

School District 89
Maywood-Melrose Park-Broadview
2011-12 Parent Student Handbook

Lexington

Washington

Irving

Garfield

Roosevelt



Stevenson

Emerson

Lincoln

Jane Addams

Melrose Park

Administrative Building
906 Walton Avenue
Melrose Park, IL 60160
(708) 450-2460
www.maywood89.org

Susan Flanagan, Ed.D., Interim Superintendent

ABOUT THIS HANDBOOK

This handbook is written as a reference guide to answer questions you may have regarding school rules or procedures. School procedures and policies are not stated in their entirety. If you have any questions, please contact your building principal. Please read this handbook, discuss it with your child and sign and return the acknowledgment statement that accompanies this handbook to your child's teacher.

VISIT YOUR SCHOOL AND PARTICIPATE IN YOUR CHILD'S EDUCATION

We encourage you to visit your school and become acquainted with our staff. By visiting, you will have a better understanding of the teaching methods we use and your child's progress. We also request that you read to your child and/or encourage your child to read. Daily reading at home will improve your child's success in school.

BECOME AN ACTIVE MEMBER OF YOUR LOCAL PTA

Join your PTA and make a contribution of your time toward your school. Your child's interest in school will be reflective of your interest in school.

SAMPLE ACKNOWLEDGMENT STATEMENT

PARENT/GUARDIAN:

SIGN AND DATE THIS SECTION AS ACKNOWLEDGMENT OF RECEIVING THE PARENT/STUDENT HANDBOOK. IT IS NECESSARY TO COMPLETE ONE FORM FOR EACH OF YOUR CHILDREN.*

I have received and read the Parent/Student Handbook and appendices.

Parents of eighth graders – I have read the information concerning eighth grade activities on page 20.

Child's Name _____ Grade _____ Room # _____

Signature of Parent/Guardian

Date

*Teachers: Please give the signed acknowledgment of the Parent/Student Handbook to the office.

“Putting Children First”

Mission Statement

The mission of Maywood-Melrose Park-Broadview School District 89 is to ensure the well-being of our students academically, emotionally and socially. It is our responsibility to provide an environment that fosters student growth in each of these areas, sets high standards for learning, and results in high levels of academic achievement.

Links to Our Community

School District 89	<u>www.maywood89.org</u>
Village of Maywood	<u>www.maywood-il.org</u>
Maywood Public Library	<u>www.maywood.org</u>
Maywood Park District	<u>www.maywoodparkdistrict.org</u>
Village of Melrose Park	<u>www.melrosepark.org</u>
Melrose Park Library	<u>www.melroseparklibrary.org</u>
Veterans Park District	<u>www.veteransparkdistrict.org</u>
Village of Broadview	<u>www.villageofbroadview.com</u>
Broadview Public Library	<u>www.sls.lib.il.us/BRS</u>
Broadview Park District	<u>www.broadviewparkdistrict.org</u>
Illinois State Board of Education	<u>www.isbe.net</u>
Gottlieb Hospital	<u>www.gobbliebhospital.org</u>
Loyola University Medical Center	<u>loyolamedicine.org</u>
Westlake Hospital	<u>www.wlhospital.com</u>
Triton College	<u>www.triton.edu</u>

TABLE OF CONTENTS

About This Handbook	1
Mission Statement	2
Links to Our Community	2
Directory of Schools.....	4
Asbestos Abatement Plan	5
Drug-Free Schools	5
Pest Management	5
No Discrimination.....	5
Calendar	6-7
Enrollment Procedures	8
Pupil Accident Insurance	10
Uniform Policy	10
Physical Education Dress Code	12
School Procedures	12
Computer/Internet Access & Use	13
Medical Requirements	14
Safety and Health Services.....	16
Student Discipline	16
Due Process	19
Eighth Grade Activities	20
Extra-Curricular Activities.....	20
Attendance Procedures	21
Breakfast/Lunch Programs.....	22
Parent Involvement	23
Report Cards and Grades	24
School Compact (Sample).....	26
District-wide School Supply List.....	27-28

DIRECTORY OF SCHOOLS

<u>SCHOOL</u>	<u>PHONE</u>	<u>PRINCIPAL</u>	<u>SECRETARY</u>
EMERSON SCHOOL 311 Washington Blvd. Maywood, IL 60153	450-2002	Ms. Linda Fehrenbacher	Mae Fowler
GARFIELD SCHOOL 1514 S. 9th Ave. Maywood, IL 60153	450-2009	Ms. Annie Lott-Jackson Ms. Tracy Sykes, Assistant	Regina Jones
IRVING SCHOOL 805 S. 17th Ave. Maywood, IL 60153	450-2015	Dr. Bonita Cosby Ms. Anitra Bolden, Assistant	Dawn Zito
JANE ADDAMS SCHOOL 910 Division St. Melrose Park, IL 60160	450-2023	Mr. Frank Mikl	Linda Kulpa
LEXINGTON SCHOOL 415 Lexington St. Maywood, IL 60153	450-2030	Ms. Louise Farrar Ms. Veneeta Phelps, Assistant	Antoinette James
LINCOLN SCHOOL 811 Chicago Ave. Maywood, IL 60153	450-2036	Dr. Diane Weitzman Mr. Patrick Keller, Assistant	Juanita Tapia
MELROSE PARK SCHOOL 1715 Lake St. Melrose Park, IL 60160	450-2042	Mr. Christopher Ferraro Ms. Sandra Aguilar, Assistant	Maria Munoz
ROOSEVELT SCHOOL 1927 S. 15th Ave. Broadview, IL 60155	450-2047	Dr. Cynthia Hines-Butler	Patricia Deveaux
STEVENSON SCHOOL 1630 N. 20th Ave. Melrose Park, IL 60160	450-2053	Ms. Janet Kostelaz Ms. Sharece Rouse, Assistant	Gladys Fontenelle
WASHINGTON SCHOOL 1111 Washington Blvd. Maywood, IL 60153	450-2065	Mr. John Boyd Ms. Veneeta Phelps, Assistant	Kim Johnson

ASBESTOS ABATEMENT

The Board of Education has adopted a comprehensive Asbestos Management Plan as required by school code. The plan was developed in response to Federal EPA regulations. The approved plan dictates the procedures that the District must employ to monitor any friable and non-friable materials present in District facilities. The results of the testing and surveying conducted in the development of the plan confirmed that there are no areas or materials present, which present immediate hazards to occupants in our facilities. The plan requires periodic monitoring of the materials and defines specific preventative maintenance measures to be utilized. Any interested party can request to review the plan and can direct any questions concerning the plan to the Administrative Office, located 906 Walton Avenue Melrose Park.

DRUG-FREE SCHOOLS

No one shall possess, use or distribute illicit drugs, tobacco products, or alcohol on any District 89 premises. State law prohibits smoking on school property and grounds.

PEST MANAGEMENT

Each school building in District 89 shall maintain a registry of parents and guardians of students who have registered to receive written notification prior to the application of pesticides to school grounds.

NO DISCRIMINATION ON THE BASIS OF SEX (TITLE IX)

Federal law and District policy prohibits discrimination on the basis of sex. Members of both sexes have equal access to programs, activities or services. District 89 has a grievance procedure to resolve complaints alleging sex discrimination. Inquiries regarding compliance may be directed to the Director of Human Resources, 906 Walton Avenue, Melrose Park, IL 60160, telephone (708) 450-2473. The Director of Human Resources serves as the District's Title IX Coordinator.

NO DISCRIMINATION ON THE BASIS OF DISABILITIES

Federal law and District policy prohibits discrimination on the basis of disabilities. Everyone has equal access to programs, activities or services. District 89 has a grievance procedure to resolve complaints alleging disability discrimination. Inquiries regarding compliance may be directed to the Director of Special Education, 906 Walton Street, Melrose Park, IL 60160, telephone (708) 450-2466. The Director of Special Education serves as the District's Disabilities Coordinator.



School District 89 Maywood-Melrose Park-Broadview

"Putting Children First"

2011-2012 "Official" School Calendar

Susan Flanagan, Ed.D., Interim Superintendent

August 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	TI	TI	24	25	26	27
28	29	30	31			<u>6</u>

- Aug. 11 Board of Education Meeting - Administrative Building 6:00 p.m.
- Aug. 22-23 Teacher Institute Day
- Aug. 24 First Day of School Student Early Dismissal 8:35 a.m.-12:15 p.m.
- Aug. 25 & 26 Student Early Dismissal 8:35 to 1:15 p.m.

September 2011

S	M	T	W	T	F	S
				1	2	3
4	N/S	6*	7	8	9	10
11	12	13*	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	<u>21</u>

- Sept. 5 Holiday - Labor Day - No School
- Sept. 6 Student Early Dismissal 8:35 a.m.-12:15 p.m. (SIP DAY)
SIP Teacher Attendance 1:00 p.m. - 3:30 p.m.
- Sept. 8 Board of Education Meeting - Administrative Building 6:00 p.m.
- Sept. 13 Student Early Dismissal 8:35 a.m.-1:15 p.m.
- Sept. 23 Progress Reports Sent Home

October 2011

S	M	T	W	T	F	S
						1
2	3	4*	5	6	7	8
9	N/S	X	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					<u>19</u>

- Oct. 4 Student Early Dismissal 8:35 a.m.-12:15 p.m. (SIP DAY)
SIP Teacher Attendance 1:00 p.m. - 3:30 p.m.
- Oct. 10 Holiday - Columbus Day - No School
- Oct. 11 Institute Day/Parent Teacher Conferences Noon - 7:00 p.m. No Students
- Oct. 13 Board of Education Meeting - Administrative Building 6:00 p.m.
- Oct. 27 End of First Quarter (44 days)

November 2011

S	M	T	W	T	F	S
		1*	2	3	4	5
6	7	8*	9	10	N/S	12
13	14	15	16	17	18	19
20	21	22	N/S	N/S	N/S	26
27	28	29	30			<u>18</u>

- Nov. 1 Student Early Dismissal 8:35 a.m.-12:15 p.m. (SIP DAY)
SIP Teacher Attendance 1:00 p.m. - 3:30 p.m.
- Nov. 4 Report Cards Sent Home
- Nov. 8 Student Early Dismissal 8:35 a.m.-1:15 p.m.
- Nov. 10 Board of Education Meeting - Administrative Building 6:00 p.m.
- Nov. 11 Holiday - Veteran's Day - No School
- Nov. 23-25 Holiday - Thanksgiving Break - No School

December 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6*	7	8	9	10
11	12	13*	14	15	16	17
18	N/S	N/S	N/S	N/S	N/S	24
25	N/S	N/S	N/S	N/S	N/S	31
						<u>12</u>

- Dec. 2 Progress Reports Sent Home
- Dec. 6 Student Early Dismissal 8:35 a.m.-12:15 p.m. (SIP DAY)
SIP Teacher Attendance 1:00 p.m. - 3:30 p.m.
- Dec. 8 Board of Education Meeting - Administrative Building 6:00 p.m.
- Dec. 13 Student Early Dismissal 8:35 a.m.-1:15 p.m.
- Dec. 19 Winter Break - No School

*Student Early Dismissal

N/S - NO SCHOOL

2 ~ TI (Teacher Institute Days) - No School For Students

2 ~ X Full Day Parent Conference

176 Student Days Attendance - 5 Emergency School Days



January 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10*	11	12	13	14
15	N/S	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				21

Jan. 2 School Resumes
 Jan. 10 Student Early Dismissal 8:35 a.m.-1:15 p.m.
 Jan. 12 Board of Education Meeting - Administrative Building 6:00 p.m.
 Jan. 16 Holiday - Martin Luther King, Jr. Day - No School
 Jan. 18 **SECOND QUARTER ENDS (44 DAYS)**
 Jan. 27 Report Cards Sent Home
 First Retention Letter Sent to Parents

February 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7*	8	9	10	11
12	X	14*	15	16	17	18
19	N/S	21	22	23	24	25
26	27	28	29			19

Feb. 7 Student Early Dismissal 8:35 a.m.-12:15 p.m. (SIP DAY)
 SIP Teacher Attendance 1:00 p.m. - 3:30 p.m.
 Feb. 9 Board of Education Meeting - Administrative Building 6:00 p.m.
 Feb. 13 Institute Day/Parent Teacher Conferences Noon - 7:00 p.m. No Students
 Feb. 14 Student Early Dismissal 8:35 a.m.-1:15 p.m.
 Feb. 17 Progress Reports Sent Home
 Feb. 20 Holiday - Presidents' Day - No School

March 2012						
S	M	T	W	T	F	S
				1	2	3
4	N/S	6*	7	8	9	10
11	12	13*	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						21

Mar. 5 Holiday - Casimir Pulaski Day - No School
 Mar. 6 Student Early Dismissal 8:35 a.m.-12:15 p.m. (SIP DAY)
 SIP Teacher Attendance 1:00 p.m. - 3:30 p.m.
 Mar. 7 ISAT Testing District Wide
 Mar. 8 Board of Education Meeting - Administrative Building 6:00 p.m.
 Mar. 13 Student Early Dismissal 8:35 a.m.-1:15 p.m.
 Mar. 22 Board of Education Meeting - Administrative Building 6:00 p.m.
 Mar. 23 **THIRD QUARTER ENDS (44 DAYS) - 2nd Retention Letter**

April 2012						
S	M	T	W	T	F	S
1	2	3*	4	5	N/S	7
8	N/S	N/S	N/S	N/S	N/S	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					15

Apr. 3 Student Early Dismissal 8:35 a.m. - 12:15 p.m. (SIP Day)
 SIP Teacher Attendance 1:00 p.m. - 3:30 p.m.
 Apr. 5 Report Cards Sent Home
 Apr. 6-13 Spring Break No School
 Apr. 19 Board of Education Meeting - Administrative Building 6:00 p.m.
 Apr. 27 Progress Reports & Final Retention Letters Sent Home

May 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8*	9	10	11	12
13	14	15	16	17	18*	19
20	21	22	23	24	25	26
27	N/S	29	30	31		22

May 8 Student Early Dismissal 8:35 a.m.-1:15 p.m.
 May 10 Board of Education Meeting - Administrative Building 6:00 p.m.
 May 18 Student Early Dismissal 8:35 a.m. - 12:15 p.m. - Grouping Day
 May 18 Retirement and Recognition Dinner
 May 28 Holiday - Memorial Day - No School

June 2012						
S	M	T	W	T	F	S
					1	2
3	4	ED	ED	ED	ED	9
10	ED	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						7

June 1 Graduation
 June 4 Last Day of School 8:35 a.m. - 9:35 a.m. (If No Emergency Days are used)
FOURTH QUARTER ENDS (44 DAYS)
 June 11 Last Day of School 8:35 a.m. - 9:35 a.m.
 (Contingent upon Emergency Days Used)
 June 14 Board of Education Meeting - Administrative Building 6:00 p.m.
 June 28 Board of Education Meeting - Administrative Building 6:00 p.m.

N/S ~ NO SCHOOL
ED ~ Emergency School Day

ENROLLMENT PROCEDURES

RESIDENCY IS STRICTLY ENFORCED

District 89 residency requirements are strictly enforced. **Parents are required to prove residency each year their child attends the Maywood-Melrose Park-Broadview Schools.** Students who attend the District 89 schools and do not live in the District are not only a burden to taxpayers, but Illinois law makes it a misdemeanor – punishable by a fine of \$500 or up to 30 days in jail – to knowingly enroll a child in the wrong district. Also by law, the Board of Education may collect tuition from anyone who fraudulently enrolls a child. District 89 tuition (the educational cost per student) during the 2009-2010 school year, the most recent data available was \$7,638.68. This figure is subject to revision based on audit prepared for June 30, 2011 information. For residency questions, please call the District Office at 708-450-2460.

ENTRANCE AGE – KINDERGARTEN

Kindergarten pupils must be five years of age on or before September 1 of the current school year. No early entrance is permitted.

ENTRANCE AGE – FIRST GRADE

First grade pupils must be six years of age on or before September 1 of the current school year or have successfully completed kindergarten.

ENROLLMENT REQUIREMENTS

In order to enroll your child in a District 89 school, you must have an official birth certificate, three (3) proofs of residency within the school boundary and proof of legal guardianship. The following are acceptable proofs of residency:

- Driver's license or State I.D. with current address
- Utility bill with current address (water, gas, electric, telephone, cable)
- Deed, homeowner's insurance policy, property tax bill, or lease with current address
- Public Aid Card with current address

The parent/guardian is responsible to provide the documents required for enrollment. State law requires that students reside with their parents or legal guardian and reside within the boundaries of School District 89. Proof of residency must be presented before a child may enroll in a District 89 school. It is a Class C misdemeanor to enroll a student using false information regarding residency.

BIRTH CERTIFICATE

An official birth certificate issued by a government agency and embossed with its seal must be presented. A copy of the birth certificate will be made and placed in your child's temporary file.

To obtain a birth certificate if the child was born in Cook County contact:

Office of the County Clerk
1500 Maybrook Square
Maywood, IL 60153
(708) 865-6010

or

Local Currency Exchange

A birth certificate for children born in Melrose Park may be obtained from:

Melrose Park Village Hall
1000 N. 25th Avenue
Melrose Park, IL
(708) 343-4000

PROOF OF GUARDIANSHIP

If a guardian, foster parent, a parent with a different surname or a divorced parent is registering the child, the following evidence must be presented at the time of registering:

ENROLLMENT BY A GUARDIAN

A certified copy of the ORDER, APPOINTING GUARDIAN OF MINOR, issued by the Circuit Court to the legal guardian who resides in the District, and a certified copy of the PETITION FOR GUARDIAN OF MINOR. A child(ren) will not be enrolled if the “petition” states that the reason for the change of guardianship is to allow the child(ren) to attend a different school.

IF A CHILD IS BEING ENROLLED BY A FOSTER PARENT

Evidence that the student is in the custody of the Illinois Department of Children and Family Services and has been placed in a foster family home or other child care facility located within the District; or a certified copy of an order adjudicating the student a ward of the court and placing the student in the custody of a person who maintains an established residence within the District.

IF A CHILD IS BEING ENROLLED BY A PARENT WITH A DIFFERENT SURNAME

In the event that the student’s surname as shown on the official birth certificate differs from that of the parent(s) through whom the student claims residential status within the District, evidence shall be submitted to verify the use of the different surname through the birth certificate, marriage certificate or other legal documents.

IF A CHILD IS BEING ENROLLED BY A DIVORCED PARENT

A certified copy of the divorce decree or decree of separate maintenance granting custody/custodial care of the student to the parent who resides in the District.

All information presented to fulfill enrollment requirements will be copied and placed in the student’s file. If a parent/guardian satisfies the above requirements the principal will enroll the child.

REGISTRATION FEE FOR 2011-2012

The registration fee for this school year is \$50.00 per child. Parents who have two or more children in the District are charged the registration fee for the first child and an additional \$25.00 for each additional child. Cash or money orders are the only forms of payment accepted at registration time. Money orders are to be made payable to Maywood School District 89. There is a \$10.00 late fee for all registrations after August 24, 2011.

TRANSFER RULE

Principals shall issue transfers to pupils who move out of the District 24 hours after a request is made. Illinois law requires the principal to place the student’s current grades on the back of the state transfer form. Parents moving after their children have started the school year are to be allowed to have their children finish the school year in District 89.

BOOK BAGS AND BACK PACKS

As a security measure, student book bags and backpacks must be clear plastic or see through type. All articles carried in a book bag or pack must be visible. No other type of book bag or backpack will be allowed.

WAIVER OF FEES

Students who are eligible to receive a free lunch, or whose family has experienced significant loss of income due to severe illness or injury, or whose family has unusual expenses which are caused by catastrophe, may apply for a waiver of fees for:

- a) All charges for lost textbooks and instructional materials.
- b) Charges for field trips made during school hours, or made after school hours, if the field trip is a required or customary part of a class or extracurricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies or the sciences).
- c) Graduation fee (mandatory fees such as cap and gown).

Requests for a fee waiver must be made to the principal. The principal may request evidence of need before deciding whether or not to grant the waiver. If a parent or guardian disagrees with the principal's decision, he or she may appeal the decision by presenting the request for fee waiver to the Superintendent of School District 89. The Superintendent will review the case and decision will be final.

PUPIL ACCIDENT INSURANCE

An insurance policy covering accidents in school, on the playground and on the way to and from school is offered to all pupils. This insurance, which is optional, may be purchased through the school your child attends. District 89 does not provide students with accident insurance. Any injury resulting from an accident or mishap is not covered by District insurance. Therefore, we urge you to have your own insurance or purchase the pupil accident insurance offered through the schools.

UNIFORM POLICY

School Uniforms – Mandatory Dress Code

Students in Pre-Kindergarten through eighth grade are required to wear school uniforms to school on all school attendance days, in order to maintain and promote orderly school functions, student safety, and a positive learning environment. Parent(s)/guardian(s) may request a waiver of this policy for any reason if they have provided the Board with a signed statement of objection detailing the grounds of the objection.

Students will not be allowed to attend school until the mandatory school uniform is worn.

This dress code applies to all school events and activities during school hours, except eighth grade pin and ribbon and graduation programs.

The Superintendent or designee shall designate a District-wide uniform after receiving input from school staff members, parents, and interested community members. Students may:

1. Display religious messages on items of clothing to the same extent they are permitted to display other messages;
2. Wear attire that is part of the student's religious practice;
3. Wear or display expressive items, such as a button, as long as such items do not contribute to disruption by substantially interfering with discipline or with the rights of others; and
4. Wear the uniform of a nationally-recognized youth organization such as Boy Scouts or Girl Scouts on regular meeting days.

No student shall be denied attendance at school, penalized, or otherwise subject to compliance measures for failing to wear a uniform because of:

1. Insufficient time in which to comply with this policy;

2. Financial hardship; or
3. Objection by the student's parent(s)/guardian(s) on religious grounds to the student's compliance with this policy or the applicable uniform, if they have provided the Board with a signed statement of objection detailing the grounds for the objection.

No student shall be suspended or expelled from school, or receive a lowered academic grade, because of not complying with this policy. Each school shall develop incentives and positive reinforcement measures to encourage full compliance. A conference with the student's parents(s)/guardian(s) may be requested in order to solicit cooperation and support.

The Building Principal shall communicate information to the students and parents(s)/guardian(s) concerning:

1. The uniform's description and its availability;
2. The requirements for jackets and outer garments;
3. Optional articles of attire, if any;
4. Compliance measures to be employed;
5. The availability for financial support and the procedures for applying for assistance;
6. Methods to facilitate recycling of uniforms within the school community; and
7. Notice of uniform sales and lists of competitive prices from vendors of uniform articles.

Mandatory Dress Code Description

Boys Pre-K- 8

NAVY BLUE slacks or NAVY BLUE shorts in warm weather. (Shorts can be worn only during the months of May/June and August/September.) Length of shorts must be to the fingertips of the child. WHITE dress shirts, WHITE polo style shirt, or WHITE turtleneck, long or short sleeves. (Shirts must have a collar.) Shirts with the school logo will be allowed. Shirts with any other insignias and emblems will not be allowed. Shirts must be tucked inside waistband at all times. Only white undershirts are allowed.

NAVY BLUE OR WHITE socks.

BLACK/NAVY BLUE shoes. Loafers/bucks/oxfords or all black/navy blue gym shoes; shoelaces must match shoes. Sneakers/gym shoes will only be allowed during the student's scheduled gym times. Shoes with emblems and insignias will not be permitted.

NAVY BLUE or WHITE sweaters or sweatshirts are to be worn over the WHITE-collared shirt or turtleneck shirt. Sweaters or sweatshirts with hoods, emblems or insignias will not be permitted. Nylon jackets are not permitted.

Girls Pre-K-8

NAVY BLUE skirts, slacks, jumpers, culottes, or shorts. Length of skirt must be to the top of the knee; length of shorts must be to the fingertips of the student. (Shorts can be worn only during the months of May/June and August/September.) Straight skirts will not be permitted.

WHITE blouses, with pointed or rounded collars or turtleneck shirts. Shirts with the school logo will be allowed. Blouses cannot be see-through, low-cut or sleeveless. No jewelry or button covers will be permitted on blouses. Blouses must be tucked inside the waistband at all times. Only white undershirts are allowed.

NAVY BLUE or WHITE socks, pantyhose, or tights.

PLAIN BLACK/NAVY BLUE shoes. Loafers/bucks/oxfords or all black/navy blue gym shoes; shoelaces must match the shoes. Sneakers/gym shoes will only be allowed during the students' scheduled gym times. Shoes with emblems or insignias will not be permitted.

NAVY BLUE or WHITE sweaters or sweatshirts are to be worn over WHITE shirt/turtleneck shirt. Sweaters or sweatshirts with hoods, emblems or insignias will not be permitted. Nylon jackets are not permitted.

The following clothing or accessories are not allowed:

- Clothing displaying or promoting gang representation, alcoholic beverages, tobacco, other drugs, illegal behavior, or violent behavior. Additionally no lewd/vulgar, obscene, or plainly offensive language or symbols shall be worn.
- Head coverings, hair curlers, picks or combs in hair, spiked or studded accessories, sunglasses or key chains worn outside clothing.
- Coats, jackets, gloves and other outer wear.
- Sweatpants or hooded sweaters or sweatshirts.

PHYSICAL EDUCATION DRESS CODE

In an effort to promote safety and to help parents and students understand the dress requirements for physical education class, the following requirements have been established:

GRADES Pre-K-4

1. Fastened or tied gym shoes
2. No jewelry

GRADES 5-8

1. Fastened or tied gym shoes
2. Tee shirt.
3. Shorts or sweatpants.
4. Athletic socks (white socks)
5. No jewelry

Please cooperate by making sure your child is prepared with the proper attire on days he/she has physical education class.

SCHOOL PROCEDURES

SCHOOL TIME SCHEDULE – Pre-School for All

Session One begins 8:00 a.m. – 10:55 a.m.
Session Two begins 11:55 a.m. - 2:50 p.m.

SCHOOL TIME SCHEDULE – SPED EARLY CHILDHOOD PROGRAM

Session One begins 8:30 a.m. – 11:00 a.m.
Session Two begins 12:00 p.m. – 2:30 p.m.

SCHOOL TIME SCHEDULE – K-8

Students enter the building 8:25 a.m.
Students to be in their seats 8:35 a.m. (If a student is not in their seat at 8:35 a.m. they are considered tardy)
End of Student Day 2:50 p.m.

The playgrounds are supervised at 8:20 a.m. Parents are requested not to allow their children to arrive at school before 8:20 a.m. unless they are participating in the breakfast program.

COMPUTER NETWORK/INTERNET ACCESS AND USE

All students and staff must have a signed authorization form on file to use the Internet. A new authorization form must be completed annually. A copy of the Rules and Regulations governing Internet use is posted in each building's Computer Lab and is available in the Principal's office for parent viewing. Forms will be sent home with each child for parents to sign and return.

SURVEYS OF PRIVATE INFORMATION

In accordance with federal law (Public Law 103-227), students who participate in federally-funded programs, e.g. Title I, are not required to divulge in a survey, analysis or evaluation any of the following without the prior written consent of the parents: (1) political affiliations; (2) embarrassing mental or psychological problems; (3) sexual behavior and attitudes; (4) illegal, anti-social, self-incriminating and demeaning behavior; (5) critical appraisals of family members; (6) privileged relationships such as those involving lawyers, physicians and clergy; and (7) income (other than as required to determine eligibility for participation in a program or for financial assistance).

SCHOOL TEXTBOOKS AND LIBRARY BOOKS

The basic textbooks are furnished by the Board of Education. There is no rental fee for the textbooks but students will be charged for books that have been lost or damaged beyond repair. A list of lost or damaged textbook fees is available in the school office. Please encourage the proper care and use of all textbooks and library books. A principal has the authority to withhold a report card until the cost of a lost or damaged book is paid.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

State law requires a daily Pledge of Allegiance and a Moment of Silence.

STUDENT DIRECTORY INFORMATION

The name of your child will be released periodically, if applicable, for the academic honor roll, as a member of a school sports team, as a winning recipient of a school award or contest, or to Medicaid for billing purposes. If you do not want your child's name included, please notify the building principal.

CUMULATIVE RECORDS – CONFIDENTIALITY

All academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials. State and federal law grants students and parents/guardians certain rights including the right to inspect, copy and challenge their child's school records. A student's permanent record includes the student's name, birth date, address, grades, grade level, parent's name/address, attendance records, gender, place of birth, class rank, graduation dates, accident reports, health records and documentation of any release of this information. Permanent records shall be kept for a minimum of 60 years. Temporary records contain any information not contained in a student's permanent record and shall be kept no less than five years after the student has transferred, graduated or otherwise withdrawn from school. No records will be released to an outside agency without the written permission or notice of the parent/guardian. The information contained in school student records shall be kept current, accurate, clear and relevant.

FIELD TRIPS

During the school year teachers may take classes on educational field trips to places of interest. Written parent permission is mandatory for all field trips. A field trip is any activity when children leave the school building by walking or by being transported by a certified bus company. Parents will be asked to pay their child's expenses. Once the school pays for the field trip, the money is not refundable. If a child has his or her field trip forfeited, any monies paid will be refunded only if the school is able to recoup the amount to be refunded from the company/business to which payment was made.

PARTIES AND GIFT POLICIES

Classroom parties will be allowed at the end of the school day based on prior approval from the principal. Cupcakes, cookies, or other edible treats are prohibited at any other time of the school year. Students who want to celebrate their birthday or any other occasion are encouraged to bring a book to add to the classroom library. Collecting money from each member of the class for a gift to school personnel is contrary to school policy.

MEDICAL REQUIREMENTS

Immunization Requirements

The following requirements are for any child entering a school program (defined as nursery schools, Pre-school programs, early childhood programs, Head Start, other pre-kindergarten child care programs, kindergarten or first grade, *for the first time*) offered or operated by a school or school district.

Pre-K

Ages 3 years and older

- Three (3) or more doses of POLIO vaccine (defined as oral poliovirus vaccine-OPV or inactivated polio vaccine-IPV. Doses in the series must have been received no less than 4 weeks (28 days) apart.
- Four (4) DTaPs or DTPs. The first 3 doses in the series must have been received no less than 4 weeks (28 days) apart. The interval between the third and fourth or final dose must be at least 6 months.
- Two (2) MMRS – 1st shot after age 1. The 2nd shot at least thirty (30) days after the first. (This requirement can be met by having 1 MMR and 1 Measles shot.)
- Three (3) doses of Hepatitis B vaccine. The interval between the first dose and the third dose must be at least 2 months.
- One (1) dose of VARICELLA, on or after first birthday, or proof of varicella disease.

Kindergarten

Four (4) DTaPs or DTPs, with the last dose being a booster and having been received on or after the fourth birthday. The first 3 doses in the series must have been received no less than 4 weeks (28 days) apart. The interval between the third and fourth or final dose must be at least 6 months. Children 6 years of age and older may receive Tetanus Diphtheria (Td) vaccine in lieu of DTP or DTaP vaccine. Pertussis vaccine is not medically recommended for children 7 years of age or older.

- Three (3) or more doses of POLIO vaccine (defined as oral poliovirus vaccine-OPV or inactivated polio vaccine-IPV. Doses in the series must have been received no less than 4 weeks (28 days) apart. A child who received a combination of IPV and OPV must show proof of having received at least 4 doses POLIO, with the last dose having been received on or after the fourth birthday.
- Two (2) MMRS – 1st shot after age 1. The 2nd shot at least thirty (30) days after the first. (This requirement can be met by having 1 MMR and 1 Measles shot.)
- Any child 5 years of age or older shall not be required to provide proof of immunization with the HiB vaccine.
- Three (3) doses of Hepatitis B vaccine. The interval between the first dose and the third dose must be at least 2 months.
- One (1) dose of VARICELLA, on or after the first birthday, or proof of prior Varicella Disease.
- Eye exam
- Dental exam – (See Dental requirements on page 15.)
- Diabetes screening
- Lead testing – (See Lead testing requirements on page 15.)
- TB test with results (See TB requirements on page 15.)

2nd grade requirements

- Dental exam (See Dental requirements below.)

6th grade requirements

- Each student must have a current school physical, or a physical not more than one calendar year old, signed and dated by a Physician, upon entry into the sixth grade.
- Dental exam – (See Dental requirements below.)

All other grades

- Three (3) or more doses of DTP, DTaP, pediatric DT or adult Tetanus, Diphtheria (Td) with the last dosed being a booster and having been received on or after the fourth birthday. Receipt of pediatric Diphtheria Tetanus (DT) vaccine in lieu of DTP or DTaP is acceptable only if the pertussis component of the vaccine is contraindicated. If 10 years have elapsed since the last booster, an additional Td booster is required.
- Three (3) or more doses of POLIO vaccine (defined as oral poliovirus vaccine-OPV or inactivated polio vaccine-IPV. Doses in the series must have been received no less than 4 weeks (28 days) apart. A child who received a combination of IPV and OPV must show proof of having received at least 4 doses POLIO, with the last dose having been received on or after the fourth birthday.
- Two (2) MMRS – 1st shot after age 1. The 2nd shot at least thirty (30) days after the first. (This requirement can be met by having 1 MMR and 1 Measles shot.)
- One (1) dose of VARICELLA, on or after the first birthday, or proof of prior varicella disease.

Dental requirements

All Illinois children in kindergarten, 2nd grade, and 6th grade are required to have an oral health exam, performed by a licensed dentist, who must sign the proof of school dental exam form. Each child is required to present proof of exam by a dentist prior to May 15th of the school year. School dental exams must have been completed within the 18th months prior to the May 15th deadline.

TB (tuberculosis) requirements

Each new student and 6th graders are required to have a Tuberculosis test WITH RESULTS. This includes all students entering District 89 for the first time and students that have transferred from District 89 and are returning. A student is required to have a TB test done if travel outside of the United States has occurred. Written documentation must be provided to the school, signed by a Physician determining if TB testing is not indicated.

Lead testing requirements

Each 3 – 6 year old student is required to obtain blood lead testing with results. Within this age group, this includes all students entering District 89 for the first time and students that have transferred from District 89 and are returning. Written documentation must be provided to the school, signed by a Physician determining if Lead Testing has been performed.

POLICY FOR ADMINISTRATION OF MEDICATION TO STUDENTS

The medication shall be administered to students in this School District under the supervision of the Principal, Assistant Principal and the School Nurse, and only when such medication is required during school hours. If it is determined that the student shall receive medication at school, the procedures set forth below shall be followed:

1. The student's physician shall provide written orders detailing the name of the student, the type of disease or illness involved, the name of the medication, dosage, time interval in which the medication is to be taken, the necessity for the medication during the day, the desired benefits of the medication, the side effects, and an emergency number where the physician can be reached. The order shall be renewed annually and should state whether the medication may be safely administered by school personnel other than the School Nurse.

2. The student's parent or guardian shall inform the School Nurse of any food or environmental allergies by an official doctor's note.
3. The student's parent or guardian shall provide to the School Nurse a written request authorizing the administration of prescription medication at school and indicating those persons who are authorized to administer the medication. The request shall include the parent's or guardian's name and phone number in case of an emergency.
4. The written order of the physician and the written request of the parent or guardian shall be placed in the student's health file. Changes in medication shall be made only upon the written order of a physician and written request of the parent or guardian.
5. Medication shall be brought to the school in a closed container appropriately labeled by the pharmacy or physician. The name of the student and the names and phone numbers of the physician and pharmacy shall be indicated on the container. The dosage and discontinuation date shall also be indicated on the container.
6. The school shall provide a locked space for safe storage of the medication which is accessible to authorized personnel only.
7. A written record of all administration of medication shall be kept. This record shall include the following information: What medication was given, to whom it was given, when it was given (date and time), the dose given, who administered the medication, the date of initiation of drug therapy in school, any absenteeism, if and when a medication was not administered or terminated and the reason why, and the date of discontinuance. This information shall be placed in the student's health file along with the physician's order and parental request for administration of medication.

No medication will be given by school personnel unless these guidelines are followed. The School District retains discretion to reject requests for administration of medication subject to the requirements of the **Individuals with Disabilities Education Act**.

SAFETY AND HEALTH SERVICES

HEALTH SERVICES

School nurses and health clerks keep a cumulative health record for each child. They also test for hearing and vision defects in certain grades, and watch for physical handicaps. The health clerks are constantly trying to identify students who have problems and then refer these students to appropriate health care providers.

SAFETY DRILLS

Fire and tornado drills are held regularly. Officials from the village fire departments inspect schools twice a year. Each school makes every effort to have a Safety Patrol, which offers safe crossing at intersections and railroad tracks. Parents should insist that their children obey the safety patrol rules on the street, on the school grounds and at home. The villages provide adult crossing guards at busy intersections. Please note these adult guards are village employees.

STUDENT DISCIPLINE

CORPORAL PUNISHMENT

Corporal punishment will not be used. 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 other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

DISCIPLINE PROCEDURES FOR IEP STUDENTS

District 89 will follow guidelines for discipline of special education students, as stated in the Individual with Disabilities Education Act. The Individualized Education Program will be followed. The IEP team will determine if any modifications need to be made to a student's Individual Education Program.

LEVEL I ACTS OF MISCONDUCT

Level I Acts of Misconduct are minor misbehaviors that impede the orderly operation of the school, lunchroom, classroom, school grounds, or school sponsored functions. Such misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. All acts of misconduct cannot be listed; therefore, students will be subject to the discretionary authority of the principal. Level I misbehaviors include the following:

1. Insubordination, refusal to obey established and well defined rules and school regulations, or refusal to obey directions or instructions of school personnel. This includes being in an unauthorized area or on school property while on suspension.
2. Use of obscene, (repulsive, indecent, lewd) or profane language and gestures, or ethnic slurs, or possession of obscene materials.
3. The use of a cell phone to text message or send pictures and videos is prohibited.
4. Refusal to identify self to school personnel including teachers, secretaries, custodians, etc.
5. Disruptive behavior or any interruption of normal school activities that makes it difficult for teachers to teach or students to learn.
6. Forgery or the act of altering the writing of another for the purpose of misrepresentation.
7. Leaving the classroom without permission or being in the hall during class time without a pass.
8. Loitering or remaining in or near school premises without authorization before or after school hours.
9. Theft or the unauthorized taking of property or supplies of another individual or of the school.
10. Possession of gum, candy or other food in the school building without permission.
11. Failing to enter and exit the school building through the designated doors.
12. Using pagers or telephones on school grounds or in school buildings. School is not responsible for lost or stolen pagers or telephones. Cell phones used during school hours will be confiscated.
13. Bringing onto the school grounds or into the school building or being in possession of radios, tape/CD players, electronic games, skateboards, bicycles or other non-educational equipment except as authorized by the principal.
14. Verbal intimidation or any attempt to intimidate or threaten another person.
15. Truancy, the absence from school or classes without valid cause during a school day or portion thereof. *

*Provided, however, no student shall be subject to punitive action for chronic and habitual truancy, as that term is defined in the Illinois Statutes, unless available supportive services and other school resources have been provided to the students.

PLAYGROUND RULES

The following activities are not allowed on the playground or school property and are considered Level I Acts of Misconduct:

- a) Playing tackle football or tackle games of any kind.
- b) Using hardballs of any kind.
- c) Throwing snowballs or playing on snow mounds.
- d) Climbing trees or fences or any other object.

LEVEL II ACTS OF MISCONDUCT

Level II Acts of Misconduct include misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. In addition, Level II also includes those infractions which result from the frequent continuation of Level I misbehaviors and requires the intervention of administrative personnel

because the execution of Level I disciplinary options has failed to correct the discipline problems. Level II misbehaviors include the following:

1. Fighting, a hostile, physical attack and physical intimidation toward another person or other reckless conduct.
2. Play fighting and bullying.
3. Damage to school, school property, or property of school personnel.
4. Improper release of a school fire alarm or tampering with fire extinguishers.
5. Possession and/or use of weapons or any object that may be used as a weapon. This includes objects found inside lockers.
6. Possession, sale or distribution of drugs, alcohol, tobacco products, look-a-like drugs (drugs made of legal materials, but resembling illegal street paraphernalia) or any other product that disrupts school. Possession and/or use of laser light or laser pointers.
7. Leaving the school grounds without permission.

CONSEQUENCES FOR ACTS OF MISCONDUCT

School rules have been established in order to protect the health, safety and rights of students, parents and school personnel. When someone chooses to violate a rule or procedure it becomes necessary to administer to that person a consequence in order to prevent that person from repeating the act of misbehavior. The following consequences have been established in an effort to effectively maintain a positive educational environment in District 89 Schools.

LEVEL I CONSEQUENCES

Teacher Options

Teacher/student conference
Parent contact-written or phone call
Time-out in classroom
Teacher/student/parent conference
Detention before or after school up to 30 minutes
Withdrawal of privileges
Behavior contract
Consequence of classroom management plan
Student referred to principal

Principal Options

Principal/student teacher conference
Parent contact-written or phone call
Detention after school up to 30 minutes
In-school suspension
Behavior contract
Withdrawal of privileges
Out of school suspension up to 10 days
Confiscation of articles
Monetary restitution for damaged property

LEVEL II CONSEQUENCES

Teacher Options

Student referred to principal

Principal Options

Automatic suspensions for Level II acts of misconduct
School Building Probation
Referral to public agency outside of school

Board of Education Options

Restitution
Prosecution
Referral to outside agency
Board of Education Disciplinary Probation
Expulsion

EXTRA CURRICULAR ACTIVITY POLICY

Children who do not attend school cannot participate in after school or evening activities, including the graduation ceremony.

GUN-FREE SCHOOLS ACT

A two-year expulsion and referral to the criminal justice or juvenile delinquency system is mandatory for any student who is determined to have brought a firearm or look-a-like firearm into a district school. A

reduction in the penalty can be considered on a case-by-case basis. Special circumstances such as a student receiving special education services are among the factors considered. Requests for reduction in penalty must be directed to the superintendent in writing within seven calendar days of the receipt of the expulsion notice.

SCHOOL BUILDING SECURITY

The Board of Education has authorized the use of metal detectors on students entering District 89 schools on a random basis. Students are also subject to a search of any book bags brought into the schools. The building principals, assistant principals and District security personnel have been authorized to use the metal detectors.

GANGS AND GANG ACTIVITIES POLICY

The Board of Education believes that the presence of gangs and gang activity causes a substantial disruption of school activities. By this policy the Board of Education acts to prohibit the existence of gangs and gang activities on or about school property or at any school activity.

No student:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem badge, symbol, sign or other thing, which is evidence of membership or affiliation in any gang.
2. Shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity including but not limited to
 - a) Soliciting others for membership in any gangs.
 - b) Requesting any person to pay protection or other-wise 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.

A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts.

Violations of this policy will result in any one or more of the following:

1. Parent conference
2. Confiscation of gang related materials or objects
3. Suspension
4. Expulsion
5. Criminal prosecution

DUE PROCESS

DUE PROCESS FOR SUSPENSION AND EXPULSION

The Constitution of the State of Illinois states, "A fundamental goal of the People of the State is the educational development of all persons to the limits of their capacities." However, when students act irresponsibly they are subject to lose some of their rights. Such is the case with the right to an education. When a student commits acts of gross disobedience or misconduct, the right to an education may be temporarily forfeited. However, a student is still entitled to due process. Due process is defined as allowing the accused person a chance to present a defense, to explain circumstances of the alleged improper actions, or to attempt to prove innocence. Whenever a child is suspended the parents have the right to appeal the suspension. This can be done by contacting the Superintendent of District 89 schools.

DISCIPLINE PROCEDURES FOR IEP STUDENTS

District 89 will follow guidelines for discipline of special education students, as stated in the Individual

with Disabilities Education Act. The Individualized Education Program will be followed. The IEP team will determine if any modifications need to be made to a student's Individual Education Program.

EIGHTH GRADE ACTIVITIES

There are special eighth grade activities for students. Participation in these special activities is a privilege and will be denied consistent with the provisions of the guidelines below:

All 8th grade parents are strongly encouraged to attend the 8th grade parent meeting in the fall. At this meeting an overview of all special activities, student responsibilities and graduation requirements will be discussed.

Activities planned for 8th graders, in addition to the graduation ceremony, may include field studies, a banquet and a pin and ribbon ceremony. Participation in any of these activities is contingent upon the academic and behavioral performance of each child throughout his/her 8th grade year. Students are expected to be in attendance for the entire day on days when special activities are planned. Failure to be in attendance will result in a student not participating in the activity or graduation ceremony.

The following consequences will occur as a result of student misbehavior:

1. Any student receiving eight discipline notices or two suspensions during the eighth grade year will forfeit one special eighth grade activity.
2. Each additional discipline notice or suspension will result in the forfeiture of an additional special eighth grade activity, including participation in the graduation ceremony.

Students must maintain a 2.0 grade point average to participate in eighth grade activities. If a student loses any eighth grade privileges, the principal will determine which special eighth grade activity is forfeited. For each forfeited activity, any monies paid will be refunded only if the school is able to recoup the amount to be refunded from the company/business to which payment was made.

Each school will determine the format of the graduation ceremony.

Eighth grade students who owe financial obligations will not receive a report card or diploma until the obligations are paid in full.

Eighth grade students with Individual Educational Programs will be required to adhere to the eighth grade Activity requirements as outlined in IDEA.

EXTRA-CURRICULAR ACTIVITIES

EXTRACURRICULAR ACTIVITIES

Extra-curricular opportunities are available so that the students might develop responsibility and leadership. The Safety Patrol members, the library helpers, and the Student Council are examples of organizations devoted to service for others. Chorus, drama, art and computer clubs may be provided through the use of "Drug Free Schools" money. These clubs help students to develop special interests. In addition, there is an instrumental music program and an after school athletic* program for boys and girls.

*Students in the after school athletic program must have the parent's written permission, a doctor's examination and must have met the District's academic requirements.

NO PASS – NO PLAY

An extracurricular activity is defined as a program of out-of-class pursuits, supervised and usually financed by the school, in which students elect to participate. If a student has not met the academic eligibility for extracurricular activities, that student will not be allowed to participate in the activity. Extracurricular activities are not part of the regular curriculum and usually take place out of classroom time, and often involve performance before an audience or spectators.

BAND AND ORCHESTRA PROGRAMS

Students are given an opportunity to study a band or orchestra instrument beginning in the 3rd and 4th grades. The children may rent their instruments. Music instruction takes place in the child's home school on a regular basis. There are four performing instrumental groups in the District: Cadet Band, Concert Band, Junior Orchestra and Concert Orchestra. After experience at the beginning or intermediate level, and if the child shows ability, he/she may participate with the advanced groups. The groups meet in the rehearsal room at Melrose Park School, 1715 Lake St., Melrose Park.

Monday	3:15 p.m. to 4:15 p.m.	Cadet Band
Tuesday	7:15 a.m. to 8:15 a.m.	Concert Orchestra
Tuesday	3:15 p.m. to 4:15 p.m.	Concert Band
Wednesday	3:15 p.m. to 4:15 p.m.	Junior Orchestra
Thursday	7:15 a.m. to 8:15 a.m.	Concert Band
Thursday	3:15 p.m. to 4:15 p.m.	Concert Orchestra
Friday	3:15 p.m. to 4:15 p.m.	Beginning Band

ATTENDANCE PROCEDURES

ABSENCE PROCEDURES

In the event of a student absence, a parent shall call the school before 9:00 a.m. to report the absence. The parent or legal guardian must provide a written excuse every time a pupil is absent. If a pupil is absent three or more days because of a contagious disease, a doctor's certificate is necessary for re-admittance. Requests for dismissals from school for doctor or dental appointments will be honored when proper arrangements have been made with the principal. However, pupils will not be excused for dance lessons, music lessons, hair appointments and other activities that are not part of the regular school program.

PARENT NOTIFICATION OF STUDENT ABSENCE AND EMERGENCY TELEPHONE NUMBERS

We are responsible for making a reasonable effort to promptly telephone and notify you of your child's absence if he/she is absent without valid cause, or if we don't receive prior notice from you. Parents are required to give the school at least two telephone numbers for notification purposes.

TRUANCY

Students are expected to attend school on all regularly scheduled school days, as specified by the State of Illinois compulsory school attendance law. Students absent from school for all or any portion of a school day, other than for a valid cause such as illness or family emergency, will be considered truant. The District employs an off duty police officer to check on truant pupils. Such pupils will be provided with counseling services, or other special services as needed to assist them in complying with school attendance requirements. Chronic truants will be referred to the county truant officer for action. The law in Illinois defines a chronic truant as a child who is absent from school without a valid cause for 10% or more of the previous 180 attendance days. (105 ILCS 5-26-2a)

Students who are absent for ten (10) consecutive school days without a written doctor's excuse explaining the absences will automatically be dropped from enrollment in the District.

TARDY TO SCHOOL

In order to maximize instructional time, students are expected to arrive promptly to class by the time the tardy bell rings. All tardies will be unauthorized except those involving school related issues. Tardiness is unacceptable because it disrupts class, reflects a negative attitude towards school, and creates disruption in the school.

When a student is not in his/her seat when the 8:35 bell to begin school rings, the student is considered tardy. Students who are tardy must report to the school office and obtain a tardy slip before entering class. The following consequences will be issued for students with excessive tardies.

1 st Tardy	Warning
2 nd Tardy	Warning
3 rd Tardy	Detention – 30 minutes
4 th Tardy	Detention – one hour
5 th Tardy	Parent Conference with student, social worker, Principal/Assistant Principal
6 th Tardy	In-School Suspension

PARENT CONTACT WILL BE MADE AT EACH LEVEL.

EARLY DISMISSALS AND CLOSING SCHOOLS DUE TO INCLEMENT WEATHER

Emergency situations may arise during the school year, which require that the school be closed, and the children sent home. It is possible that you or a responsible adult may not be home to receive your children. We are, therefore, requesting that you teach your children where they should go in case you are away when a school closing occurs. In essence, you select a neighbor or relative willing to shelter your children. We want to assure you that we will not close the school and send your children home without a good reason. If it is necessary to close the schools for the entire day due to inclement weather, the announcements will be made on radio stations WBBM-780, WGN-720, WIND-560, TV channels 7, 9 and 32 and on the District 89 website, www.maywood89.org.

TORNADOES

Students will not be released during severe weather warnings.

BREAKFAST/LUNCH PROGRAM

BREAKFAST AND LUNCH

District 89 has a breakfast and lunch program that will begin the first full day of school. Free breakfast will be provided daily at 8:00 a.m. at each school. District 89 has a Stay at School Lunch Program. The program allows all students to stay at school during a one-half hour lunch period. **(Parents are allowed to choose if they desire to allow their student to come home for lunch by completing the appropriate form.)**

During the school day, parents will not be permitted to bring students a lunch. This includes lunches from home and lunches purchased from a fast food franchise, restaurant or similar establishment.

The school food authority has a responsibility to make meal service available to all students. Access to meal service cannot be denied to any child. Meals must be provided to primary students or handicapped students who may not be able to take full responsibility for a meal ticket. If a child does not qualify for a free meal and will not pay the full or reduced price charge for the meal, the school food authority is not required to provide the meal to the student.

Federal law requires that a new application for free and reduced lunches be completed each year. The prior year’s application is effective through September 30. If a new application is not on file after September 30, a child will not receive a free or reduced lunch.

Lunches can be purchased on a weekly basis at a daily cost of \$1.80 a lunch according to the following schedule:

	Regular Lunch	Reduced Lunch
5 day week	\$9.00	\$2.00
4 day week	\$7.20	\$1.60
3 day week	\$5.40	\$1.20

A student lunch envelope will be handed out on Wednesday of each week. Please print the full name of your child, grade, room number and the exact amount of money for the following week clearly on the envelope that is provided by School District 89.

FREE OR REDUCED LUNCH APPLICATION

Lunches are available every school day except on Professional Development Days. Milk is included with each lunch. Lunch menus will be sent home each month. Students who meet the federal guidelines are eligible for free or reduced price meals. Household size and income are the criteria used for determining eligibility. Application forms are available in the school offices. To apply for free or reduced meals, households should complete the form, sign and return it to the school office. Households must answer all applicable questions on the form in order for it to be processed.

LUNCHROOM ETIQUETTE

- Walk.
- Sit at assigned tables.
- Respect the rights of others.
- Talk quietly.
- Stay at assigned table until given permission from the lunchroom supervisor.
- Clean up your eating area.
- Follow the directions of the lunchroom supervisors at all times.
- All food and beverages must be eaten in the lunchroom.
- Beverages and food in glass or cans are not permitted.
- Food or other items are not to be thrown.

Any violation of the above is subject to disciplinary action.

PARENT INVOLVEMENT

PARENT TEACHER ORGANIZATIONS

Your local PTA is organized to promote better understanding between parents/guardians and school personnel. Parents are urged to become active members of the PTA and to work cooperatively with school personnel.

SCHOOL VOLUNTEERS

The Director of Human Resources must approve all school volunteers or school volunteer programs. In addition, the Board of Education will conduct criminal background checks on all volunteers.

VISITORS

Any person other than employees or students of District 89 can enter a school building only at the designated main entrance. Upon entering the building, the visitor must report directly to the school office or security guard station. The person must state the purpose of the visit, leave a current picture identification, and sign in on the daily visitors' log. The visitor will be issued a visitor's pass, which must be prominently displayed and visible while in the building. The visitor will be given access to only a specific authorized location. Upon leaving the building, the visitor will return the visitor's pass to the office or security guard at which time the picture identification will be returned. The visitor must immediately exit the designated main entrance. Failure to follow the above procedures will be considered a violation of certain statutes of the State of Illinois.

REPORT CARDS AND GRADES

REPORT CARDS

Report cards indicating your child's academic achievement and behavior are issued four times during the school year for grades K-8. Conferences will be held for parents of students in grades K-8 on October 11 from 12:00-7:00 p.m. and on February 13 from noon-7:00 p.m. Report cards will be sent home January 27 and April 5. Final report cards will be given to the students on the last day of school.

CLASSROOM REPORT CARD GRADES 1-8

Students receive a minimum of eight grades during each marking period. A teacher may distribute these eight grades throughout the grading period, however; at least one grade must be given in each subject every two weeks.

All teachers in District 89 in grades 1-8 use the following scale:

A = 92-100 B = 84-91 C = 76-83 D = 68-75 F = 67 and below

Each teacher has a grading plan, which defines how grades will be determined. A grading plan describes how classroom activities are weighted and how pluses or minuses or other symbols will be used to determine a student's grade. It is recommended that parents become informed of this plan at the beginning of the school year.

HONOR ROLL - GRADES 4-8

Students who have all "A or B" grades in the eight subject areas are placed on the Honor Roll. A listing of each Honor Roll is placed in a location near the front entrance of the school. The Honor Roll is kept current for each grading period. Asterisks after the pupil's name will indicate the number of times the student has been on the Honor Roll previously during the current year. Any student who achieves the Honor Roll in a school year will receive an Honor Roll Certificate at the end of the year. Those who achieve the Honor Roll four times will receive a gold seal on the certificate, three times a silver seal on the certificate, and two times red seal on the certificate. Each student's report card will also indicate if the student is on the Honor Roll.

HOMEWORK ASSIGNMENTS

Individual teachers give homework assignments regularly and are an integral part of the student's learning program. Failure to do assigned homework will lead to a zero grade for that assignment and a lowered grade average. Parents/guardians should monitor students to ensure that homework is completed.

HOMEWORK ASSIGNMENTS FOR ILL STUDENTS

If a child will be absent for more than two days (or has been absent for more than two days), the parent/guardian may request that homework be made available. **PLEASE ALLOW THE SCHOOL OFFICE A FULL SCHOOL DAY TO OBTAIN THE WORK FROM TEACHERS.** If work is requested, please be sure to pick it up.

MAKE-UP WORK FOR STUDENTS ABSENT FROM SCHOOL

For all types of absences, it is the responsibility of the student in grades 3-8 to identify assigned work missed (usually by asking the teacher) and to schedule any needed make-up tests. In grades K-2, it is the responsibility of the teacher to identify assigned work missed and schedule any needed make-up tests.

PROGRESS REPORTS – GRADES K – 8

Progress reports are sent home to parents/guardians via the students for students receiving D's and F's during each grading period. These reports will be sent home for students who need to improve their school performance. A signed copy of the report is to be returned to school.

LETTERS OF RETENTION

If a student has not been doing satisfactory work a retention notice (first warning) that the student may be retained in the same grade for another year will be mailed to parents/guardians on Jan. 27.

Parents/guardians will be requested to schedule a conference with their student's teacher as soon as possible. A progress report and final retention letter will be sent to the parents/guardians on April 27. The final decision whether a student would be retained will be made by the principal and teacher.

SENDING REPORTS TO DIVORCED PARENTS

In the absence of a court order to the contrary, upon the request of either parent of a pupil whose parents are divorced, copies of reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of parent/teacher conferences, notices of major events, such as open house which involves pupil/parent interaction, and copies of the school calendar which are furnished by the school to one parent shall be furnished by mail to the other parent.

INDIVIDUAL CONFERENCES WITH TEACHING STAFF

Individual parent-teacher conferences can be held before or after school by appointment only. The parent or legal guardian can make this appointment with the building principal, assistant principal, teacher, or building secretary. The parent or legal guardian will be notified as to the date and time of the conference with confirmation of the appointment being completed as soon as possible. The school telephone numbers are available in the Parent/Student Handbook. Classroom observations can only be scheduled and confirmed by the building principal.

Response to Intervention (RTI)

Response to Intervention is a general education mandate that requires all Illinois school districts to provide high-quality instruction and interventions that match the needs of all students. Students in kindergarten through eighth grade will be assessed at the beginning, middle and end of the school year.

There are three tiers in the RTI model: Tier 1, Tier 2, and Tier 3. Tier 1 represents the general education practices and supports for all students. Tier 2 represents targeted, short-term interventions to support student achievement. Tier 3 represents more intense interventions for students needing the most support.

SOCIAL PROMOTIONS

A student shall not be promoted based on age or any other social reason not related to academic performance. The decision to promote a student to the next grade level shall be based on successful completion of:

- Curriculum
- Attendance
- ISAT – ACUITY (Local assessment in Language Arts and/or Math)
- Involvement of the Problem Solving Team

AFTER SCHOOL PRIVATE TUTOR

Occasionally parents/guardians may like to secure the services of an after school tutor. Hiring an after school tutor may be done by calling the District 89 Human Resources Office at (708) 450-2460. The charge for an after-school tutor is \$27.00 per hour. All after school tutors are certificated teachers.

HOMEBOUND TUTORING

Students who are unable to attend classes due to health and physical limitations are eligible to have a tutor provided by District 89. The parent should obtain a medical form from the principal and have it completed by the doctor. The child must be tutored a minimum of two weeks.

SCHOOL COMPACT

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed-upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

STAFF PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations, and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes for grades 1-3, and 60 minutes for grades 4-8).
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families and that help each student achieve the school's high academic standards.
- Respect the school, students, staff, and families.

STUDENT PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and, instead, study or read every day after school.
- Respect the school, classmates, staff, and families.

FAMILY/PARENT PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework, and monitor TV viewing.
- Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-8).
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering, and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

STUDENT

TEACHER

PARENT/GUARDIAN

DISTRICT 89 SCHOOLS

SCHOOL SUPPLY LIST

2011 ~ 2012

- Additional items may be requested by teacher
- Supplies may need to be replenished as needed
- ALL GRADES-**TRANSPARENT PLASTIC BOOK BAG**
- Gym shoes are required for Physical Education class

KINDERGARTEN

2 boxes of crayons 24 count	2 bottles of white glue
1 box #2 pencils	2 pocket folders
1 box of washable markers	1 large box Kleenex
1 box of baby wipes	1 pair of scissors
1 school box	1 pack dry erase markers & 1 eraser
1 headphone for computer (available at the Dollar Store)	

1st GRADE

1 box #2 pencils	2 pocket folders
1 bottle of white glue	Classic color washable markers (thick point)
1 box of crayons 24 count	1 box of Kleenex
1 pair of scissors	1 ruler
1 eraser	1 box baby wipes
1 school box	1 pack dry erase markers & 1 eraser
1 headphone for computer (available at the Dollar Store)	

2nd GRADE

1 box of Kleenex	1 ruler
4 spiral notebooks	4 pocket folders w/prongs
1 pair of scissors	1 package of wide ruled paper
1 box of crayons 24 count	10 #2 pencils & 2 erasers
1 bottle of glue	1 box of colored pencils
2 highlighter markers	1 box of washable markers
1 pack dry erase markers & 1 eraser	1 headphone for computer (available at the Dollar Store)

3rd GRADE

1 pack of pencils/sharpener	1 box #2 pencils
1 box of crayons 24 count	5 spiral notebooks (70 page)
1 package of color pencils	1 box of Kleenex
1 bottle of white glue & glue stick	1 packet of wide ruled paper (200-count)
1 pair of scissors	1 large eraser
1 ruler	1 box of washable markers
5 pocket folders (plain)	1 pack index cards 3x5
1 pack dry erase markers & 1 eraser	1 headphone for computer (available at the Dollar Store)

(School Supply List/Continued)

4th GRADE

5 spiral notebooks
5 plain pocket folders
1 package of pens (black, blue, red)
10 #2 pencils
1 box of crayons 24 count
1 box of washable markers
1 box of colored pencils
1 ruler
1- 3 ring binder

1 package of index cards
1 covered pencil sharpener
1 highlighter marker
1 packet of wide ruled paper (200-count)
1 bottle of white glue
1 pair of scissors
1 box of Kleenex
1 large eraser
1 headphone for computer (available at the Dollar Store)

5th GRADE

10 #2 pencils
6 spiral notebooks
6 folders 2 pocket w/3 prong
1 box of colored pencils
2 packages of notebook papers
1 package of pens (black, blue, red)
1 box of crayons 24 count
1 protractor
1 headphone for computer (available at the Dollar Store)

1 large eraser
1 calculator
1 box of washable markers
1 bottle of white glue
1 box of Kleenex
1 ruler
1 pair of scissors
1 calculator

6th GRADE

1 package of #2 pencils
2 package of notebook paper
1 box of Kleenex
1 protractor
1 package of colored pencils
1 package of crayons 24 count
1 3-ringed binder
1 pencil sharpener
6 folders 2 pocket w/3 prong

1 pair of scissors
1 bottle of white glue
6 spiral notebooks
1 ruler
1 box of washable markers
1 compass
2 packages of pens (black, blue, red)
1 package of index card 3x 5
1 headphone for computer (available at the Dollar Store)

7th & 8th GRADE

1 package of wide ruled paper
1 package of colored pencils
1 pair of scissors
1 ruler
1 box of washable markers
6 folders 2 pocket w/3 prong
1 package of index cards 3 x 5
1 calculator
1 box of Kleenex
1 headphone for computer (available at the Dollar Store)

1 pack of pens (black, blue, red)
12 #2 pencils & sharpener
6 spiral notebooks
1 box of 48 count crayons
1 bottle of glue
1 large binder
1 protractor
1 compass
1 package highlighters

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