followed. A complete copy of board policies is available in each school, in the Superintendent's Office and on-line at www.sd735.org/board_policies

August 2016

Dear Parents,

Welcome to a new school year. We have been busy preparing for an enjoyable and safe school year for our students.

With this handbook, we wish to acquaint you and your child with district and school practices, procedures, and rules. Within this handbook, you will find information about day-to-day operations as well as some technical language relating to your rights, your child's rights, and legal obligations of the school district. It is essential that all members of our school community be informed of the rules to ensure an optimal learning environment for all.

Please know that the handbook is not an all-inclusive document. Individual schools may have practices and procedures that are not included in this document. Policies and procedures may also change during the school year. Policies are available for review on-line and in the District Office.

During the first two weeks of school, staff will review sections of this handbook with all students. Please read the handbook and review the rules with your child. If you would like clarification on any item included in this handbook, please feel free to contact us.

Sincerely,

Ms. Allison Stein
Principal, Oliver McCracken Middle School 847.673.1220

Mr. Paul Ruffino
Principal, John Middleton Elementary School 847.673.1222

Dr. Alison Gordon
Principal, Elizabeth Meyer School 847.673.1223

*Skokie School District 73½ - Building a Foundation for
Learning, Leadership and Life*

DISTRICT 73½ GUIDING PRINCIPLES

Following are the District 73½ guiding principles. The principles represent the best thinking of District 73½ staff, parents, students and community members. This “living document” will continue to evolve as we grow and move forward.

Our guiding principles...

- Are intended to provide a clear sense of direction for our Strategic Plan, which will guide future curricular, extracurricular, financial, and system-wide initiatives
- Will help align as well as inspire future actions and decisions
- Will apply to all members of our school community — staff, parents, students, members of the Board of Education, administrators and residents of District 73½.

Our school will ...
support and inspire our students.

Our students will be ...
critical thinkers and creative problem solvers.

Our community will ...
demonstrate integrity and respect.

Our graduates will ...
help make the world a better place.

TABLE OF CONTENTS

ACADEMIC EXCELLENCE.....	4
ACADEMIC HONESTY	4
BIRTHDAYS AND/OR SPECIAL OCCASIONS	5
ADMISSIONS & TRANSFERS INTO AND OUT OF THE DISTRICT.....	6
❖ Proof of Residency	6
❖ Health Examinations and Immunizations	6
ADVISORY PROGRAM at McCracken	7
AFTER SCHOOL PROGRAMS & EXTRACURRICULAR ACTIVITIES....	7
At McCracken	7
❖ Enrichment Programs	8
❖ Interscholastic Sports.....	8
❖ Learning Center/Computer Lab	9
At Middleton.....	9
❖ Enrichment Programs	9
❖ Musical Productions	9
❖ SPACE (Skokie's Place for All Children in Extended Care)	10
At Meyer	10
❖ Enrichment Programs	10
❖ Extended Care Programs.....	10
ARRIVAL/DISMISSAL SAFETY PROCEDURES.....	11
At McCracken	11
❖ Walking to and from McCracken School.....	11
At Middleton.....	12
❖ Driving children to and from Middleton	12
❖ Riding the bus to and from Middleton	13
❖ Walking to and from Middleton	13
❖ Picking up your child late	14
At Meyer	14
❖ Kindergarten Arrival	15
❖ Students who are picked up by parents.....	15
❖ Students riding the buses (kindergarten only)	16
❖ Authorized Emergency Contacts	16
❖ Traffic Safety	16
ATTENDANCE	17
❖ When students are absent	17
❖ If your child is ill	18
❖ Attendance Review Board.....	19
❖ Late Arrivals/Tardies	19
❖ Early Dismissals	20
❖ Religious Holidays.....	20
BICYCLE, SKATEBOARD & ROLLERBLADE SAFETY	20
BOOK BAGS & PURSES.....	21
BUS TRANSPORTATION	21

❖ Bus Safety Rules.....	21
❖ Consequences for not following the bus rules	22
CELL PHONES AND ELECTRONIC DEVICES	23
❖ Cell Phones.....	23
❖ Electronic Devices (iPods, gaming systems, cameras, etc.)	23
COMMUNICATION.....	24
❖ Community Digest.....	24
❖ Email	24
❖ Emergency Closings	24
❖ PowerSchool at McCracken.....	25
❖ Newsletters	25
❖ District, McCracken, Middleton, and Meyer Webpages.....	25
❖ Quarterly Newsletters.....	25
❖ Parent Conferences	25
❖ Automated Phone Messaging System.....	26
COMPUTER AND INTERNET USE	26
CURRICULUM.....	28
❖ Curriculum Night	28
❖ “April Show-ers” , “Round-Up” and “Showcase”	29
DISCIPLINE	29
❖ Positive Behavioral Interventions and Supports (PBIS).....	29
❖ Conversation, Help, Activity, Movement, Participation, Success (CHAMPS).....	30
❖ General Principles.....	31
❖ School Rules	31
❖ Inappropriate Behaviors	32
❖ The State of Illinois School Violence Tipline	33
❖ Consequences	33
❖ Due Process.....	35
❖ Corporal Punishment	35
❖ Conflict Resolution	35
❖ Required Notices.....	35
❖ Sexual Harassment.....	36
❖ Student Rights.....	36
❖ Weapons Policy	36
❖ Meyer’s Discipline Philosophy and Consequences	37
DISTRICT 73½ BOARD POLICY BOOKS.....	37
DRESS CODE.....	37
❖ Student Clothing at Meyer.....	38
DRUG POLICY	39
EQUAL EDUCATION OPPORTUNITIES.....	39
FAILING A CLASS.....	39
FIRE & EMERGENCY DRILLS	39
FOOD SERVICES.....	39
❖ Lunch.....	39

❖ Breakfast Bar	40
❖ Free and Reduced Price Lunch Program	40
❖ Cafeteria I.D. Cards	40
❖ Cafeteria Rules	41
FUND RAISING	42
GANG ACTIVITY PROHIBITED	42
GRADUATION	43
GUM CHEWING	44
HAZING PROHIBITED	44
HEALTH	44
HEALTH & SAFETY	45
❖ Abused and Neglected Child Reporting	45
❖ Accidents and Injuries	45
❖ Activity Restrictions	45
❖ Child Sex Offenders	45
❖ Communicable Diseases	46
❖ Emergency Information Forms	46
❖ Head Lice (Pediculosis)	47
❖ Health Examinations and Immunizations	47
❖ Health Clerks/Nurses	48
❖ Medications	48
HOMEWORK	50
HOURS	50
INSERVICE PROGRAMS FOR STAFF	51
INSTRUCTIONAL FEES AND WAIVERS	51
INSURANCE	52
❖ Student Accident Insurance	52
❖ All Kids Healthcare Program	52
LEAVING SCHOOL GROUNDS	53
LOCKERS	53
LOST & FOUND	54
PARENT AND COMMUNITY INVOLVEMENT	54
❖ Parent Volunteers	54
PERSONAL POSSESSIONS	54
PESTICIDE USE	54
PHOTOGRAPHS AND VIDEOTAPES	55
PHYSICAL EDUCATION	55
PUPIL TRANSPORTATION REIMBURSEMENT	56
RECESS	57
❖ Playground Guidelines and Safety Rules	57
❖ Meyer's Playground Rules	57
❖ Weather and Dress Guidelines	58
RECOGNITION OF STUDENTS	58
❖ Honor Roll	59
❖ Honors Assemblies	59

❖ Rewards Assemblies.....	59
REPORT CARDS AND PROGRESS REPORTS.....	59
RESIDENCE	60
SAFETY AND CRISIS PLAN	61
SCHOOL IMPROVEMENT PLAN	61
SCHOOL PICTURES.....	61
SCHOOL PROPERTY AND SCHOOL GROUNDS	62
SEVERE WEATHER	62
SEXUAL HARASSMENT	63
SMOKE-FREE ENVIRONMENT.....	64
SPECIAL EDUCATION SERVICES.....	64
STATE SCHOOL REPORT CARD.....	64
STRATEGIC PLAN.....	64
STUDENT DIRECTORY	65
STUDENT/PARENT HANDBOOK	65
STUDENT RECORDS	65
❖ Authorization for Use and Disclosure of Protected Health Information and Education Records.....	65
❖ Student Records Defined	66
❖ Rights of Parents and Students	66
SUBSTITUTE TEACHERS.....	67
SUMMER SCHOOL.....	67
TECHNOLOGY	67
❖ Email Your Teacher	68
❖ Online Information.....	68
❖ Skokie Public Library Partnership	68
❖ Student Email.....	69
❖ Student Login	69
TELEPHONE	70
TEXTBOOKS.....	70
VISITORS AND VOLUNTEERS.....	71
VOICEMAIL	71
Appendix A	72
Exhibit - Authorization for Access to Electronic Networks	72
Appendix B	77
Student Behavior.....	77
APPENDIX C	85
Students Suspension Procedures.....	85
APPENDIX D	88
Students Expulsion Procedures	88
APPENDIX E.....	90
Students Bus Conduct	90
Appendix F.....	92
Uniform Grievance Procedure.....	92
Appendix G	96

The Family Educational Rights and Privacy Act (FERPA)..... 96

Appendix H 101

District 73½ Asbestos Management Plan 101

ACADEMIC EXCELLENCE

District 73½ promotes academic excellence for each of our students. It is recognized and accepted that children have different learning styles which require different and unique teaching approaches. Challenging our students to do their very best in all facets of their lives, both in school and out, is a daily goal at McCracken, Middleton and Meyer.

ACADEMIC HONESTY

District 73½ promotes an atmosphere which fosters academic honesty. All students are expected to use honest methods to fulfill their school responsibilities.

It is important to teach students what cheating is and why it is wrong. Each school reviews academic honesty in an age appropriate way.

At the beginning of each year, students review and recite the honor pledge:

"I pledge on my honor that I will not give or receive any unauthorized assistance on any given assignments or examinations."

Included in this handbook are definitions of cheating. Specifically, a student may be found to be dishonest and guilty of cheating when he/she does any of the following:

- ♦ Receives help of any kind from others or uses hidden answer sheets, notes, or hand held electronic devices when taking a test
- ♦ Lends or borrows homework or class work without the teacher indicating that students may work together
- ♦ Plagiarizes work including copying from books, the Internet, or other sources without giving proper credit
- ♦ Purposefully grades one's work or another's incorrectly
- ♦ Turns in homework or a project that someone else did or that was previously done for another class
- ♦ Communicates with other students during a test or a quiz
- ♦ Shares test information with students who have not taken the test
- ♦ Forges signature of parent/guardian, staff, or other students.

Academic dishonesty such as cheating and copying will result in one or more of the following:

- ♦ The student will receive a zero or no credit.
- ♦ The parent will be contacted by phone.
- ♦ There may be a parent/teacher/administrator conference.
- ♦ The student may be required to complete an alternate assignment.
- ♦ Report card grades (academic, behavior, effort) may be lowered.

BIRTHDAYS AND/OR SPECIAL OCCASIONS

There are many ways to celebrate a special occasion for children such as reading to the class or providing a special game, activity or non-food items. Parties are not permitted.

If you plan on bringing food, please ask the teacher if any of the children in the class have food allergies or food restrictions. Please use this opportunity to promote healthy choices by bringing or sending a healthy snack as your child's special treat.

Please use this list as a guide for classroom snacks or treats!

1) Vegetables:

Carrot or celery sticks, cucumber slices, pea pods, edamame

2) Fruit:

Single-serve fresh fruits; apple, banana, tangerines, sliced fruit; cantaloupe, honey dew, watermelon, pineapple, 100% fruit or vegetable juice, dried fruits – raisins, cranberries, apples, apricots, single serving applesauce

3) Grains:

Pretzels, graham crackers, baked chips, mini bagels

4) Protein/Dairy:

Hard-boiled egg, turkey lunchmeat, low-fat flavored yogurt, string cheese or reduced fat cheese slices

5) Examples of Prepared Products:

Dole Mixed Fruit Cup, Frito-Lay Baked Lays and Doritos, General Mills Chex Mix, Kellogg's NutriGrain Bars, Kraft Teddy Grahams, Pepperidge Farm Goldfish, Quaker Oatmeal Breakfast Squares

Arrangements for any celebration are to be made in advance with the teacher.

If you have a party for your child outside of school and are not including all students, we ask that invitations be distributed by mail.

ADMISSIONS & TRANSFERS INTO AND OUT OF THE DISTRICT

All students new to the district must have a current report card indicating grade placement, a school medical record, and a transfer form issued from their previous school stating they are in “good standing.” In addition, a child’s birth certificate must be presented at time of registration. (Board Policy 7:50 School Admission and Student Transfers To and From Non-District Schools)

Parents should notify the school if they are planning to move. The school will transfer all pertinent information to the new school.

❖ Proof of Residency

Three proofs of residency are required for initial registration and thereafter as determined by the Superintendent (see section on Residency).

When registering a **new student** to District 73½, the following original documents are needed:

Category I: (one document required)

For Homeowners – Mortgage Papers or most recent property tax bill and proof of payment

For Renters – Current signed and dated lease and Landlord Affidavit

If Living with a District Resident: - In lieu of lease, the Special Affidavit of Residency completed by the student’s parent/guardian and the district resident with whom they are living is required.

Category II: (one document required)

Driver’s license with current address or State of Illinois Photo ID card

Category III: (two documents required)

Most recent gas, electric, and/or water bill, auto insurance bill, credit card bill, internet service or cable television bill

❖ Health Examinations and Immunizations

All students enrolling for the first time in District 73½ are required by law to have proof of a recent, complete health examination by an Illinois licensed physician before they can begin school. The Illinois School Code requires up-to-date health records for school children. No student will be allowed entry to school without the Illinois Certificate of Health form completed by a medical health provider. Parents objecting to a physical examination or vaccinations on religious grounds must submit a letter stating the objections.

Vision examinations are required for entry to kindergarten and all students entering an Illinois school for the first time.

Illinois law requires all children in kindergarten, 2nd, and 6th grades to have a dental examination.

If you are not sure that your child's records are complete or if you are unsure of current requirements, please contact the school nurse for assistance. Children who need immunizations for school and live in Skokie or attend a Skokie school can receive vaccinations for a nominal fee at the Skokie Health Department. To schedule an appointment, call 847.933.8252.

ADVISORY PROGRAM at McCracken

All McCracken students are divided into grade level advisory groups, with a teacher/advisor assigned to each group. At the 6th grade level, the advisor is the homeroom teacher with 24 to 28 students. At the 7th and 8th grade levels, the advisories typically range in size from 10 to 20 students. Advisories are scheduled at the beginning of the school day for 10 minutes.

Intermittently the advisory period is extended in order to address social and emotional needs of our students, as well as to monitor student goal setting. These additional activities and projects facilitate the building of relationships in a comfortable atmosphere.

Middleton and Meyer students are divided into self-contained homerooms, and remain with that teacher for most of the day. Any services that a child may receive throughout the day are coordinated with the homeroom teacher.

AFTER SCHOOL PROGRAMS & EXTRACURRICULAR ACTIVITIES

At McCracken

After school programs include interscholastic athletic teams and a variety of enrichment activities. After school offerings may change from semester to semester or from year to year. **Most activities require a participation fee.**

Students are expected to follow all school rules and invest their best efforts in academic achievement. Students must be in good academic standing and maintain a good behavior record in order to participate in extracurricular activities. Students who are failing a class are not allowed to participate in extracurricular activities until they improve their grade. Eligibility is determined on a weekly basis. Students will be removed temporarily if ineligible and permanently if ineligible for more than two weeks. Parents will be notified if such action is needed, and they have the right to request a conference with the Principal or after school activity sponsor to discuss the matter further. For more information, refer to the following sections in the

Board Policy Manual: Section 7:240 - Conduct Code for Participation in Extracurricular Activities, Section 7:300 - Extracurricular Athletics, and Section 6:190 - Extracurricular and Co-curricular Activities.

Current medical forms and proof of accident insurance coverage are **required** for students who try out for a team and/or participate in any after-school athletic activities (including cheerleading) and must be presented prior to the first day of tryouts. Accident insurance coverage is also required for any student participating in an outdoor education trip.

Parents are expected to complete our Athletic/Enrichment Dismissal Procedures form prior to participation in after school programs and extracurricular activities. Please carefully review the dismissal options available for our athletic and enrichment activities. Check the option that makes the most sense for your family, and return the signed form to your child's coach or sponsor. Coaches and sponsors will use the parent/guardian contact information and identified emergency contacts listed in PowerSchool for home communication. Prompt student pick-up is appreciated. Students may no longer be able to participate in an activity if they are picked up more than 15 minutes late twice during the athletic season or activity session.

Students may not participate in extracurricular activities on the days they are absent from school. Extenuating circumstances may warrant exceptions.

❖ **Enrichment Programs**

At the beginning of each semester, a program brochure with activity descriptions and a registration form is sent home. Programs may include but are not limited to Swing Choir, Student Council, Art Club, and Yearbook. Most activities are scheduled ahead of time and are advertised in The McCracken Weekly (our Friday news bulletin) which is posted on the school website. Some extracurricular events are not included in the brochure such as team tryouts, rehearsals, and other special projects. These are shared by the extracurricular sponsor via morning announcements and/or in The McCracken Weekly.

❖ **Interscholastic Sports**

McCracken has joined other Niles Township schools to offer interscholastic sports such as Junior Varsity and Varsity girls' and boys' soccer, basketball, volleyball, and cheerleading. Also offered is 6th grade girls' and boys' basketball and volleyball. Interested students are required to try out for these teams. Interscholastic

sports involve after school practice sessions with the coaches in preparation for home and away games. Prior to tryouts, all students who wish to participate in interscholastic and intramural activities are required to have current medical forms on file. No food, candy, or drink is allowed at any athletic event.

❖ **Learning Center/Computer Lab**

The Learning Center is open on Mondays, Wednesdays, and Thursdays until 3:55 p.m. At dismissal time (3:00 p.m.) students may visit the Learning Center to study and/or use the computers. The Learning Center opens at 7:30 a.m. every school day to provide students with a quiet study place before classes begin. To be admitted to the Learning Center, students must arrive no later than 7:40 a.m. in the morning and no later than 3:15 p.m. in the afternoon.

At Middleton

❖ **Enrichment Programs**

During the first month of school, a program brochure with a description of the activities offered and registration form is sent home with your child. After school programs may include music, the arts and computer classes. These activities require a participation fee. Current medical forms and proof of accident insurance coverage are required for students who participate in any after school physical activities.

Enrichment classes are offered during the first and second trimesters for eight weeks each.

Bus transportation is available for students participating in after school enrichment programs. Your child's bus stop may be different than the bus stop for the regular bus route. Detailed bus information is included in the Enrichment Brochure.

(For more activities see Student Services, Programs and Activities)

❖ **Musical Productions**

A musical theater program is offered to students in 4th and 5th grade. Musicals are after school activities that are not part of the enrichment program.

❖ **SPACE (Skokie's Place for All Children in Extended Care)**

This before and after school day care program, which is operated, staffed and billed by the Skokie Park District, is offered at Middleton School each school day to Middleton students. If your child is enrolled in an enrichment class and is in the SPACE program, attendance will be taken at both places. Children must be picked up by a parent, guardian, or other authorized person. Information about the SPACE program is available by calling the Skokie Park District at 847.674.1500 ext. 2742.

At Meyer

❖ **Enrichment Programs**

Enrichment classes at Meyer offer Kindergarten students the opportunity to add to their school day with fun and engaging learning options. All classes take place after school and last 45-60 minutes. After school enrichment classes are offered in fall, winter, and spring for 8 week sessions. Each class has its own registration and fee. Classes are offered with varying themes such as science, movement, technology, and the arts.

Students who participate in the SPACE Program will go directly to this after care. Students who do not participate in the SPACE Program must be picked up by a parent or authorized adult immediately following the enrichment class. There is no bus service after enrichment classes.

❖ **Extended Care Programs**

Early Bird, an early morning care program, starting at 7:00 a.m., is available to all students enrolled in kindergarten or a.m. preschool sessions. There is a fee for this program.

SPACE is the extended day program for preschool and kindergarten students. It is operated by the Skokie Park District until 6:00 p.m. each school day. The program begins at 11:05 a.m. for students who are in morning Preschool classes. Meyer students enrolled in the after-school program remain at school after dismissal until picked up by a parent, guardian, or other authorized person. The SPACE program is operated, staffed and billed by the Skokie Park District. Additional information about this program is available in the Meyer school office or by calling the Skokie Park District at 847.674.1500, ext. 2742.

ARRIVAL/DISMISSAL SAFETY PROCEDURES

It is the law to properly secure all children in seatbelts and/or car seats and to not be on your cell phones while driving.

At McCracken

❖ Walking to and from McCracken School

Students who walk to school should cross busy streets only where there are traffic signals or crossing guards. A crossing guard is stationed on the corner of Oakton and Crawford. If crossing guards are added to cover additional intersections, parents will be notified.

Students are prohibited from crossing Oakton at East Prairie unless accompanied by an adult!

Students and parents are reminded to respect the property of community members living near the school. Please do not block the driveways or alleys near school.

In the morning, students may enter the building between 7:30 and 7:40 a.m. and go to McCracken's Snack Line in the cafeteria for breakfast, or they may go to the Learning Center. Supervision of students is not provided before 7:30 a.m. with the exception of special programs like Band and Student Council, which are supervised by teachers. At 7:50 a.m., all students may go to their lockers and proceed to their first period class. School starts at 8:00 a.m.

In the afternoon, students are dismissed at 3:00 p.m. except for Tuesdays, when they are dismissed at 2:00 p.m. The Learning Center is open on Mondays, Wednesdays, and Thursdays until 3:55 p.m. At dismissal time, students may visit the Learning Center to study and/or use the computers. Students are not permitted to loiter on school grounds after dismissal.

Students are not permitted to cross East Prairie in front of the school. An adult supervisor will cross students on the north side of the building on East Prairie (at Warren). Parents who pick up their children after school and are parked across the street of school should walk their child across the street or make sure their child crosses Warren with an adult. **In no case will a student be allowed to cross East Prairie directly in front of school without assistance.**

At Middleton

The school's responsibility for the safety and welfare of students begins when students arrive on school property at scheduled times.

**Do not leave a message regarding
a change in dismissal plans for your child.
It is vital that you talk directly with a staff member.**

❖ Driving children to and from Middleton

- Drop off children after 8:15 a.m. in the Drake alley turnaround. Children enter the building at 8:25 a.m. and are dismissed at 3:00 p.m. (2:00 p.m. on Tuesday).
- 1st and 2nd graders enter and are dismissed through the Drake alley door.
- 3rd - 5th graders enter through the doors on the south side of the building and are dismissed through the Drake alley door.
- Parents waiting for children near the Drake alley door must wait outside.
- Parents in cars need to wait in a single file line around the Drake alley turnaround; cars can line up on the south side of Main Street and on the east side of Central Park.
- Move forward slowly as others pick up children.
- Please be patient and allow the cars ahead of you to drop off and drive away before you allow your child to leave your car.
- Please do not double park in the turnaround drop-off lane.
- Parking is not allowed on Main Street between Drake and the east side of Central Park.
- The front door on St. Louis is not a place to drop off or pick up children unless they arrive tardy or require an early dismissal.
- It is not permitted to drop off children or park near the Rand McNally building. This is private property and there is no staff supervision.
- Children should always enter vehicles on the passenger side.
- Do not leave cars running unattended.
- It is unlawful to use cell phones while driving on school property.
- It is required by law to have your child in a car seat and properly secured.

❖ **Riding the bus to and from Middleton**

- Buses generally begin their routes 25 minutes before class begins (not before 8:05 a.m.), with some variation due to weather.
- On the first few days of school and during inclement weather, the bus may arrive late.
- Buses arrive to school at about 8:20 a.m. and are met by staff.
- A & B Bus (847.671.0533) school buses are used to transport 1st - 5th graders.
- Please refer to the bus route list and map for your child's route and corner.

(See Bus Safety Rules.)

Children may only ride on their assigned bus. For safety purposes, guests and other friends may not ride buses to another child's house. Walkers may not ride buses home with friends.

❖ **Walking to and from Middleton**

- Children should not arrive at school before 8:15 a.m.
- Staff are not on the playground to supervise before 8:15 a.m.
- An adult crossing guard is at Main and Central Park to help children cross.
- Children enter the building at 8:25 a.m., must be in class by 8:35 a.m., and are dismissed at 3:00 p.m. (2:00 p.m. on Tuesday). All walkers are dismissed through the Drake alley door.
- 1st and 2nd graders enter through the Drake alley door.
- 3rd – 5th graders enter through the doors on the southwest corner of the building.
- All children need to go directly home after school and may not stay to play at McNally Park. Supervision is not provided after school. A warning bell rings at 3:10 p.m. (2:10 p.m. on Tuesdays) indicating that children need to leave school premises or go back into the school building if they were not picked up as planned. Office staff will call the parent/guardian.
- Bike riding to school is not allowed. There is no area to secure bikes. The school cannot be responsible for the security of bikes. Rollerblading, scooters, and/or skateboarding to school are not allowed.

Any change in the way a child arrives at or leaves school requires a written note addressed to the school office. Please keep changes in dismissal plans to a minimum.

It is difficult for children when dismissal plans are frequently changed.

❖ **Picking up your child late**

At the end of the school day or in an emergency, it may be necessary for staff to contact a parent/guardian or designee to pick up a child at school. If a parent/guardian or designee cannot be reached to pick up the child within a reasonable amount of time students will be sent to our SPACE program in our cafeteria until they are picked up. Parents or guardians will be charged the fee for the SPACE program.

At Meyer

The school's responsibility for the safety and welfare of students begins when students arrive on school property at scheduled times.

Kindergarten Hours:

8:45 a.m. to 2:25 p.m. (M, W, Th, F)

8:45 a.m. to 2:00 p.m. (Tues)

Preschool Hours:

AM Session: 8:35 a.m. to 11:05 a.m. (M-F)

PM Session: 12:15 p.m. to 2:45 p.m. (M-F)

Morning Drop-Off Procedures

Between 8:00 and 9:00 a.m., Tripp Ave is one way, southbound only; there is no entry onto Tripp from Keeney.

To ensure a safe arrival to school for everyone, please follow these procedures if arriving by car:

- Parents who choose to walk their child to the school playground or door may do so. Park in designated areas only.
- Parents who choose to drop off their children in front of the school may do so by using the drop off lane. Traveling south on Tripp, pull up as far as possible to the curb. Drop off to preschool parents should be at the "Preschool Drop Off" sign and for Kindergartners at the "Kindergarten Drop Off" sign. Families with both preschool and

Kindergarten students should drop off at the Preschool sign. An attendant will help your child safely exit the car and walk to the playground area. Please allow enough time in your household in the morning, so your child can start the school day his/her class in his/her arrival line.

❖ **Kindergarten Arrival**

Students assemble at 8:40 a.m. on the asphalt area outside the north door to enter school with their teachers. All kindergartners enter Meyer School through the door on the north side of the school.

A teacher is on duty beginning at 8:30 a.m. to supervise kindergarten students as they arrive. If your child is brought to school before 8:30 a.m., an adult must remain with your child until a teacher is on duty. Do not leave your child on the playground unless a teacher is outside.

Children are expected to arrive to school on time each day. Please allow enough time in your household in the morning, so your child can start the school day with his/her class.

Inclement Weather

When it is raining, snowing or the wind chill is below 15 degrees in the morning, the children are to be dropped off at the red door (#12E) located on Tripp, just south of the main entrance. The students enter the gym and line up by class. The teachers provide supervision and, at 8:40 a.m., take the children to their classroom.

Dismissal Procedures (Preschool and Kindergarten)

❖ **Students who are picked up by parents**

Parents picking up their children must wait at their child's designated dismissal door. At the end of the school day, teachers supervise all dismissal areas and check off each child's name as they are dismissed.

❖ **Students riding the buses (kindergarten only)**

A staff member rides the bus to assist the children with fastening their seat belts and entering and exiting the bus at their bus stop.

A designated adult (listed on the child's pick up list) must be at the child's bus stop to meet each child. If no designated adult is present to meet the child, he/she will be returned to school where he/she will wait until a designated adult can be reached to pick him/her up.

If a child is returned to school, it will be the parent's/guardian's responsibility to come to the office to get their child. If a child is not picked up within a reasonable amount of time, law enforcement officials may be contacted to take custody of the child until parents/guardians or designee can be reached.

The bus does not wait at the bus stop. Please be at the bus stop, on time.

No child is allowed to ride a bus unless parents have paid for bus service. A child who is not registered as a bus rider cannot ride the bus home to play with a friend who rides the bus every day.

❖ **Authorized Emergency Contacts**

Parents are always assumed to be authorized Emergency Contacts unless designated otherwise. Such designation must be coordinated with the school office. Any other Emergency Contact must be designated by the parent/guardian via the PowerSchool Parent Portal. Emergency Contacts must be at least age 18.

❖ **Traffic Safety**

Children are not permitted to cross the street, exit a car on the street side or walk between cars.

There is no double parking in front of the school or on Kildare.

Parking is not permitted on the east side of Tripp at any time.

**Have you thought about your family's
procedures for possible emergencies?**

Do you have a plan if your child misses the school bus?

**Do you have a plan if you are not at home after school or if
your after school routine changes?**

**For younger students:
Have you discussed with your child
who are "friends" and who are "strangers"?**

**Have you reviewed your address and phone number
with your child?**

ATTENDANCE

State Law requires daily attendance. Late arrivals are disruptive and do not teach our students responsible behaviors. Exceptions include personal illness, illness or death in the family, observance of a religious holiday, or an emergency. It is the parents' responsibility to ensure that their child attends school on a regular basis and arrives on time. **A student who misses twenty or more days during the school year may be required to attend summer school.**

❖ When students are absent

Parents are required to telephone the school to report all student absences or late arrivals to the Nurse or Health Clerk. Please state the child's complete name, grade, teacher, date of absence and reason. Please speak slowly and clearly. State law requires the school to attempt to contact you if you do not call to inform the school of your child's absence. It is important that parent phone numbers are current and accurate in PowerSchool.

Parents who are planning a vacation, which will cause their child to miss school, are requested to discuss the matter with the Principal. While special assignments may be prepared, teachers are not required to prepare work for

students planning extended absences. Such absences are discouraged. There is no substitute for actual school attendance.

Lengthy absences may result in a lowering of grades, an incomplete course status, or summer school attendance. Lengthy vacations while school is in session are highly discouraged. (Board Policy 7:70 Attendance and Truancy)

At McCracken, call 847.676.8235 before 8:00 a.m. If a student is absent from school for two or more days and has access to the internet, they are expected to access teacher Google sites or Moodle pages for homework assignments. If a student is absent from school for two or more days and does not have access to the Internet, parents may request homework by leaving a message with the nurse. The nurse will then inform the teachers and assignments will be left in the school office (on the counter) for pick up after 3:15 p.m.

At Middleton, call 847.676.8020 before 8:30 a.m. Requests for homework should be made to the teacher.

At Meyer, call 847.676.8360 before 8:30 a.m.

If you would like to speak with the Nurse/Health Clerk during regular school hours, please call during regular school hours.

❖ **If your child is ill**

Please be sure your child is healthy and ready to return to school. Students with a fever should be kept home until the temperature has been normal (98.6 degrees) for 24 hours. A child sent home at noon with a fever should not return to school the following day. Student with symptoms of vomiting or diarrhea should stay home for 24 hours after the symptoms have stopped.

Students will be sent home from school if they:

- have symptoms of a contagious disease
- have a temperature of 99.8 or above
- have had an accident requiring the attention of a doctor
- have vomited or have diarrhea
- have evidence of live head lice.

Parents are responsible for picking up their ill child or arranging transportation for him/her. **Proper authorization must be on file or submitted if a person other than a parent or guardian is picking up the child. Any person picking up a child will be required to show identification.** (See Health and Safety section for more information.)

Students cannot participate in extracurricular activities on the days they are absent from school or miss more than 50% of the school day. Exceptions may be made only for extenuating circumstances.

Students must go to the health office for re-admittance to school after extended absences. A note from a physician may be required, at the school's discretion.

❖ **Attendance Review Board**

A "chronic or habitual truant" is a child who is absent without valid cause for 5 percent or more of the required regular attendance days. Except for cases of prolonged illness, students who are absent more than 10 times in a semester or more than 6 times in a trimester will be referred to an **Attendance Review Board** consisting of the Principal, the Nurse/Health Clerk, School Counselor, and/or Social Worker. The Attendance Review Board will meet to determine follow-up action which may include, but is not limited to, referral for counseling or social work, a request for a note from a physician, consultation with the Nurse/Health Clerk for re-admittance to school following each absence, summer school attendance, and/or truancy charges. Students who are truant or deliberately miss classes (i.e., "cut school") will be subject to disciplinary action. **Students who are chronically truant will be reported to the Cook County Truancy Officer at the Regional Office of Education.** (Board Policy 7:70 Attendance and Truancy)

❖ **Late Arrivals/Tardies**

Students who are tardy to school must receive a pass for admission to class. Parents are required to call or send a note to the nurse/health aide when their child is tardy. Excused tardies include family emergencies and doctor or dental appointments.

At Middleton and Meyer, students who have three or more tardies in a trimester, will receive a phone call from the classroom teacher or Social Worker. At 6 tardies, the family will be contacted by a building administrator to discuss how to support student on time arrival. At 10 tardies, the situation will be referred to the Attendance Review Board to determine follow-up action.

At McCracken, students who have three or more tardies may receive an after school detention. Students with frequent tardies will be referred to the Attendance Review Board where follow-up action may include, but is not limited to, a conference with parents or after school detentions.

The tardy policy for McCracken is as follows:

- Tardies are tracked on a quarterly basis.
- For a first tardy, a warning is issued.
- A second tardy requires a conference with a staff member and a call home.
- A third tardy requires a parent conference with an administrator and a detention.

❖ **Early Dismissals**

If a parent (or designee) takes a child out of school for any reason during school hours, the child's teacher should be notified in advance and the child must be signed out at the office. No child will be allowed to leave unless this procedure has been followed.

❖ **Religious Holidays**

Students whose parents indicate that an absence is due to the observance of a religious holiday will receive an excused absence. This absence will not be counted when determining perfect attendance awards. Students will have the opportunity to make up work that was missed.

BICYCLE, SKATEBOARD & ROLLERBLADE SAFETY

Middleton and Meyer students may not ride their bikes, skateboard, or rollerblade to school. It is the parents' responsibility to decide whether their McCracken student may skateboard, rollerblade, or ride a bicycle to school.

McCracken students who ride their bicycles to school are expected to:

- ♦ Ride with the traffic and obey all traffic rules
- ♦ Wear a helmet
- ♦ Walk their bikes on school grounds
- ♦ Secure their bikes with a lock and chain.

McCracken students who skateboard or rollerblade to school are expected to:

- ♦ Obey all traffic rules and Rules of the Road
- ♦ Remove their rollerblades before entering the building and carry their skateboards on school grounds
- ♦ Store rollerblades and skateboards in their lockers

- ♦ There is absolutely no skateboarding or rollerblading allowed on school property.

Students should watch out for sudden opening of car doors, cars pulling out of driveways, and bushes or other objects that may obstruct a driver's vision.

The Village of Skokie requires helmets for anyone under the age of 16.

BOOK BAGS & PURSES

In order to reduce congestion in the corridors and stairwells, students must store their book bags and purses in their lockers. Book bags and purses may not be carried from class to class.

BUS TRANSPORTATION

A & B Bus (847.671.0533) school buses are used to transport 1st - 5th graders and some routes at McCracken. Two district owned buses transport kindergarteners and cover some routes at McCracken.

Safe student behavior on school buses is expected. When discipline problems occur on school buses, the safety of all passengers is jeopardized. It is important that bus drivers are not distracted by student behavior problems.

At the beginning of each school year, bus safety rules and regulations are discussed in each advisory or homeroom. Bus evacuation drills are held once a year.

School buses may be equipped with video cameras. Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

Bus rules and acceptable behavior guidelines should be followed at all times. A bus riding contract agreeing to follow the bus rules must be signed and returned to school. (Board Policy 4:110 Transportation. In addition, refer to "Prohibited Student Conduct" in Appendix B. to view a more comprehensive list of prohibited student behaviors.)

❖ Bus Safety Rules

Students are expected to follow all bus rules to ensure safe transportation for themselves and other passengers:

- 1) The drivers are in charge of the bus and their directions must be followed. The drivers are not disciplinarians. They have one

responsibility - to drive buses safely. Students must conduct themselves in a manner that will insure safe transportation for themselves, other passengers, and the drivers. Bus riding privileges will be revoked if a student does not abide by the riding guidelines.

- 2) Proper behavior on the bus is critical. All students must maintain appropriate conduct and avoid the following:
 - a) Throwing items in or out of the bus
 - b) Leaning out of window or tampering with windows
 - c) Yelling, excessive noise, rowdy or "horseplay" behavior
 - d) Inciting other students to misbehave
 - e) Getting out of seats while bus is moving
 - f) Fighting
 - g) Use of profanity.
- 3) No electronic devices may be used on the bus, except in the case of emergency.
- 4) Each bus driver has been instructed to report instances of misbehavior to the bus supervisor or Principal. In extreme cases the bus driver will return a student or the entire bus load of students to school for corrective action by the Principal.
- 5) Upon boarding the bus, students will move to the rear and occupy the first available seat unless the Principal has assigned students to specific seats. Students are not allowed to save seats for friends.
- 6) Students must not attempt to enter a bus or leave their seats until the bus comes to a full and complete stop.
- 7) Students must always be seated when the bus is in motion.
- 8) Proper behavior at the bus stop while awaiting pickup or after being dropped off is very important. Students must not play or stand in the street or misuse the thoroughfares. If the school is informed of such behavior, parents will be notified. It is helpful if parents visit or observe the neighborhood bus stops periodically.
- 9) Respect neighbors'/residents' property while waiting for the bus and pick up/drop off.
- 10) Students must not litter or deface the bus.
- 11) The School District 73½ buses are equipped with seat belts. It is the policy of the Board of Education that all students use a seat belt when riding on the bus.

❖ **Consequences for not following the bus rules**

The bus drivers are instructed to report any bus violations to the Principal. If a student does not follow the rules, the Principal may revoke or suspend a student's bus privileges. Parents will always be informed before a student's bus privileges are revoked or suspended. Parents have the right to request a meeting with the Principal to review the circumstances that necessitated the removal

of bus riding privileges. (Board Policy 7:220 Bus Conduct and Board Policy 4:110 Transportation).

CELL PHONES AND ELECTRONIC DEVICES

❖ Cell Phones

The possession and use of cell phones and other electronic devices by students are subject to the following rules:

- ♦ Students are not permitted to carry cell phones on their person during the school day.
- ♦ Cell phones must be kept out of sight and stored in the student's locker at their own risk. (Middleton does not have locks for lockers.)
- ♦ Cell phones must be turned off during the regular school day. Students may use cell phones at the conclusion of the school day, in locations as permitted by the individual school.
- ♦ Students found using a cell phone, in any manner, without prior permission, during the regular school day are in violation of the honor code and are subject to discipline. (Honor code pg. 3 of the Handbook)
- ♦ Cell phones improperly used will be confiscated. After the first incident, the student may pick up his/her cell phone in the office at the end of the day. After the second incident, the cell phone will need to be picked up by the parent. If improper cell phone use continues, detentions may be given.

Note: Illinois law states, "A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone."

❖ Electronic Devices (iPods, gaming systems, cameras, etc.)

Students may use electronic devices only when the Principal or a staff member specifically grants permission or the use of the device is stipulated in the student's IEP. (Board Policy 7:190 Student Behavior)

- ♦ No electronic devices may be used on the bus. Violations are subject to discipline. (See Bus Transportation)

COMMUNICATION

District 73½ encourages open communication between parents and teachers. If a parent/guardian has a concern to discuss with a teacher, please call and make an appointment with the teacher to meet before or after school.

Ongoing communication between home and school is vital in providing a quality education to students.

Teachers confer with parents/guardians on a frequent basis—in writing, by email, and telephone. Parents are encouraged to contact the school whenever there are questions or concerns.

Please contact the classroom teacher first with any questions or concerns.

The Principal, special services team, and district personnel are always available to help clarify or resolve school issues.

Our goal is always to provide effective communication between school and home.

❖ Community Digest

The Community Digest is mailed to all residents of District 73½ three times a year. The *Digest* includes articles on staff, students, the financial state of the district and information on upcoming events

❖ Email

Email addresses for all school employees: First letter of first name, followed by last name, followed by sd735.org.
Example: Laurie Taylor would be ltaylor@sd735.org.

❖ Emergency Closings

To check if school has been cancelled due to inclement weather, emergency closing information is available on the school and district websites or by going to <http://www.EmergencyClosing.com>. Through this website you can also sign up to receive a personalized e-mail notification in the event of an emergency school closing. Our Automated Phone Messaging System will also be used to inform district families of closings.

❖ **PowerSchool at McCracken**

Parent involvement is critical to the advancement of a student's education. With PowerSchool, web-based software that interacts with our student information database, McCracken parents are provided with real-time information about their child's progress in school. Grades, attendance, student schedule, and assignments are some of the features available for viewing. Access is available through a home computer 24 hours a day, 7 days a week. The teachers update students' grades every two weeks, but many teachers update grades on a more frequent basis. Note that access to PowerSchool is closed to process report cards at the end of each quarter.

❖ **Newsletters**

The McCracken Weekly – The Middleton Weekly – The Meyer Weekly – Meyer Classroom Newsletters

Newsletters are a great way to obtain information on school events and calendar items. Each school prepares a weekly newsletter with information on upcoming school and community programs and events. The weeklies are updated and posted on the school websites at the end of every week. Weeklies from each school are also emailed to each respective family. Additional copies are available in the office and school lobbies.

❖ **District, McCracken, Middleton, and Meyer Webpages**

The District and schools maintain webpages with information on upcoming events, lunch menus, curriculum, extracurricular activities, newsletters, and parent resources. There are also school photo albums and links to grade levels, subject areas, and special programs. Many teachers regularly post short and long term assignments and projects on their individual webpages.

❖ **Quarterly Newsletters**

McCracken prepares a quarterly newsletter which is sent home with student report cards each quarter. The Newsletter includes classroom news, information on special events, cultural arts programs, assemblies, athletic and fine arts programs; and a letter from the Principal.

❖ **Parent Conferences**

District 73½ supports personal and frequent communication with parents. During the school year, there are two scheduled

parent/teacher conference days. These occur in November and February.

If you have something you would like to discuss with a teacher or the Principal, please feel free to contact us. Appointments should be made ahead of time with the classroom teacher. Students are encouraged to attend conferences with the parent unless requested otherwise.

Please note: A parent can request a conference anytime during the school year by contacting the teacher and scheduling an appointment.

❖ **Automated Phone Messaging System**

Our Automated Phone Messaging System is used for both community outreach and for emergency purposes and is continually updated to reflect contact information changes. Please be aware that messages cannot be delivered if you have certain options on your phone system or answering machine that the system cannot recognize. For example, if your phone system has individualized mailboxes and you need to press or say "1" or "2", etc., the message will not be delivered. If you have a Privacy Manager on your phone, our school number may be blocked by your system.

In the event of an emergency, there needs to be at least one phone number that is a direct line. If you have supplied the general number for a business or company, the switchboard will not be able to transfer the call to an extension. Pager numbers will not work with the Automated Phone Messaging System.

Please be assured that this applies only to the Automated Phone Messaging System. Every attempt will be made to reach you when necessary. However, any changes to how you may be reached need to be conveyed to the school office as soon as possible.

COMPUTER AND INTERNET USE

The district's computers and electronic network, including the Internet, are part of the district's instructional program. Students must abide by rules for behavior and communications when using electronic networks. School computers are the property of District 73½; there is no right to privacy as it relates to information stored, transmitted, or received on district networks or hardware.

Use of the Internet at school is a privilege, not a right, and may be revoked at any time. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

User rules are explained in detail in the Authorization for Access to Electronic Networks (see Appendix A). In order for students to be granted access to district computers, the parent(s)/guardian(s) must sign an Authorization for Access to Electronic Networks. Parent(s)/guardian(s) must also give permission for their child to use the Internet independently.

School rules regarding computer and Internet use are also explained to students by their teachers. Students in grades 3 – 8 are required to sign an Authorization for Access to Electronic Networks form.

Personal web pages for students are not allowed on the school district's web server. Students who wish to create web pages as part of a class or school-sponsored activity need to have a teacher sponsor.

Student work may be published on the Internet if there is written permission from the parent/guardian and the student.

When using the Internet in group instruction or independently, students are required to follow the rules. Failure to comply with these rules will result in loss of access to district computers. In addition, other disciplinary and/or legal actions by the school district may be imposed. A brief outline of these rules follows:

- ♦ Students will not access the electronic network unless an adult supervisor is present.
- ♦ Students will be polite and act responsibly while using the Internet.
- ♦ Students will not download software from the Internet, including movies, sound files and graphics unless authorized by a teacher.
- ♦ Students will not give out their names, addresses, telephone numbers or those of other students or teachers.
- ♦ Students will not damage computers or alter the computer network in any manner.
- ♦ Students will not use the Internet for advertising or financial gain.

- ♦ Students will use the Internet to access only educationally relevant materials.
- ♦ Students will use appropriate language and materials. Vulgarity, ethnic or racial slurs, harassment, defamatory language or any pornographic pictures are prohibited.
- ♦ Students will not sign up for outside Internet services including mail or web pages.
- ♦ Students will not use chat rooms and instant messaging for non-educational purposes.
- ♦ Students will not access their password or mail accounts or send or receive personal e-mail on district computers.
- ♦ Students will not check their personal e-mail at school. If they send themselves a file which they need to retrieve, they need to ask the teacher for assistance.

Regarding shared content or social networking websites including blogs:

- ♦ Users should not post anything that can be taken as a threat against fellow students or staff members.
- ♦ Users should not advocate for violation of any laws or school rules.
- ♦ Users should not use school resources to publish or view personal shared content or social networking websites.
- ♦ Users should not encourage other students to read or post comments to their personal shared content or social networking websites while at school.
- ♦ Users should make clear to readers that their personal shared content or social networking web sites are not affiliated with or sponsored by the school.

For websites on Internet use and safety, go to http://www.kidshealth.org/parent/positive/family/net_safety.html then click on link for Internet use and safety. A complete version of Board Policy 6:235 Access to Electronic Networks is available in the school and district offices.

CURRICULUM

Parents are always welcome to view instructional materials.

❖ Curriculum Night

Curriculum Night, which is scheduled early in the school year, gives parents the opportunity to meet their child's teachers and learn about

the curriculum and classroom management procedures. This is an opportunity for parents/guardians to find out about the curriculum and homework expectations, review parent participation guidelines, and receive information about individual teacher's expectations.

This is a special event for parents/guardians only. (Individual parent/teacher conferences are not held at this time. Parent/teacher conferences are held in November and in February.)

❖ **“April Show-ers” , “Round-Up” and “Showcase”**

In April, McCracken students and teachers host the annual open house, “April Show-ers”. Parents are invited to visit their child's classrooms where a wide variety of projects are displayed. Special mini-performances and activities are also scheduled throughout the evening. Students attending need to be accompanied by an adult.

In spring, Middleton's “Round-Up” and Meyer's “Meyer Showcase” provide students and teachers the opportunity to showcase their work by hosting their separate annual open houses. Parents are invited to visit their child's classes where projects are displayed. Special mini-performances and activities are sometimes featured.

DISCIPLINE

In order to have an effective learning environment all students are expected to demonstrate good behavior and comply with rules that have been designed for the well-being and safety of all members of our school community.

The Principals and Assistant Principals work closely with staff to ensure that a safe and orderly school atmosphere is maintained. The Principals and Assistant Principals are available to meet with parents to discuss any behavior issues. The Principals and Assistant Principals will initiate contact when there are serious or repeated violations of school rules. A parent will be contacted in cases of serious student misconduct.

❖ **Positive Behavioral Interventions and Supports (PBIS)**

The Positive Behavioral Interventions and Supports (PBIS) program proactively addresses student behavior. PBIS emphasizes an instructional approach to discipline and includes the following:

- ♦ Behavioral expectations are taught directly, practiced and reinforced -- just like academics.
- ♦ “Mini-lessons designed to teach and practice the desired behaviors.

- ♦ School-wide reinforcement systems such as “Buzz Bucks” and special assembly programs are developed to ensure expected behaviors are displayed in the future.

With the PBIS program, student behavior is monitored through the use of a referral and electronic data collection system. The data collected on student behavior are reviewed periodically and when deemed appropriate, individual or school-wide interventions are used to support students in making better behavior choices.

The McCracken and Middleton Motto

Everybody, every day will be ...

- **Respectful**
- **Responsible**
- **Ready**

The Meyer Motto

Be Safe...Be Kind...Be Ready

❖ Conversation, Help, Activity, Movement, Participation, Success (CHAMPS)

CHAMPS is a positive and proactive approach to monitoring student behavior. Teachers begin by completing a classroom management plan designed to support this system. Students learn specific behavioral expectations for various classroom activities.

The following is an overview of discipline issues and procedures.

Please note that this is not an all-inclusive document. At each of our schools, special attention has been given to the student population and expectations have been formulated that are age appropriate.

❖ **General Principles**

- ♦ All members of our school community should act in a manner that allows each individual to learn and does not interfere with the rights of others to learn.
- ♦ All members of our school community should make sure that our school environment is safe, comfortable, and orderly.
- ♦ All members of our school community should encourage proper behavior; appropriate consequences will be applied on a consistent basis to discourage improper behavior.

❖ **School Rules**

Students are expected to...

- ♦ Arrive at school on time.

McCracken students should be in their seats at 8:00 a.m.

Middleton students should be in line ready to enter the school building by 8:25 a.m. and be in their seats at 8:35 a.m.

Meyer Preschool students should be in line at 8:35 a.m.

Meyer kindergarten students should be in line at 8:45 a.m.

(See arrival procedures at the beginning of this handbook for more details.)

- ♦ Be respectful and courteous to others.
- ♦ Respect public and private property.
- ♦ Move about the school building in an orderly and safe manner. (Students need a hall pass when classes are in session.)
- ♦ Refrain from fighting with others or using any form of harassment or intimidation.
- ♦ Refrain from using profanity, threatening language, or other inappropriate language.
- ♦ Refrain from bullying, harassment (including sexual harassment), using racial or ethnic slurs, or other behaviors that degrade another's dignity or target another's race, sex, nationality/ethnicity, religion, sexual orientation, or disability. If bullying, including cyberbullying, goes on outside of school and it is impacting the learning environment in school, a student may have disciplinary consequences.

- ♦ Follow directives from staff, all handbook policies, and accept consequences given by the school for failure to meet expectations.

❖ **Inappropriate Behaviors**

Fooling around, horsing around, “just kidding,” and rough housing are all labels students place on behaviors which may be appropriate at home or outside of school but which are inappropriate in school. Many of these behaviors create hurt feelings and often result in physical conflicts which make our hallways, fields, gyms, and cafeterias unsafe. All students are expected to conduct themselves appropriately in school.

School board policy prohibits students from displaying aggressive behavior while at school that causes physical or psychological harm to someone else and/or urges other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including bullying. (Board Policy 7:190 Student Behavior and Board Policy 7:180 Prevention of and Response to Bullying, Intimidation and Harassment)

Some students use language that is offensive to others. In our ongoing efforts to demonstrate respect for one another, the use of any offensive language is prohibited.

It is against school rules to take property without the permission of the owner. **Students who steal will be subject to disciplinary consequences.**

Students cannot make **verbal or implied threats** to teachers or other students which alarm, disturb, or interfere with the orderly operation of the school. Statements such as “I’ll kill you,” “I’m going to bomb this place,” or other comments that may be construed as threats to the safety of our students and staff will not be allowed.

When students hear of potentially dangerous situations, they are urged to communicate with their parents and/or teachers.

❖ **The State of Illinois School Violence Tipline**

The State of Illinois School Violence Tipline (1.800.477.0024) provides a means for students to anonymously report threats of violence and weapons violations on school grounds.

- ♦ In the event that a student feels threatened, knows of a possible act of violence, or finds out about a weapon, they are encouraged to tell a staff member. If they feel they are unable to confide in a trusted adult, the tipline is an anonymous way of relaying information. However, students are urged to call the tipline only if they feel it is impossible to talk to a trusted adult first. Confiding in an adult one trusts is the best way to deal with information about school violence.
- ♦ There is a distinct difference between incidents that require a 911 call and those that are appropriate for the tipline. ANY RISK OF IMMEDIATE HARM SHOULD BE REPORTED TO 911 IMMEDIATELY.
- ♦ When making a call to the tipline, students should be ready to provide an accurate, detailed account of the situation.

❖ **Consequences**

When a student does not follow a school rule, they are reminded of the rule and, if called for, consequences are imposed.

Consequences are individualized to the child's age, to the level of understanding and to the act of misconduct. Consequences will be decided and agreed upon by district personnel. (Board Policy 7:190 Student Behavior)

Consequences may include but are not limited to:

- ♦ A private conference with the teacher, principal, assistant principal, social worker, or counselor
- ♦ Notifying and/or consulting with parents/guardians
- ♦ A lunch/recess detention, where the student eats their lunch and spends recess in the office
- ♦ An after school detention, in which students spend a 50 minute block of time in a classroom with an adult supervisor. Students may complete schoolwork, homework or read during this time. (Electronic devices and cell phones are not allowed.)
- ♦ Loss of privileges (i.e., recess, participation in a field trip, extracurricular activity, special event)

- ♦ Temporary and short-term removal from classroom to an alternative setting
- ♦ Seizure of inappropriate items
- ♦ Community or school service activity
- ♦ Grade reduction
- ♦ A Saturday school assignment provided that the student's parents have been notified (McCracken)
- ♦ In-school suspension for a period not to exceed 5 consecutive school days; the Principal or a designee shall ensure that the student is properly supervised
- ♦ Suspension of bus riding privileges
- ♦ Out-of-school suspension and suspension from all school sponsored events for up to 10 days. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges. A pre-suspension conference is not required when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process.
- ♦ Notification of juvenile authorities when necessary (e.g., for acts of vandalism or when drugs, alcohol, or weapons are involved.)
- ♦ Expulsion from school and all school sponsored events, for a definite time period not to exceed 2 school years; only the Board of Education has the authority to expel a child.

In the case of a suspension, parents are always contacted by phone and subsequently provided with a written notice of the suspension. The notice states the reasons for the suspension, the school rule which was violated, and informs the parents of their right to a review of the suspension. Parents have a right to meet with the Superintendent and the right to request a hearing with the Board of Education.

When suspended, a student is not allowed to participate in after school activities or be on school grounds.

Homework assigned during the course of the suspension will be provided to the student by his/her teachers. It is the responsibility of the student and parents to make arrangements for someone other than the student to pick up assignments. The homework must be completed and submitted to the respective teachers on the first day the student returns to school.

Upon returning to school, a student will be given sufficient time to make up missing tests and quizzes (the number of days suspended plus one). It is the student's responsibility to make arrangements with the teachers to take tests and quizzes.

A grade reduction will be earned for incomplete or missing work or tests and quizzes not taken.

For procedures related to suspension and expulsion, behavioral interventions for students with disabilities please refer to Board Policy 7:190 Student Behavior and Board Policy 7:230 Misconduct by Students with Disabilities.

❖ **Due Process**

School authorities recognize that rules must be applied fairly. School rules may not be arbitrary, capricious, oppressive, or discriminatory. Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct. School authorities are knowledgeable and respectful of the rights of students. Therefore, in disciplinary matters, consequences are imposed with great thought and care.

❖ **Corporal Punishment**

District 73½ does not permit corporal punishment as a form of discipline. Corporal punishment does not include reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

❖ **Conflict Resolution**

Students who have conflicts with other students are given the choice to resolve their issues through mediation with the assistance of the counselor, teacher, principal, assistant principal or social worker. All students are expected to resolve their conflicts in a peaceful manner.

❖ **Required Notices**

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or

designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s).

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior. (Board Policy 7:200 Suspension Procedures and Board Policy 7:210 Expulsion Procedures)

❖ **Sexual Harassment**

Sexual harassment of students is prohibited. Periodic sexual harassment awareness training is provided to all school staff.

(Board Policy 7:20 Harassment of Students Prohibited and Board Policy 2:260 Uniform Grievance Procedure)

❖ **Student Rights**

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate district policies or rules will be subject to disciplinary measures. (Board Policy 7:130 Students Rights and Responsibilities)

Students or their parent(s)/guardian(s) may file a complaint if they believe that the School Board, its employees, or agents have violated their rights. The complaint must be filed in accordance with the Uniform Grievance Procedure outlined in the Board Policy 2:260 Uniform Grievance Procedure.

❖ **Weapons Policy**

Students who use, possess, control, or transfer a weapon, or any object that can reasonably be considered, or looks like a weapon, shall be expelled for at least one calendar year. The expulsion period may, however, be modified by the Superintendent, and the Superintendent's determination may be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed two

calendar years. A “weapon” means possession, use, control, or transfer of any object which may be used to cause bodily harm, including, but not limited to, firearms, knives, guns, rifles, lighters/matches, shotguns, brass knuckles, and billy clubs, or “look-alikes” of these objects. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Principal or designee shall notify the criminal justice system of any student who brings a firearm or weapon to school. Students are not allowed to bring or use any noxious sprays, including mace, to school or on school grounds. (Board Policy 7:190 Student Behavior)

❖ **Meyer’s Discipline Philosophy and Consequences**

The staff at Meyer believe that the goals of setting limits are to help the child gain self-control, develop responsibility for his/her own behavior and develop an awareness of the rights of others. “Setting limits” is an activity done *with* the children or *for* the child, never something that is done *to* the child.

Simple, understandable rules are used with the children. There are established written rules which are posted in the classrooms, hallways and common areas.

Discipline will be developmentally appropriate and related to the child’s act. The child will be made aware of the relationship between the behavior and consequences.

Removal from the group may be an occasional means to help a child regain control. This period will not exceed one minute per year of age and will be under the teacher’s supervision. Some of the preferred means of setting limits may include redirection, loss of privilege or activity where the misbehavior is occurring, firm positive statements about what else can be done, and helping children to solve their own interpersonal conflicts.

DISTRICT 73½ BOARD POLICY BOOKS

Board policy books are located in the Superintendent’s Office and online on the District’s website for public review.

DRESS CODE

District 73½ students are expected to use good judgment in selecting attire for school. No clothing that would endanger a student’s health and welfare or would cause damage to the school building or furnishings may be worn.

Inappropriate attire includes **but is not limited** to the exposure of the midriff or torso or any undergarment, gang related insignia, and inappropriate graphics or language on garments. (Board Policy 7:160 Student Appearance)

- ♦ Dress and grooming may not be so distracting that it disrupts the educational program, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of safety.
- ♦ Clothing that is worn to "copy" gangs is prohibited, and the student and parents will be made aware of the risks involved.
- ♦ Hats, hoods, and caps may be worn to and from school and on the playground. Hats, caps, hoods and other head coverings, including bandanas, sweatbands, and scarves may not be worn in school. Exceptions will be made for religious purposes.
- ♦ Students may not wear short tops, see-through tops, short shorts or short skirts. (The appropriate length for shorts and skirts is mid-thigh.) At no time should underwear be visible.
- ♦ Students may not wear any clothes with tobacco or alcohol advertisements, offensive language, or adult messages and humor.
- ♦ "Heelies", "wheelies" or any type of shoes with wheels are not allowed.
- ♦ Students whose clothing is considered inappropriate for school will be referred to the Principal.

If a student's clothing is considered inappropriate, consequences may include the following: a conference with the student asking the student to wear their McCracken gym shirt or pants, asking the student to turn a t-shirt inside out, and/or contacting a parent so the student may be provided with a change of clothes.

Children in preschool, kindergarten and 1st grade are required to have an extra set of clothing in the event of an accident or messy activity. The following clothes should be labeled and left in your child's locker: underwear (2 pair), undershirt, pants, shorts, socks (2 pair) and sweater. Soiled clothes will be put in a plastic bag and sent home for washing.

❖ **Student Clothing at Meyer**

Please send your child to school in play clothes. At Meyer children explore throughout the day and can get dirty.

Please label all garments, including boots, mittens, sweaters, snow pants, hats, etc., with your child's name.

DRUG POLICY

All students have the right to attend school in an environment conducive to learning. Since alcohol, tobacco, and other drug use by minors are illegal and interfere with learning and good health, students are prohibited from possessing, using, or being under the influence of any drug (not authorized by a doctor) on school grounds. Students who violate this rule will be subject to suspension and/or expulsion. Parents and students may be directed to local agencies for assistance. (Board Policy 7:190 Student Behavior)

EQUAL EDUCATION OPPORTUNITIES

Equal education opportunities (as mandated by State and federal laws) shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicaps or disability, economic and social conditions, or parental status. According to Board policy, any parent, student, or community member may file a discrimination grievance by following the Uniform Grievance Procedure outlined in Board Policy 2:260 Uniform Grievance Procedure and 7:10 Equal Educational Opportunities.

FAILING A CLASS

At the end of the school year, students who receive a failing grade or a grade of incomplete will be required to make up the work in summer school prior to being promoted to the next grade. A fee is assessed for summer school.

FIRE & EMERGENCY DRILLS

In order to become familiar with safety procedures, District 73½ staff and students practice fire and other emergency drills during the school year. There are instructions posted in each room, giving explicit directions for such drills.

FOOD SERVICES

❖ Lunch

All students eat lunch in school. This includes kindergarten and full-day Preschool students. For a minimal supervision fee, half-day Preschool students also have the option of having lunch at school. Students may bring a bag lunch from home or purchase a lunch at school. A lunch purchased at school includes the sandwich or entree of the day, fruit or fruit juice, vegetable, and milk. Students may also purchase à la carte items: sandwiches, beverages and

snack items. The lunchroom staff makes every effort to encourage children to eat all of their lunch. **Students who forget their lunch or money** will be allowed to “charge” a lunch for that day. Payment should be made the following day. Students who owe more than \$5.00 will be provided with a sandwich until their account balance is paid. Students may not buy food for other students or lend one another money.

Each child's lunchtime should be a comfortable, relaxing time. Limited movement around the cafeteria and an appropriate level of conversation are expected. Students are responsible for cleaning up after themselves at each school and helping others to wash tables and recycle trash appropriately.

❖ **Breakfast Bar**

At 7:30 a.m., the McCracken Breakfast Bar opens, and students can purchase a light breakfast consisting of items ranging in price from \$0.50 to \$1.50.

❖ **Free and Reduced Price Lunch Program**

District 73½ offers a free or reduced price lunch program for those students in grades K-8 whose families meet the guidelines established by the federal government. Copies of the guidelines and the Application for Free and Reduced Price Lunch are distributed to all families before the start of the school year. The information parents provide is treated confidentially and only used to determine program eligibility.

Parents/guardians may apply at any time during the school year if household size goes up, income goes down, or if they start receiving food stamps or Temporary Assistance for Needy Families (TANF). If a parent loses his/her job, the children may be able to get free or reduced price meals during the time of unemployment. After September 15th, if the parent/guardian does not have a current application on file or no longer meets eligibility requirements, he/she is responsible for paying for the child's meals. **Parents must re-apply every year.** (Board Policy 4:130 Free and Reduced-Price Food Services)

❖ **Cafeteria I.D. Cards**

Each student receives a Lunch I.D. card to charge their lunch and snacks. It is the parents' responsibility to make sure that their child has a check or cash deposited into his/her account. Parents will receive notification when more money is needed in their child's

account. Parents can monitor their student's lunch account balances on-line. Parents are encouraged to add money to their student's account on-line through our MealTime system

<https://www.mymealtime.com> or a student may bring money to the cafeteria in the morning before classes begin. Visit SD735.org and click "PAY LUNCH" at the top of the page. If students run a negative balance, they will be served a sandwich and milk and will not be allowed to charge items in the snack line. On a weekly basis the food service staff runs statements for students with a negative balance and emails parents. If parents are concerned about the balance on their student's lunch account, they can call and request a statement be sent home with their child.

Please be aware that during the last two weeks of school, students may not charge lunches or snacks to their lunch account. If there is no money available in a student's lunch account, that student must pay cash or pay by check.

Any money left in a student's lunch account will be rolled over into the next school year.

For questions regarding the cafeteria or your child's account, please call Thomas Berkson, Director of Food Services, at 847.676.8051.

❖ **Cafeteria Rules**

Students are also responsible for cleaning up after themselves and recycling trash appropriately. Students are not allowed to return to their lockers during the lunch period.

In the cafeteria, students should...

- ♦ Use appropriate table manners and polite behavior
- ♦ Remain seated except when throwing out garbage or leaving the cafeteria
- ♦ Keep table and floor areas clean
- ♦ Bring only containers that are shatterproof to school (Do not bring glass containers to school.)
- ♦ Show respect for and get along with peers and cafeteria supervisors
- ♦ Demonstrate a cooperative attitude toward the cafeteria supervisors
- ♦ Avoid drinking from the same container or using the same utensils as another student

- ♦ Not take food or drink out of the cafeteria without permission from an adult
- ♦ Not buy food or drinks for other students.

A few more specific rules for Middleton and Meyer Students:

- ♦ Students should raise their hands if they need to leave their seats to throw away trash or use the bathroom.
- ♦ Students may only purchase snacks after their lunch has been eaten.
- ♦ When a staff member turns off the lights, children should be quiet and listen for an announcement.
- ♦ Running is not allowed in the cafeteria.
- ♦ At Meyer, a teacher will announce when children may start lining up for recess.
- ♦ Students may not take food outside.

FUND RAISING

School sponsored student organizations, parent organizations and booster clubs may solicit students on school grounds during school hours or during school activities. For school-sponsored student organizations, a school staff member must supervise the fund raising activities.

Fund raising efforts must be voluntary and must not conflict with instructional activities or programs. (Board Policy 8:90 Parent Organizations and Booster Clubs)

GANG ACTIVITY PROHIBITED

Students are prohibited from engaging in gang activity. A “gang” is any group of two or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity including, but not limited to:

- ♦ Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other items that are evidence of membership or affiliation in any gang
- ♦ Committing or commissioning any act or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang

Using any speech or committing or commissioning any act to

support gang activity including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

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

- ♦ Removal from extracurricular and athletic activities
- ♦ Conference with parent(s)/guardian(s)
- ♦ Referral to appropriate law enforcement agency
- ♦ Suspension for up to 10 days
- ♦ Expulsion not to exceed 2 calendar years.

(Board Policy 7:190 Student Behavior)

GRADUATION

Eighth grade students who complete all curricular requirements will be promoted to 9th grade. Students receive their diplomas at the graduation ceremony.

Eighth grade is an exciting time and students and staff work cooperatively in the transition from middle school to high school. There are several requirements that must be met in order for your child to be promoted to 9th grade at the end of the school year. The following is a summary of requirements:

- ♦ Students must pass all classes. If a student receives a final grade of “F” for any class, they will be required to attend District 73½ summer school.
- ♦ Students who fail two or more classes will not be allowed to participate in the graduation ceremony.

If a student is in danger of not meeting these requirements at the end of the second quarter, the high school will be notified. A student will be allowed to register for high school but will not be issued a schedule until it is determined that he/she has met the requirements for promotion to 9th grade.

Students who are required to attend summer school will not have their records released to the high school. Upon successful completion of the summer class(es), students will receive their diplomas, the student records

will be transferred to the high school, and the registration process will be continued. (Board Policy 6:110 Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program)

There are many end-of-year activities, and participation is contingent on behavior.

Parent volunteers, students and staff collaborate in planning the annual graduation dance. Parents and students raise money for the graduation dance through various initiatives.

GUM CHEWING

Gum chewing is not permitted in school, on school grounds, or on the school bus. This includes during the school day and during after school activities.

HAZING PROHIBITED

A student commits “hazing” when he/she knowingly requires the performance of any act by a student or other individual for purpose of induction or admission into any group or organization, when the act is not authorized or approved by the District and the act results in any physical, emotional, or psychological harm to any individual.

Hazing is prohibited on district property (including school buses) and at school sponsored and school related functions. Hazing is also prohibited outside school grounds to the extent a direct relationship exists between the hazing and the school’s educational functioning.

Violation of this policy may result in disciplinary action which may include, depending on the nature of the conduct, any of the following: a warning, parent conference, detention, Alternative Education Program assignment, one to ten-day suspension, police referral, expulsion warning and/or expulsion proceedings, and removal from extracurricular activities.

HEALTH

In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) other components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction. (Board Policy 6:60 Curriculum Content)

HEALTH & SAFETY

See Attendance section for information on when a child can return to school after an absence.

❖ Abused and Neglected Child Reporting

A district employee who has reasonable cause to suspect that a student may be in danger, abused, or neglected is required to report such a case to the Illinois Department of Children and Family Services. The employee shall notify the Superintendent or Building Principal that a report has been made. (Board Policy 5:90 Abused and Neglected Child Reporting)

❖ Accidents and Injuries

Every effort is made to prevent accidents. If an accident occurs, procedures include the following:

- ♦ Parents are contacted if the injury is serious.
- ♦ First aid is given. Paramedics may be called if the injury is serious or life threatening. A staff member will accompany the child to the nearest available hospital if necessary.
- ♦ An accident report will be completed by the Nurse/Health Clerk.
- ♦ Each family must have on file with the district two alternative phone numbers of friends, neighbors, or relatives who can be contacted if we are unable to reach the parent or guardian.
- ♦ In the event of an emergency that requires a child to go to the hospital, we will reserve the right to take that child to the hospital if we cannot get in touch with the parents.

❖ Activity Restrictions

Parents may make a written or verbal request to limit physical activity due to sickness or injury of their child. However, if a condition or injury warrants a request to limit physical activity such as Physical Education (Gym) or recess for an extended period of time (more than two days), a physician statement may be requested.

❖ Child Sex Offenders

State law prohibits a child sex offender from being present on school property or loitering on a public way 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 present on school property, or (2) has permission to be present from the School 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 designee who is a certified employee shall supervise a child sex offender whenever the offender is in a child's vicinity. (Board Policy 8:30 Visitors to and Conduct on School Property)

The Superintendent and Principals receive and review updated lists of child sex offenders from law enforcement officials in order to screen those who may come in contact with students at school or school events. Staff members are provided a copy of the list on a "need to know" basis. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification will occur during school registration and at other times the Superintendent or Building Principal determines advisable. (Board Policy 4:170 Safety and Crisis)

Information about sex offenders is available to the public on the web <http://www.isp.state.il.us/sor/offenderlist.cfm>

❖ **Communicable Diseases**

If your child is diagnosed with chicken pox, strep throat, conjunctivitis (pink eye) or any other communicable disease, please inform the school health office immediately. Students with contagious diseases may qualify for special services. It is important that parents seek the services of a physician and that any prescribed treatment or medication be taken or completed as ordered. A doctor's note may also be required before a student may return to school.

The health offices will follow the guidelines established by the Skokie Health Department. For additional information or concerns, call the Skokie Health Department at 847.933.8252.

❖ **Emergency Information Forms**

Parents are required to complete emergency information forms for each student at the time of registration and at the beginning of each school year.

It is the parent's responsibility to make sure that accurate emergency information is always on file.

This includes two phone numbers on file of friends, neighbors, or

relatives in the event that a parent cannot be contacted. **Parents need to update information within PowerSchool.**

❖ **Head Lice (Pediculosis)**

A head lice infestation may occur in any age category and can be very frequent among school children. Head lice are not considered a disease. Students may be checked at school for the presence of lice. Students identified as having live head lice are to be excluded from school until they have received appropriate treatment. The student must be examined by the Nurse/Health Clerk prior to re-admittance to school.

It is recommended that parents inform their children about head lice. Students should be very careful about exchanging clothing such as hats, scarves, and earmuffs. Also, students should avoid using one another's comb or brush.

❖ **Health Examinations and Immunizations**

Preschool students are required to have a current physical exam on the Illinois Certificate of Health form.

Kindergarten students must have a current physical exam on the Illinois Certificate of Health form, a vision exam and a dental exam.

Second grade students are required to have a current dental exam on file.

Sixth grade students must have a current physical exam on the Illinois Certificate of Health form, and a dental exam.

All students enrolling in an Illinois school for the first time are required to have a current physical exam on the Illinois Certificate of Health form and a vision exam.

Parents objecting to a physical exam or vaccinations on religious grounds must submit a letter stating the objections.

If you are not sure if your child's records are complete or have any questions, or need help locating a health care provider (doctor, eye doctor, dentist), contact the nurse/health clerk at your child's school.

Children who need immunizations for school and live or attend school in Skokie can receive vaccinations for a nominal fee at the Skokie Health Department. To schedule an appointment, call 847.933.8252.

A current physical is required prior to trying out for an inter-scholastic sports team or cheerleading. This physical must be dated within one year prior to tryouts. Students must present a Certificate of Physical Fitness issued by an Illinois physician, advanced practice nurse, or a physician's assistant to assure that the student's health status allows for active athletic participation.

Vision and hearing screening will be done, as mandated, for select populations of students. Vision screening is **not** a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this 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 and the evaluation is on file at the school. Vision screening is *not* an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

❖ **Health Clerks/Nurses**

District 73½ employs nurses and health clerks that are dedicated to the promotion of the health and safety of students and staff. Annual hearing and vision screening are performed as mandated by the State or by the request of a teacher or parent. These health professionals are not licensed to diagnose or prescribe medical treatment for children.

❖ **Medications**

District policy states that medications, (prescription and non-prescription) may be administered by a school district employee **only** upon written request of the student's physician and parent. However, nothing in board policy shall prohibit any school employee from providing emergency assistance to students; including administering medication (Board Policy 7:270 Administering Medicines to Students).

All medications must be brought to the school office in the original container or a container properly labeled by the pharmacy or physician. The label must include the student's name, physician, name of medication, dosage, and time to be given. The school must be notified in writing of any changes. An Authorization Form for Administration of Medication must be completed and returned to the Health Office before medication can be administered by a district staff person or before supervising a student's self-administration.

The school district retains the right to reject requests for administration of medications.

Please note that this policy applies to all over-the-counter medications such as cough medicine, and pain relievers. If your child needs to take these kinds of medications, you will need to comply with board policy described above.

Parents may come to school to administer medications or may authorize their child to self-administer a medication according to the district's procedures for student self-administration of medication.

- ♦ A student may use inhalers and epinephrine auto-injectors (EpiPen) with parental consent and the School Medication Authorization Form on file in the Health Office.
- ♦ A record shall be kept by the Nurse/Health Clerk of all medication stored, specifying the name of student and name of medication, the time of use, and dosage.

In accordance with Section 22-30(f) of The School Code and for the health and safety of students, the District has decided to maintain a supply of undesignated Epinephrine Auto Injectors (i.e. Epi-Pens) in the name of the District and provide or administer such as necessary to students when it is believed they are having an anaphylactic reaction at school. The Epi-Pen is an auto-injector prefilled with epinephrine for the emergency treatment of severe allergic reactions to insect stings or bites, foods, drugs, and other allergens. An "undesignated" Epi-Pen is an Epi-Pen prescribed in the name of the District as opposed to an individual student or staff member. A school nurse or trained personnel may administer an undesignated Epi-Pen to a person when he/she, in good faith, believes a person is having an anaphylactic reaction, regardless of whether that individual has a prescription for epinephrine.

When a school nurse or trained staff member administers an undesignated Epi-Pen to a student at school, the school nurse or trained staff member may not incur any liability, except for willful or wanton conduct, if any injury is sustained. Furthermore, upon the administration of any undesignated Epi-Pen, the District will ensure the appropriate notifications and follow up actions occur.

While the District has decided to maintain a supply of undesignated Epi-Pens, no one should rely on the District for the availability of an Epinephrine Auto-Injector on school grounds. Additionally, the District's maintenance of undesignated Epi-Pens does not guarantee

the availability of an Epi-Pen to students; students and their parents/guardians should consult their physician to ensure an individual prescription is provided if the student has been diagnosed as having a severe allergic reaction.

All medications are to be picked up by the parent/guardian at the end of the school year. If the parent/guardian does not pick up the medication at the end of the school year, the Health Clerk/Nurse will dispose of such medication in the presence of a witness.

HOMEWORK

Homework is an important part of the instructional program and helps students develop good study skills. Homework expectations are age appropriate and grade level specific. These expectations are determined by the grade level teams and communicated to parents during Curriculum Night at each school.

McCracken students should expect regular homework assignments. Many McCracken teachers have a link on the school web site that may include a class syllabus or weekly assignments (<http://www.sd735.org/mccracken>). Assignments may also be posted on Grade Logic and Teacher Moodle.

All students are required to have and use an assignment notebook. Students are responsible for homework assignments. If a child is absent for more than a day, parents may call the Health Office to request homework assignments.

Calls must be made by 8:45 a.m. for assignments to be picked up at the end of that school day, after 3:15 p.m. Please refer back to **ATTENDANCE** for additional information regarding absences.

It is the student's responsibility to make arrangements with the teacher to make up tests and quizzes within a reasonable amount of time.

When a student is absent due to illness, assignments must be made up in twice the amount of time absent. For example, if a student is absent for two days, he/she has four days to make up the work.

HOURS

McCracken students attend school from 8:00 a.m. to 3:00 p.m. on Monday, Wednesday, Thursday, and Friday and from 8:00 a.m. to 2:00 p.m. on Tuesdays. The first bell rings at 7:50 a.m. Students must be in their Advisory class before the second bell rings at 8:00 a.m. Students are dismissed at 2:00 p.m. on Tuesdays for teacher inservice meetings.

The Learning Center opens at 7:30 a.m. every day to provide students with a quiet study place before school. It is also open on Mondays, Wednesdays, and Thursdays until 3:55 p.m. At dismissal time (3:00 p.m.) students may visit the Learning Center to study and/or use the computers. Students are not allowed to come and go freely.

Students may not remain in the building after school unless they are participating in a supervised, scheduled activity.

Middleton students attend school from 8:25 a.m. until 3:00 p.m. on Monday, Wednesday, Thursday and Friday and from 8:25 a.m. until 2:00 p.m. on Tuesdays for teacher inservice meetings.

Meyer:

Kindergarten Hours:

8:45 a.m. to 2:25 p.m. (M, W, Th, F)

8:45 a.m. to 2:00 p.m. (Tues)

Preschool Hours:

AM Session: 8:35 a.m. to 11:05 a.m. (M-F)

PM Session: 12:15 p.m. to 2:45 p.m. (M-F)

INSERVICE PROGRAMS FOR STAFF

An inservice/staff development program for teachers is an integral part of the school program. All students in K-8 are dismissed at 2:00 p.m. each Tuesday so that staff members can attend inservice. Inservice topics include school improvement activities focusing on specific content area curriculum, assessment, and other professional growth topics. Preschool teachers follow the regular schedule as stated in the Hours Section. Their staff development opportunities are scheduled at other times.

INSTRUCTIONAL FEES AND WAIVERS

Each year the Board determines what will be charged for the use of textbooks, consumable materials, extracurricular activities and other school fees. Students are responsible for paying for the loss of textbooks or other school-owned materials.

Students shall not be denied educational services or academic credit due to the inability of parents(s)/guardian(s) to pay fees and charges. Parents who are unable to afford to pay instructional fees and summer school tuition may receive a waiver of fees if they meet eligibility requirements. Applications for

fee waivers are available in the school offices and in the Business Office.
(Board Policy 4:140 Waiver of Student Fees)

Fees for the enrichment program, extracurricular academic classes, extracurricular athletics, band, overnight trips, and field trips are not included in the waiver process. However, a limited number of scholarships are available through the generous support of the PTA and other organizations. For more information, contact the Superintendent's Office at 847.324.0509.

Preschool is a tuition-based program and tuition is charged even if a child is absent. Contact the school office at 847.673.1223 for tuition information and program offerings. For more information regarding the preschool program, visit the Meyer website at www.sd735.org/meyer.

INSURANCE

In order to participate in after school sports, cheerleading, or school sponsored overnight trips, students must show proof of accident insurance coverage either with a policy purchased through the District or by providing the family insurance plan information on the appropriate participation forms.

❖ Student Accident Insurance

The District offers two student insurance policies available for purchase by parents. One policy covers accidents during school hours and the other provides 24 hour coverage. Additional options to both plans are available. A flier describing the insurance plans is available in the school office. Many family health insurance plans cover children during and after school hours. Parents need to decide if their coverage is appropriate for their child's needs.

Please note the school district does not pay doctor, ambulance, or hospital fees, nor reimburse for damage to personal property resulting from an accident or action by other students at school.

❖ All Kids Healthcare Program

Illinois' **All Kids Program** is a complete healthcare program for every child in Illinois. Illinois is the first state in the nation to ensure that every child, regardless of medical conditions or income, has access to healthcare.

All Kids is complete health insurance for your child. **All Kids** covers doctor visits, hospital stays, prescription drugs, vision care, dental care and eyeglasses. **All Kids** covers regular check-ups and immunization shots. **All Kids** also covers special services like medical equipment, speech therapy and physical therapy for children who need them.

All Kids health insurance is available for any child meeting the following criteria:

- They live in Illinois.
- They are age 18 or younger.
- They meet the insurance requirements as listed on the **All Kids** website <http://www.allkids.com>.

For more information call: **All Kids Hotline** 1.866.ALL.KIDS (1.866.255.5437) or TTY: 1.877.204.1012.

LEAVING SCHOOL GROUNDS

During school hours the school staff must know the whereabouts of each child at all times. No child may leave school grounds during school hours without prior approval from the Principal, supervision by a staff member, and written permission from the parent. For early dismissal, students must be signed out by a parent or guardian in the Nurse's Office.

LOCKERS

Lockers are the property of the school district. Every school year **McCracken** students are assigned a locker and a lock. A replacement fee is charged for lost or damaged locks.

- ♦ Students must keep their lockers closed and locked at all times.
- ♦ Students may only change lockers with the permission of their teachers.
- ♦ Students should not share their locker combinations with other students.
- ♦ Students may not use another student's locker.
- ♦ Materials stored in lockers are to be neat and orderly.
- ♦ Students may post items such as photographs or notes to the inside of their locker using magnets. Nothing may be posted on the outside of any student's locker.
- ♦ Students are allowed to go to their lockers at designated times.
- ♦ Students should not bring valuables to school. Any item brought to school is the student's responsibility.

Periodic "locker inspection days" will be scheduled to ensure good housekeeping. **In the event it is suspected that a student has an unlawful substance or stolen article in his/her locker, school**

administrators may search the locker. (Board Policy 7:140 Search and Seizure)

At **Middleton and Meyer** students also have lockers which are located right outside their classroom and are used primarily for coats, jackets, and backpacks. These lockers do not have locks and are not used for storing school supplies or anything of value.

LOST & FOUND

Students who have lost any items should check their lockers and classrooms. They also may inquire at the school office. For any items left on the school bus, please call A & B Bus Service @ 847.671.0533. Students who left items on the District-owned buses should contact the school office.

PARENT AND COMMUNITY INVOLVEMENT

❖ Parent Volunteers

Parent involvement in the educational process enhances your child's success in school. Parents are invited to volunteer for classroom field trips, assist in the classroom, read to a child or a group of children, and participate in activities. Parents may serve as a resource, share their culture or information about their profession, and serve on school committees.

PERSONAL POSSESSIONS

Students are encouraged not to bring valuables, large amounts of money, or personal items. Any items causing a distraction will be taken away and returned to the parent. Students are prohibited from selling personal property at school. **The school is not responsible for personal items brought to school.**

The school district is not responsible for the loss or theft of any electronic device or other personal possessions brought to school.

PESTICIDE USE

Applications of pest control materials in or on school grounds are made only when necessary to eliminate a pest problem. If it becomes necessary to use any pest control products other than traps or baits, Board Policy 4:160 Environmental Quality of Buildings and Grounds requires that students, employees, and parents(s)/guardian(s) be notified in writing at least 2 business days prior to a pesticide application in school buildings or on school grounds. If you would like to be notified directly prior to a pesticide application in the school buildings or on school grounds, complete a

Pesticide Application Registry Form which can be found on-line or in the Business Office (847.324.0506).

PHOTOGRAPHS AND VIDEOTAPES

No photographs or videotapes with students identified by name will be published on the district website or cable station.

Photographs and videotapes of students identified by name may be used in school publications intended for local distribution. This includes, but is not limited to, school yearbooks and end-of-year memory books.

When students are identified by name in photographs or videotapes taken for print or electronic publication in local newspapers, on cable, or TV, parent or guardian consent is required. This consent may be revoked at any time by notifying the Principal. (Board Policy 7:340 Student Records)

PHYSICAL EDUCATION

At McCracken

Students are expected to be prepared for Physical Education (P.E.) classes. This includes wearing a McCracken t-shirt and shorts, socks, gym shoes and having a lock for their P.E. locker. McCracken sweat shirts and sweat pants are also allowed. All McCracken gym clothes and locks can be purchased at school in the main office.

At the beginning of each school year students will be assigned a gym locker. Students are responsible for having their own locks. All books and belongings should be locked in their P.E. or hallway lockers.

A child may be excused from class for one day only upon receipt of a written note from a parent or at the Nurse's discretion. Notes excusing students from P.E. for one day should be submitted to the P.E. teacher. A child may only be excused from P.E. class for more than one day with a doctor's note submitted to the Nurse.

Any students missing P.E. class for a school absence, band lesson, social services, etc. need to make up the class in order to receive their daily points. Students can make up their missed P.E. class by doing 40 minutes of physical activity outside of school. Absent make up forms, which include documenting the type of activity, the duration of the activity and a parent signature, can be picked up in the gym under the P.E. bulletin board.

Students must turn in all absent forms by the end of the quarter to receive credit.

At Middleton

All students are expected to participate in daily physical education. If your child is unable to participate for any extended period of time because of a medical condition, a written note must be signed by a medical professional and given to the Nurse/Health Clerk. A child may be excused from class for one day only upon receipt of a written note from a parent or at the school's health professional's discretion.

Children are expected to wear proper fitting tie or Velcro gym shoes and socks to physical education class. Shorts or slacks are recommended for all students. Sweatshirts and sweaters should be available for outdoor activities. Students may not wear jewelry. A child will not be able to participate if not properly dressed for physical education class.

At Meyer

All children in kindergarten are expected to participate in physical education. If for medical reasons, your child is unable to participate in physical education, a written note must be given to the Nurse/Health Clerk and/or the classroom teacher. A child may be excused from class for one day only upon receipt of a written note from a parent or at the Nurse/Health Clerk's discretion. If your child is unable to participate for any extended period of time because of a medical condition, a written note must be signed by a medical professional and given to the Nurse/Health Clerk.

PUPIL TRANSPORTATION REIMBURSEMENT

There is a state program which reimburses parents or guardians of eligible students for qualified transportation expenses. In order to be eligible for the Parent/Guardian Pupil Transportation Program:

- ♦ The pupil must be under age 21 at the close of the school year;
- ♦ The pupil must be a full-time student in grades K-12;
- ♦ The pupil must live either:
 - 1) 1.5 miles or more from the school attended; or
 - 2) Within 1.5 miles of the school attended, where a verified safety hazard exists;
- ♦ The pupil did not have access to transportation to and from school provided entirely at public expense.

Parents must come to the school office to file a claim; the Parent/Guardian Transportation Claim forms must be filed electronically by school personnel. (Board Policy 4:110 Transportation)

RECESS

At **McCracken**, before or after lunch (depending on the schedule), students have supervised physical activity outside on the field or inside in the gymnasium. During inclement weather, students are assigned to the gym, the cafeteria, or Learning Center. Students are expected to follow the requests of the supervising staff during the recess period.

Before or after lunch, **Middleton** students participate in recess. Recess activities take place outside on the play fields, in the gym, or in an alternate setting during inclement weather. Students are expected to follow the requests of the supervising staff during the recess period.

❖ Playground Guidelines and Safety Rules

- Students are expected to listen to directions, be respectful, and be helpful during recess.
- In the beginning of each school year, students will learn safe play rules and signals for the playground. Through guided discovery, children will practice safe play and cooperation on the playground.
- Students must stay within the boundaries of the park. The sidewalk on the perimeter of the grass field is considered the boundary line.
- Students will share in the responsibility for the playground equipment and any play equipment used during recess.

Students are encouraged to bring play equipment from home that they would like to play with at recess with the exception of hard balls, bats, or rackets, roller blades, stuffed animals, skateboards and other fad toys.

The purpose of recess at **Meyer** is to foster child-directed activities in a safe and supervised setting. Recess is important for physical fitness and it helps children develop socially. Students are expected to follow the requests of the supervisors who are responsible for maintaining a safe play experience for all children. Those who cannot follow directions given by the playground supervisors will not be allowed to participate in recess.

❖ Meyer's Playground Rules

Parents are asked to review and reinforce these safe playground rules with their children:

- Children may only go down the slide one at a time.
- Children must sit and face forward on the slide.

- Children must sit on the horses.
- Sand must stay in the sandbox.
- Wood chips must stay on the ground.
- Children may not climb on top of equipment (i.e. tube slide)
- Children must sit on the swings and not jump off of the swings.
- Only adults may push children on the swings.
- Children may not stand on the seats or bars on the car.

❖ **Weather and Dress Guidelines**

Children should come to school dressed for outdoor activities. Children should come to school with snow gear (jacket, snow pants, boots, hat, gloves) as needed. Students will only be excused from outdoor recess with a medical excuse from the doctor. During inclement weather, recess is conducted inside. (Note: Preschool children have recess that is supervised by their teachers.)

Grades preschool, kindergarten, 1 and 2 will have recess inside if the wind chill is less than 15° F. All grades will have recess inside if the wind chill is 0 degrees or less. Students should dress for weather and ground conditions. Middleton's recess will be outdoors unless it is raining or too cold. Students should wear gym shoes, leather shoes, or boots. *No sandals or backless shoes.* Students are outdoors for 25 minutes each day, weather permitting. Jackets or coats, gloves, hats, scarves, boots, and snow pants are needed for the winter months, especially for the younger children. Also, younger students should have an extra set of clothing in their lockers.

At McCracken, recess is held outdoors, weather permitting. Determination is sometimes based on factors including, but not limited to, weather. Basketball, volleyball, and a number of other activities may be held indoors if the gym is available.

RECOGNITION OF STUDENTS

Although there is no formal recognition program at Middleton and Meyer, students are recognized daily for their achievements and efforts. This may be accomplished in a less formal setting, such as in the classroom rather than at school-wide assemblies.

At McCracken, academic excellence, good citizenship, community service, sportsmanship, and the pursuit of excellence in areas of interest such as athletics and the performing arts are recognized by the following:

❖ **Honor Roll**

A McCracken student is eligible for the Honor Roll if he/she achieves a grade point average of 3.0 or higher. A student is eligible for the High Honor Roll with a grade point average of 3.5 to 4.0. If a student receives an "unacceptable" behavior grade and/or a "D" or "F" in any subject, he or she is ineligible for the Honor Roll or High Honor Roll.

Honor Roll students at McCracken are presented with certificates at quarterly Honors Assemblies, and their names are posted in the school corridor. Parents are invited to attend these assemblies which are noted in the District 73½ calendar and weekly newsletters.

McCracken students who have a grade point average of 4.0 for the quarter are invited to a 4.0 Breakfast. Parents are also invited.

❖ **Honors Assemblies**

Honors Assemblies are conducted quarterly to recognize McCracken students who have made the honor roll, achieved perfect attendance, demonstrated outstanding citizenship or service to the school community, and/or participated in a special competition or activity.

❖ **Rewards Assemblies**

Rewards Assemblies are conducted quarterly to recognize McCracken students who have demonstrated respectful, responsible, and ready behavior throughout the quarter.

REPORT CARDS AND PROGRESS REPORTS

At McCracken student report cards are issued four times a year. The report cards include grades for each class, behavior and effort indicators, and teachers' comments. It is recommended that parents review the report card with their child. Parents and students at McCracken are able to check and monitor grades 24 hours a day using PowerSchool, our online grade reporting system. Login and password information is given to families at the start of the year. For assistance in accessing the site or if you have lost/misplaced your username/password, please call the school. (Please note that mid-quarter reports will be sent home to students earning below a grade of C.)

At Middleton, Student report cards are issued three times each year in 1st - 5th grades. Please review the report card with your child. Parents are encouraged to contact the teacher with questions/concerns. Many teachers also provide students and parents with progress reports.

At Meyer kindergarten report cards are issued three times a year. Parent/Teacher Conferences are held on designated dates during the school year. Parents meet with teachers to review the report card and discuss student progress.

RESIDENCE

Only students who are residents of the District may attend a district school without a tuition charge. A student's residence is the same residence as the person who has legal custody of the student. Residence is defined as the place where parents/legal guardians eat, sleep, and store their belongings. It is also the place where their child resides. (See Admissions and Transfers)

To be a legal resident of Skokie School District 73½, a child must meet one of the following requirements:

- ♦ Reside within the school district with his/her natural parents
- ♦ Reside within the school district with his/her custodial parent if parents are divorced
- ♦ Reside within the school district with a person to whom custody and control have been legally transferred by the courts. The intent of such transfer **cannot** have been made solely for the purpose of attending school in the District. Any person seeking to enroll a child who is not the child's natural or adoptive parent must complete and sign a statement to verify custody, control, and responsibility of the student.

A student whose family moves out of the District during the school year will be permitted to continue attending school in the District for the remainder of the school year without payment of tuition.

The District reserves the right to verify three proofs of residence presented by parents/guardians and may take other steps to verify residency including hiring private investigators. If it is determined that a student is a non-resident of the District and is attending school on a tuition-free basis, the person who enrolled the student is liable to pay non-resident tuition from the date the student began attending a district school as a non-resident. The person who enrolled the student may challenge this determination and request a hearing as provided by The Illinois School Code.

A person who knowingly or willfully presents to the school district any false information regarding the residency of a student for the purpose of enabling that student to attend any school in the District without the payment of a non-resident tuition charge is guilty of a Class C Misdemeanor.

Non-resident students may attend district schools upon the Superintendent's recommendation and approval from the Board of Education, providing that procedures outlined in Board Policy 7:60 Residence are followed.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. (Board Policy 6:140 Education of Homeless Children)

Military personnel whose residence has changed due to military service may keep their child enrolled in the District by submitting a written request. The District, however, is not responsible for the student's transportation to and from school. (Board Policy 7:60 Residence)

SAFETY AND CRISIS PLAN

The safety of our students is our number one priority. The District has a comprehensive safety and crisis plan which includes staff roles and procedures in the event of a crisis or emergency situation. The plan addresses specific procedures in the event of a building evacuation or lock down, a bomb threat, a school bus accident, and other crisis situations. The plan also includes procedures and safety drills, e.g., fire and tornado drills, school bus evacuation drills, etc. Representatives from the Skokie Fire and Skokie Police departments are often present during drills to provide feedback.

State law requires that schools with gymnasiums are equipped with an Automatic External Defibrillator (AED) which can be operated only by trained individuals. For more information, contact the school office.

SCHOOL IMPROVEMENT PLAN

McCracken, Middleton and Meyer each have individual School Improvement Plans that reflect district goals as defined in the Strategic Plan. The School Improvement Plan is the result of needs identified by parents, staff, students, and community residents. Parent School Improvement Committee meetings are held in the fall and spring to gather input on school improvement activities.

Annual goals and accomplishments are included in the State School Report Card which is posted by October 31st every year on the district website.

SCHOOL PICTURES

Each year, a professional photographer is hired to take individual pictures of all students. Picture package options are available to those parents who

want to order pictures. Information will be available concerning the different picture plans prior to Picture Day.

SCHOOL PROPERTY AND SCHOOL GROUNDS

The school buildings and grounds are for educational use.

For the safety and welfare of all students and employees, school administrators may conduct general inspections of school property without notification to or consent of the student. School authorities may only search a student's school property when there are reasonable grounds to suspect that the student has violated school rules and/or the law. (Board Policy 7:140 Search and Seizure) If a search results in evidence that a student has violated school rules or the law, disciplinary action will be taken. In serious cases, local law enforcement authorities may be contacted.

Please remind your children that they are to treat school property, including instructional materials, furniture, equipment, and the buildings with respect.

Supervision for students, after dismissal, on school grounds is not available unless they are participating on a sports team or in an enrichment activity. There is also no supervision available during outdoor athletic events for students not on the team. Bikes, skateboards, and rollerblades are not allowed on the track or field, especially during a sporting event.

SEVERE WEATHER

Severe weather can affect bus service and transportation for teachers and students. When severe weather occurs, listen to the radio or TV for information about school closings. Please do not call the school because there are not enough phone lines or office staff to respond to all the calls.

When it is necessary to close schools due to inclement weather or other emergencies, the District will use an automated phone messaging system to contact parents. School closings will also be posted on the school and district web pages. (www.sd735.org)

School closing information is available on the Internet at www.emergencyclosings.com. At this site you may sign up for an automatic e-mail to inform you when school is closed due to an emergency or inclement weather.

Tune to these stations for the latest information:

- ♦ RADIO: WGN Radio 720, WBBM Newsradio 780
- ♦ TELEVISION: CBS 2, NBC 5, ABC 7, WGN 9, FOX 32, CLTV 41

If a tornado or disaster warning comes when children are at school or during dismissal time, school personnel will take appropriate protective measures within the school or at an evacuation site.

**Please make sure all contact phone numbers
on file in the school offices are up to date.**

(See also Emergency Closing Information and Automated Phone Messaging System listed under Communication).

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. An employee or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, or engages in other verbal or physical conduct of a sexual or sex-based nature. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

At the beginning of each school year, the Principal and teachers explain to students what sexual harassment is and what to do and who to contact if students witness sexual harassment or believe they are victims of sexual harassment. Periodic sexual harassment awareness training is also provided to all school staff.

Students who believe they are victims of sexual harassment or who witness sexual harassment are encouraged to discuss the matter with the Nondiscrimination Coordinator, the Principal, or Complaint Managers. The Nondiscrimination Coordinator for the District is Kate Donegan at 847.324.0509; the Complaint Managers are Cynthia Cohen at 847.324.0506 and Paul Ruffino at 847. 673.1222. Complaints will be kept confidential, given the need to investigate.

An allegation that one student was sexually harassed by another student should be referred to the Principal for appropriate action. (Board Policy 7:20 Harassment of Students Prohibited and Board Policy 2:260 Uniform Grievance Procedure)

SMOKE-FREE ENVIRONMENT

District 73½ is a smoke free environment. Smoking is not allowed in the buildings or on school grounds. Students who violate this rule may be suspended.

SPECIAL EDUCATION SERVICES

Any child, from birth through age 15, who is a resident of the District and is enrolled in a district school or in a private school, is eligible for special education services. State and federal laws regarding student records and the rules and regulations which govern special education require that parents be notified of certain rights and of programs and procedures.

District 73½ works cooperatively with the Niles Township Department for Special Education (NTDSE) to provide instructional programs for children who are eligible for special education services. Questions regarding special education services should be directed to the Director of Special Education, Kristen Moore.

For children under the age of 3, please contact Niles Township Department for Special Education at 847.965.9040.

(Board Policy 6:120 Education of Children with Disabilities)

STATE SCHOOL REPORT CARD

The State of Illinois annually publishes a report card for every public school with information on student demographics, school district finances, student academic performance on state tests, and the instructional setting. The State School Report Card is posted on the web after October 31st of each school year. Copies are also available in the office.

STRATEGIC PLAN

The District 73½ Strategic Plan serves as a roadmap of major goals to guide and align curricular, extracurricular, financial, and system-wide initiatives. District stakeholders – parents, staff, community, and students – developed a set of shared vision statements for lifelong learners, teaching and learning, and school culture. For more information on the strategic plan, visit the district web site.

STUDENT DIRECTORY

On an annual basis, a student directory, with student name, phone, address, and parent/guardian name(s) is published for the convenience of the district families. Parents/guardians are given the opportunity to limit the information published in the directory to student name only by completing a form sent home each year. (Board Policy 7:340 Student Records)

STUDENT/PARENT HANDBOOK

The Superintendent, with input from the Parent/Teacher Advisory Committee, shall annually review the student/parent handbook with particular attention to disciplinary policies and practices. The handbook, including the district disciplinary policies and rules, shall be distributed to the students' parent(s)/guardian(s) within 15 days of the beginning of the school year or a student's enrollment. Parents and students are required to sign off that they have received and reviewed the handbook.

STUDENT RECORDS

Local, state, and federal laws require that information in student records be held confidential. Student records are not released to anyone other than parents and authorized personnel unless the parent has signed a release form or a court orders the release. A release form may be obtained from the school office. (Board Policy 7:15 Student and Family Privacy Rights)

The District reviews all records at the end of eighth grade and transfers them to the high school the child will be attending.

❖ Authorization for Use and Disclosure of Protected Health Information and Education Records

In accordance with state law, school records for all eighth grade students will be sent to Niles Township High School District 219 at the end of the students' eighth grade year. These records contain both the student permanent record and the student temporary record, including medical, mental health, education, and behavior information. Parents have the right to inspect, copy or challenge student records prior to their release to the high school. Please contact the principal of your child's middle school if you wish to inspect or copy the student records. To challenge any portion of the record, you must submit your challenge to the principal in writing.

Note that failing to authorize disclosure of records may adversely impact the educational programming and/or medical treatment of students. Health records, once received by the school district, may not be protected by the HIPAA Privacy Rule, but will become

education records protected by the Family Educational Rights. Parents have the right to inspect and copy educational records, and to challenge their contents.

❖ **Student Records Defined**

School student records are confidential and information from them shall not be released other than as provided by law. A record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except records that are kept in the sole possession of a staff member, are destroyed not later than the student's graduation or permanent withdrawal and are not accessible or revealed to any other person except a temporary substitute teacher and records kept by law enforcement officials working in the school. (Board Policy 7:340 Student Records)

The Student Permanent Record includes basic identifying information, academic transcripts, attendance record, accident and health reports, information pertaining to the release of this record, honors and awards, school-sponsored activities and athletics. The permanent record is sent to the high school upon graduation.

The Student Temporary Record may include information on family background, intelligence and aptitude scores, psychological reports, achievement results, participation in extracurricular activities, honors and awards, teacher anecdotal records, disciplinary information, special education files, and information pertaining to release of this record.

❖ **Rights of Parents and Students**

All school records, including permanent and temporary records, shall be available for inspection and duplication according to the provisions of the Family Education Rights and Privacy Act (FERPA), The Illinois School Student Record Act, The Education of the Handicapped Act, and applicable regulations for implementation of these acts.

Parents have the right to inspect and copy the student's education records.

Parents may challenge specific information, exclusive of grades and references to expulsions or out-of-school suspensions, on the basis of accuracy, relevance, or propriety. Requests of this nature should

be initiated with the Principal. The parent(s)/guardian(s) may request a hearing and may insert a written statement of reasonable length describing their position on disputed information.

Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court orders otherwise.

Parents also have the right to prohibit the release of directory information concerning the parent's/guardian's child. (Board Policy 7:340 Student Records)

For information regarding surveys that request personal information from students, please refer to Board Policy 7:15 Student and Family Privacy Rights.

SUBSTITUTE TEACHERS

When the regular teacher is absent, a substitute teacher is hired to continue the instructional program. Substitute teachers have the same authority and responsibilities of the regularly assigned teachers. All substitute teachers receive specific plans from classroom teachers as well as guidance from the rest of the grade level team.

SUMMER SCHOOL

District 73½ offers summer school classes for students entering grades 1-8 who are in need of academic support and have been recommended by staff, and for those students who have received a failing grade in any subject. Letters are sent home each spring to parents of students who are recommended to attend summer school. Parents are responsible for paying summer school tuition. Waivers for summer school tuition are available in the school office. (Board Policy 6:110 Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program)

All students entering kindergarten may sign up for Jumpstart Kindergarten and students entering first grade may sign up for Jumpstart First Grade.

TECHNOLOGY

Please refer to Board Policy 6:235 Access to Electronic Networks and Board Policy 6:235 Exhibit 1 Letter to Parents/Guardians Regarding Student Use of the District's Electronic Networks for terms and conditions of acceptable use of the District's system.

❖ **Email Your Teacher**

Your teacher is assigned a district email account. You may contact the teacher if you know the teacher's first and last name. Teacher email accounts are assigned by first initial and last name followed by @sd735.org.

Example: John Smith's email account is jsmith@sd735.org

❖ **Online Information**

The district and school webpages can be accessed through any internet browser by visiting:

www.sd735.org

Simply click on your student's school to access that school's webpage.

The district and school calendars can be accessed through any Internet browser by visiting the District or school webpage and clicking on calendar.

❖ **Skokie Public Library Partnership**

The District and the Skokie Public Library have a partnership to share library services for our students. Through this partnership, your student has access to a considerably larger number of exciting online resources as well as resources at the library to assist them with their studies.

The Skokie Public Library has fun, interactive and informative online subscriptions such as Tumblebooks, Lynda Video Learning Library, CultureGrams and much more. Audio Books and Ebooks compatible with almost any device are also available for download. All you need is your Skokie Public Library Card number. With permission you provided during student registration, the Skokie Public Library has issued a new card or renewed the existing card for your child.

We believe this partnership with the Skokie Public Library is important to your child's academic success. Help your child become familiar with the online Skokie Public Library resources prior to the start of the school year.

Access the Skokie Public Library Student Gateway through any of our school or district webpages (www.sd735.org). Select Community and then Skokie Public Library.

❖ Student Email

Every student in District 73½ is provided with a student email account.

This account will be used for district/school/teacher/student communications. Access the student email system using any internet browser.

The student's email and password is the same as the student login.

Students will be able to:

- Send/receive emails to teachers and classmates (limited to anyone with an @sd735.org or @student.sd735.org account)
- Receive notifications from district/school resources.

Note: Student email addresses are private and will be used for internal purposes only. Email addresses will not be sold, transferred or used by outside entities.

Teachers and Staff of District 73½ will be able to:

- Send emails to individual students, students in specific classrooms, students in specific grade levels, students in the entire school and/or students in the entire district.

Note: *The student email system is a "restricted" system and can only be used for educational purposes. Students will not receive emails from out of district sources and emails are filtered for profanity.*

❖ Student Login

Technology plays a vital role in your child's education. Skokie School District 73½ provides many technologies that enhance your child's learning, thus, every child entering the district has been issued a permanent Student Login account to be used in school as well as home.

Example:

Student Name:	John Smith
Email Account:	jsmith@student.sd735.org
District 73½ ID Number:	12345
Birth date:	02/17/97
Student Login Account:	jsmith
Assigned Password:	ID Number + Birth date (see example below)

Password Example:

ID Number is 12345 and birthday is 02/17/97,
then the password is 12345021797

TELEPHONE

During the course of the day, students may need to use the telephone. In addition to the public phone at McCracken, every classroom in each school is equipped with a telephone.

- ♦ Teachers may grant students permission to use the classroom phone for school related business.
- ♦ Students are permitted to use the office telephone in case of an emergency.
- ♦ At McCracken, a public phone is located on the wall in the corridor by the cafeteria. Students may use the phone before and after school and during lunch (with the permission of the lunchroom supervisor).
- ♦ Phone calls made on the public phone during school hours require a pass from the student's teacher.
- ♦ No more than one student may use the public phone at any one time; group calls will not be allowed.
- ♦ Students are encouraged not to call home to request that parents deliver homework or forgotten lunches.
- ♦ Students may not use their cell phones at any time during the school day.

It is very difficult for the school secretaries to deliver phone messages to students. This also disrupts classroom instruction. **Unless it is an emergency, it is requested that parents not call their children while school is in session.**

For information concerning cell phones and pagers see the Cell Phone and Pager section in this handbook.

TEXTBOOKS

Students are responsible for maintaining their textbooks, library books, and other school materials in good condition. All textbooks must be covered. If a

student loses or damages school materials, a replacement fee will be imposed.

VISITORS AND VOLUNTEERS

Parents and visitors are welcome and encouraged to visit the classrooms. **Please call the teacher in advance to make arrangements to visit or volunteer. On a daily basis, District 73½ has many community and parent volunteers in each of our schools.** For the safety of all students and employees of District 73½, all visitors must report to the main office to sign in, obtain and display a pass. (Board Policy 8:30 Visitors to and Conduct on School Property)

District 73½ requires all community volunteers to complete an application and waiver of liability form.

VOICEMAIL

District 73½ uses a voicemail system. When you call the school, you may reach the main office by dialing 1, right after the auto attendant recording begins. You may dial a teacher's classroom directly by 1) calling the school's main number (847.673.1220, or 1222, or 1223) and then dialing the teacher's 4-digit extension; 2) dialing the teacher's 10-digit direct line to the classroom or 3) calling the school office and asking the secretary to connect you. Teacher phone and extension numbers are on the District's website.

Please note that a teacher may or may not answer depending on instructional activities in the classroom. Teachers may not have the opportunity to retrieve their voice messages until the end of the school day.

Each phone is equipped with a *Do Not Disturb* button so that the ringing phone will not interrupt instruction. If that is the case, you will be asked to leave a voicemail message.

If it is urgent that you reach the teacher or your child, please call the school and press 1 to be connected with the office and a secretary will assist you.

Do not leave a voice message regarding a change in dismissal plans for your child; it is necessary that you speak directly with the teacher or secretary. Any change in dismissal plans should be arranged ahead of time, if possible with a written note addressed to the school office.

Appendix A
Board Policy 6:235 E1

Exhibit - Authorization for Access to Electronic Networks

All full and part-time staff and other adult users of the District's computers, including temporary staff, student teachers, and volunteers, must sign this Authorization as a condition for using the District's Technology System connection. Parent(s)/guardian(s) must sign the Authorization before their child is being granted access to district computers. Please read this document carefully before signing. A separate document is included with this handbook for your signature.

All use of the Internet shall be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Access to Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. **Acceptable Use** - Access to the System will (a) support learning and enhance instruction, (b) improve communication and/or (c) for legitimate school business.
2. **Privileges** - The use of the System is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time his or her decision is final.
3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the System. Some examples of unacceptable uses are:
 - a. Using the System for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized use, downloading and/or installation of any non-district software, regardless of whether it is copyrighted or de-virused;

- c. Downloading copyrighted material for other than personal use;
 - d. Using the System for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
 - h. Using another user's account or password;
 - i. Posting material authorized or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the System for commercial or private advertising;
 - l. Accessing, retrieving, viewing, submitting, posting, publishing, or displaying any defamatory, indecent, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the System while access privileges are suspended or revoked.
 - n. Using chat rooms, instant messaging, and shared content or social networking web sites for non-district purposes.
 - o. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
 - p. Send mass electronic mail to multiple users, without prior authorization by the appropriate district administrator.
4. **System Etiquette** - The user is expected to abide by the generally accepted rules of system etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.

5. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** - The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
7. **Security** - System security is a high priority. If the user can identify a security problem on the Internet, the user must notify the System Administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. **Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. **Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on district Web sites or file servers without explicit written permission.
 - a. For each re-publication (on a web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
 - b. Students and staff engaged in producing web pages must provide library media specialists with e-mail or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may

provide the permission. The manager of the web site displaying the material may not be considered a source of permission.

- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

11. Use of Electronic Mail

- a. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should be immediately deleted and notify the System Administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- f. Use of the School District’s electronic mail system constitutes consent to these regulations.

Internet Safety

- 1. Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not

engage in “unacceptable uses,” as detailed in these procedures, and otherwise follow these procedures.

2. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the terms and conditions for access to the district's electronic network contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
4. Regarding shared content or social networking web sites:
 - a. Users should not post anything that could be taken as a direct threat against fellow students or school staff members.
 - b. Users should not advocate for violation of any laws or school rules.
 - c. Users should not use school resources to publish or view personal shared content or social networking web sites.
 - d. Users should not encourage other students to read or post comments to their personal shared content or social networking web sites while at school.
 - e. Users should make clear to readers that their personal shared content or social networking web sites are not affiliated with or sponsored by the school.
5. The System Administrator and Building Principals shall monitor student Internet access.

Staff members need only sign this *Authorization for Access to Electronic Networks* once while employed by the school district.

Families need to sign the accompanying sheet.

Appendix B
Student Behavior
(Board Policy Manual, Section 7:190)

Students

This policy becomes effective and replaces the current policy on *Student Discipline* on the first student attendance day of the 2016-2017 school year.

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's 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's 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's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - 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); (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. For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

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

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

Disciplinary Measures

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 shall 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 shall 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.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. Suspension and expulsion may be the available and appropriate disciplinary interventions in some circumstances where other available and appropriate interventions have been exhausted or it has been determined that there are no other available and appropriate behavioral or disciplinary interventions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.

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

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

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

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

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

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

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

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

ADOPTED: June 14, 2016

APPENDIX C

Students Suspension Procedures **(Board Policy Manual, Section 7:200)**

This policy becomes effective and replaces the policy on *Suspension Procedures* on the first student attendance day of the 2016-2017 school year.

Suspension Procedures

In-School Suspension

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

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

Out-of-School Suspension

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;

- b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend; and the specific duration of the suspension, including the actual dates of suspension; and
 - d. For a suspension of 5 or more school days, what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension; and
4. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
5. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail.
- a. That the student committed the gross disobedience or misconduct as charged;
 - b. For suspensions of 3 or fewer days; that the student's continued presence at school would pose a threat to school safety, or a disruption to other students' learning opportunities;
 - c. For suspensions of 4 or more school days:
 - 1. That the student's continued presence at school would pose a threat to the safety of other students, staff, or members of the school community, or substantially disrupt, impede, or interfere with the operation of the school; and
 - 2. That other appropriate and available interventions were attempted or whether it was determined that there were no other appropriate and available interventions; and
 - d. The rationale as to the specific duration of the suspension; and

- e. Describe the appropriate and available support services provided to the student during the period of suspension or whether it was determined that there were no appropriate and available support services.

ADOPTED: June 14, 2016

APPENDIX D

Students Expulsion Procedures **(Board Policy Manual, Section 7:210)**

This policy becomes effective and replaces the current policy on *Expulsion Procedures* on the first student attendance day of the 2016-2017 school year.

Expulsion Procedures

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - e. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. The hearing shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross

disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document that school officials determine that all appropriate and available behavior and disciplinary interventions have been exhausted or whether school officials determine that no other appropriate and available interventions existed for the student.
 - d. Document that the student's continuing presence in school would (1.) pose a threat to the safety of other students, staff, or members of the school community, or (2.) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

ADOPTED: June 14, 2016

APPENDIX E

Students Bus Conduct **(Board Policy Manual, Section 7:220)**

Bus Conduct

All students must follow the District's School Bus Safety Rules.

School Bus Suspensions

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

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

Academic Credit for Missed Classes During School Bus Suspension

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

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school

related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

ADOPTED: June 14, 2016

Appendix F

Uniform Grievance Procedure

(Excerpted from the Board Policy Manual, Section 2:260)

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

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Bullying, 105 ILCS 5/27-23.7;
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, and/or programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students; or
13. Illinois Whistleblower Act, 740 ILCS 174/;
14. Misuse of genetic information *Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S. C. §2000ff et seq.
15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed, under the procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate, as used in this policy, "*school business days*" means days on which the District's main office is open.

Filing a Complaint

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

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as

necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

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

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees,

students, and others. The Nondiscrimination coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Kate Donegan, Superintendent
Name
8000 East Prairie Road
Address
Skokie, IL 60076
847.673.1220
Telephone
kdonegan@sd735.org
Email

Complaint Managers:

<u>Cyndi Cohen, Business Manager</u>	<u>Paul Ruffino, Middleton Principal</u>
Name	Name
<u>8000 East Prairie Road</u>	<u>8300 St. Louis</u>
Address	Address
<u>Skokie, IL 60076</u>	<u>Skokie, IL 60076</u>
<u>847.324.0506</u>	<u>847.673.1222</u>
Telephone	Telephone
<u>ccohen@sd735.org</u>	<u>pruffino@sd735.org</u>
Email	Email

ADOPTED: November 10, 2015

Appendix G

The Family Educational Rights and Privacy Act (FERPA) **Notice to Parents/Guardians and Students of Their Rights Concerning a** **Student's School Records**

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

The *permanent record* shall include:

- Basic identifying information, including the student's name and address,
birth date and place, gender, and the names and addresses of the
student's parent(s)/guardian(s)
- Academic transcripts, including grades, class rank, graduation date,
grade level achieved, and scores on college entrance examinations
- Attendance record
- Accident and health reports
- Record of release of permanent record information in accordance with
105 ILCS 10/6(c)
- Scores received on all State assessment tests administered at the high
school level (that is, grades 9 through 12)

The *permanent record* may include:

- Honors and awards received
- School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

- A record of release of temporary record information in accordance with
105 ILCS 10/6(c)
- Scores received on the State assessment tests administered in the
elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs,
weapons, or bodily harm to another) that resulted in expulsion,
suspension, or the imposition of punishment or sanction
- Information provided under the Abused and Neglected Child Reporting
Act (325 ILCS 5/8.6), including any final finding report received from
a Child Protective Service Unit
- Completed home language survey

The *temporary record* may include:

- Family background information
- Intelligence test scores, group and individual
- Aptitude test scores
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
- Elementary and secondary achievement level test results
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- Honors and awards received
- Teacher anecdotal records
- Other disciplinary information
- Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals
- Verified reports or information from non-educational persons, agencies, or organizations
- Verified information of clear relevance to the student's education

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

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

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

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/ guardian's child.

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

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

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

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

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

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

7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Appendix H

District 73½ Asbestos Management Plan

This is to inform staff and community members of the status of Skokie School District 73½'s asbestos management plans. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings have been inspected for asbestos. Since 1987, Skokie School District 73½ has had an approved asbestos management plan for McCracken and Middleton schools. Meyer (Tripp) School was built using no asbestos containing materials. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

Over the years, significant asbestos removal and encapsulation have been carried out, always according to all laws and guidelines. The records are kept as part of the management plan and are available for public review in the Business Office. Should you wish to review the plans, please call to make an appointment between the hours of 8:00 a.m. and 4:30 p.m.

Any concerns relative to asbestos containing materials should be directed to:

Cyndi Cohen, Business Office, 8000 East Prairie Rd., Skokie, IL 60076,
847.324.0506