

Parent Student Handbook
2018-2019



DISTRICT 89

MAYWOOD | MELROSE PARK | BROADVIEW

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

Dr. David Negrón, 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.

“Building Bright Futures”

Mission Statement

District 89 empowers, educates and inspires students to achieve personal excellence in a multi-cultural society.

Links to Our Community

School District 89	www.maywood89.org
Village of Maywood	www.maywood-il.org
Maywood Public Library	www.maywoodlibrary.org
Maywood Park District	www.maywoodparkdistrict.org
Village of Melrose Park	www.melrosepark.org
Melrose Park Library	www.melroseparklibrary.org
Veterans Park District	www.veteransparkdistrict.org
Village of Broadview	http://broadview-il.gov/
Broadview Public Library	www.broadviewlibrary.org
Broadview Park District	www.broadviewparkdistrict.net/
Illinois State Board of Education	www.isbe.net
Gottlieb Hospital	www.gottliebhospital.org
Loyola University Medical Center	www.loyolamedicine.org
Westlake Hospital	www.westlakehosp.com
Triton College	www.triton.edu

TABLE OF CONTENTS

About This Handbook	1
Mission Statement	2
Links to Our Community	2
Directory of Schools	4
Asbestos Abatement	5
Drug-Free Schools	5
Pest Management	5
No Discrimination	5
Calendar	6
Enrollment Procedures	8
Pupil Accident Insurance	10
Uniform Policy	10
Physical Education Dress Code	12
School Procedures	13
Computer/Internet Access & Use	14
Student Records	14
Medical Requirements	18
Safety and Health Services	21
Student Code of Conduct	22
Due Process	30
Eighth Grade Activities	30
Extra-Curricular Activities	31
Attendance Procedures	31
Early Dismissals and Closings	32
Breakfast/Lunch Programs	32
Parent Involvement	32
Report Cards and Grades	33
Special Education	35
Transitional Bilingual Education/Transitional Program of Instructions/Dual Language	36
School Compact	37
Parents Right-To-Know Letter	38
District-Wide School Supply List	39-40

DIRECTORY OF SCHOOLS

<u>SCHOOL</u>	<u>PHONE</u>
EMERSON SCHOOL 311 Washington Blvd. Maywood, IL 60153	708-450-2002
GARFIELD SCHOOL 1514 S. 9th Ave. Maywood, IL 60153	708-450-2009
JANE ADDAMS SCHOOL 910 Division St. Melrose Park, IL 60160	708-450-2023
LINCOLN SCHOOL 811 Chicago Ave. Maywood, IL 60153	708-450-2036
MELROSE PARK SCHOOL 1715 Lake St. Melrose Park, IL 60160	708-450-2042
ROOSEVELT SCHOOL 1927 S. 15th Ave. Broadview, IL 60155	708-450-2047
IRVING MIDDLE SCHOOL 805 S. 17th Ave. Maywood, IL 60153	708-450-2015
STEVENSON MIDDLE SCHOOL 1630 N. 20th Ave. Melrose Park, IL 60160	708-450-2053
WASHINGTON DUAL LANGUAGE ACADEMY 1111 Washington Blvd. Maywood, IL 60153	708-450-2065

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 at 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 and State laws 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 Assistant Superintendent of Human Resources, 906 Walton Avenue, Melrose Park, IL 60160, telephone (708) 450-2460. The Assistant Superintendent of Human Resources serves as the District's Title IX Coordinator.

NO DISCRIMINATION ON THE BASIS OF DISABILITIES

Federal and State laws and District policy prohibits discrimination on the basis of disabilities. District 89 has a grievance procedure to resolve complaints alleging disability discrimination. Inquiries regarding compliance may be directed to the Director of Student Support Services, 906 Walton Street, Melrose Park, IL 60160, telephone (708) 450-2460. The Director of Student Support Services serves as the District's Disabilities Coordinator.

2018-2019 Official School Calendar

"Putting Children First"

July 2018				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

School Day Kindergarten to 5th: 8:35 a.m. to 3:20 p.m.
Kindergarten to 5th Early Dismissal Days 2:20 p.m.

School Day for Middle School 6th-8th: 7:55 a.m. to 2:35 p.m.
Middle School 6th - 8th Early Dismissal days 1:30 p.m.

August 2018				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
NTN	NTN	NTN	TI	TI
27	28	29	30	31

New Teacher Network
Teacher Institute Days

First Day of Class for ALL Students

Labor Day Holiday - NO SCHOOL

* Early Dismissal for students

* Early Dismissal for students

Columbus Day - No SCHOOL

FIRST QUARTER ENDS (44 days)

* Early Dismissal for students

Report Cards Sent Home

Teacher Institute Days - NO SCHOOL

Institute Day Parent/Teacher Conf. Noon-7:00 pm

Thanksgiving Break

* Early Dismissal for students

Winter Break

School Resumes

* Early Dismissal for students

SECOND QUARTER ENDS (42 DAYS)

Dr. Martin Luther King, Jr. Day - NO SCHOOL

Report Cards Sent Home

* Early Dismissal for students

Presidents' Day - NO SCHOOL

* Early Dismissal for students

THIRD QUARTER ENDS (44 days)

* Early Dismissal for students

Report Cards Sent Home

Institute Day Parent/Teacher Conf. Noon-7:00 pm

Spring Break

School Resumes

* Early Dismissal for students

Teacher Institute Days - NO SCHOOL

Memorial Day Holiday - NO SCHOOL

*Early Dismissal for students

Report Cards Sent Home

Last Day if NO "Emergency Days" used

* Last Day if 5 "Emergency Days" used

September 2018				
M	Tu	W	Th	F
3	*4	5	6	7
10	*11	12	13	14
17	*18	19	20	21
24	*25	26	27	28

October 2018				
M	Tu	W	Th	F
1	*2	3	4	5
8	*9	10	11	12
15	*16	17	18	19
22	*23	24	25	26
29	*30	31		

November 2018				
M	Tu	W	Th	F
			1	2
5	*6	7	8	9
12	*13	14	15	16
TI	FPT	21	22	23
26	*27	28	29	30

December 2018				
M	Tu	W	Th	F
3	*4	5	6	7
10	*11	12	13	14
17	*18	19	20	21
24	25	26	27	28
31				

January 2019				
M	Tu	W	Th	F
	1	2	3	4
7	*8	9	10	11
14	*15	16	17	18
21	*22	23	24	25
28	*29	30	31	

February 2019				
M	Tu	W	Th	F
				1
4	*5	6	7	8
11	*12	13	14	15
18	*19	20	21	22
25	*26	27	28	

March 2019				
M	Tu	W	Th	F
				1
4	*5	6	7	8
11	*12	13	14	15
18	*19	20	21	22
25	*26	27	28	29

April 2019				
M	Tu	W	Th	F
1	*2	3	4	5
8	*9	10	11	12
15	*16	17	FPT	19
22	23	24	25	26
29	*30			

May 2019				
M	Tu	W	Th	F
		1	2	3
6	*7	8	9	TI
13	*14	15	16	17
20	*21	22	23	24
27	*28	29	30	31

June 2019				
M	Tu	W	Th	F
3	*4	5	ED	ED
ED	ED	ED	13	14
17	18	19	20	21
24	25	26	27	28

August 20,21,22
August 23,24

August 27

September 3

Sept. 4,11,18,25

Oct. 2,9,16,23,30

October 8

October 29

Nov. 6,13,27

November 13

November 19

November 20

November 21,22,23

Dec. 4,11,18

Dec. 24 thru Jan. 4

January 7

Jan. 8,15,22,29

January 18

January 21

February 4

Feb. 5,12,19,26

February 18

Mar. 5,12,19,26

March 22

Apr. 2,9,16,30

April 9

April 18

April 19 thru April 26

April 29

May 7,14,21,28

May 10

May 27

June 4

June 5

June 5

June 12

BOARD OF EDUCATION MEETINGS 2ND THURSDAY OF EACH MONTH AT 6:00 P.M.

* Indicates Early dismissal for students

Shaded dates indicate days when school is not in session for students

Progress Reports Sent Home

Sept. 21 - Nov. 20 - Feb. 15 - Apr. 18

2018-2019 Official Pre-School for All Calendar

"Putting Children First"

School Day A.M. Session - 8:10 a.m. to 10:40 a.m.
School Day P.M. Session - 11:40 a.m. to 2:10 p.m.

July 2018				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

August 2018				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
NTN	NTN	NTN	TI	TI
27	28	29	30	31

September 2018				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	TI

October 2018				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	OFF
22	23	24	25	26
29	30	31		

November 2018				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
TI	FPT	21	22	23
26	27	28	OFF	30

December 2018				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January 2019				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

February 2019				
M	Tu	W	Th	F
				1
4	5	6	7	8
OFF	12	13	14	15
18	19	20	21	22
25	26	27	28	

March 2019				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	OFF	21	22
25	26	27	28	29

April 2019				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	OFF
15	16	17	FPT	19
22	23	24	25	26
29	30			

May 2019				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	TI
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2019				
M	Tu	W	Th	F
3	4	5	ED	ED
ED	ED	ED	13	14
17	18	19	20	21
24	25	26	27	28

New Teacher Network
Teacher Institute Days
Screening Dates - NO SCHOOL
Open House
First Day of School for Pre-K Students
Labor Day Holiday - NO SCHOOL
Teacher Institute-Pre-School ONLY-NO SCHOOL
Columbus Day Holiday - NO SCHOOL

Screening Date - NO SCHOOL
FIRST QUARTER ENDS (44 days)
Report Cards Sent Home
Teacher Institute Day - NO SCHOOL
Institute Day Parent/Teacher Conf. Noon-7:00 pm
Thanksgiving Break
Screening Date - NO SCHOOL
Winter Break

School Resumes
Dr. Martin Luther King Jr. Day - NO SCHOOL
SECOND QUARTER ENDS (42 days)
Report Cards Sent Home
Screening Date - NO SCHOOL
Presidents' Day - NO SCHOOL
Screening Date - NO SCHOOL
THIRD QUARTER ENDS (44 days)

Report Cards Sent Home
Screening Date - NO SCHOOL
Institute Day Parent/Teacher Conf. Noon-7:00 pm
Spring Break
School Resumes
Teacher Institute Day - NO SCHOOL
Memorial Day Holiday - NO SCHOOL
Report Cards Sent Home
Last Day if NO "Emergency Days" used

* Last Day if 5 "Emergency Days" used

August 20,21,22
August 23,24
Aug. 27-28-29
August 30
August 31
September 3
September 28
October 8
October 19
October 29
November 13
November 19
November 20
November 21,22,23
November 29
Dec. 24 thru Jan. 4

January 7
January 21
January 18
February 4
February 11
February 18
March 20
March 22
April 9
April 12
April 18
April 19 thru April 26
April 29
May 10
May 27
June 5
June 5
June 12

BOARD OF EDUCATION MEETINGS 2ND THURSDAY OF EACH MONTH AT 6:00 P.M.

* Indicates Early dismissal for students

Shaded dates indicate days when school is not in session for students

Progress Reports Sent Home
Sept. 21 - Nov. 20 - Feb. 15 - Apr. 18

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 \$1,500 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 is based on the educational cost per student during the academic year. 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. Please refer to the District Policy for additional information.

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) current proofs of residency within past 60 days, within the school boundary and proof of legal custody. 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 within the boundaries of School District 89. In general, the residence of the person who has legal custody of the student is deemed to be the residence of the student. 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. If available, parents/guardians should bring report card and test scores from the previous school.

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

Please note that a short-term guardianship is not sufficient to establish residency in all circumstances, depending on the status of the student and the basis for the short-term guardianship. In situations in which a short-term guardianship is considered for residency purposes, a court order must be entered within 60 days of the student's enrollment, establishing a permanent guardianship and granting custody to a person with whom the student resides. If a court-ordered guardianship is not established within that 60-day period, the student will be subject to removal from District 89.

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; or documentation of a DCFS best interest determination in other circumstances.

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 court ordered agreement designating custody/parenting responsibility/parenting time 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.

TRANSFER RULE

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

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 required 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 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.

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 would not cause substantial disruption or invade 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.

Any student eligible for reduced or free lunches, or for a waiver of student fees, is eligible for financial assistance toward the purchase of school uniforms. The Superintendent or designee shall develop a procedure for parents(s)/guardian(s) to request financial assistance.

Each school shall develop incentives and positive reinforcement measures to encourage full compliance. A conference with the students' parents(s)/guardian(s) may be requested in order to solicit cooperation and support. The Building Principal shall communicate information to 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 EXPECTATIONS

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

This dress code applies to all school events and activities except graduation programs. (Any exceptions to the Mandatory Dress Code for after school activities must be approved by the Superintendent or the Superintendent Designee).

Boys 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 or LIGHT BLUE dress shirts, WHITE or LIGHT BLUE polo style shirt, or WHITE or LIGHT BLUE turtleneck, long or short sleeves. (Shirts must have a collar.) Shirts with any 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 – All black or navy blue loafers/bucks/oxfords or 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 or LIGHT BLUE COLLARED shirt or turtleneck shirt. Sweaters or sweatshirts with hoods, emblems or insignias will not be permitted.

Nylon jackets are not permitted.

Girls 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. No jean like or stretch type leggings.

WHITE or LIGHT BLUE blouses, with pointed or rounded collars or turtleneck shirts. Shirts with any insignias and emblems will not 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.

BLACK/NAVY BLUE SHOES – All black or navy blue loafers/bucks/oxfords or 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 or LIGHT BLUE shirt/turtleneck shirt. Sweaters or sweatshirts with hoods, emblems or insignias will not be permitted. Nylon jackets are not permitted.

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 K – 5

1. Fastened or tied gym shoes
2. No jewelry

GRADES 6 - 8

3. Gym uniform
4. Fastened or tied gym shoes

5. Athletic socks (white socks)

6. 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 8:10 a.m. – 10:40 a.m.

Session Two begins 11:40 a.m. - 2:10 p.m.

SCHOOL TIME SCHEDULE – EARLY CHILDHOOD SPECIAL EDUCATION PROGRAM

Session One begins 8:10 a.m. – 10:40 a.m.

Session Two begins 11:40 a.m. - 2:10 p.m.

ELEMENTARY SCHOOL TIME SCHEDULE – K-5

Students enter the building 8:35 a.m.

End of Student Day 3:20 p.m.

Early Dismissal on Tuesdays 2:20 p.m.

MIDDLE SCHOOL TIME SCHEDULE – 6-8

Students enter the building 7:55 a.m.

End of Student Day 2:35 p.m.

Early Dismissal on Tuesdays 1:30 p.m.

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 (20 USC §1232h), 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) mental or psychological problems; (3) sexual behavior and attitudes; 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; (7) religious practices, affiliations, or beliefs; and (8) income (other than as required to determine eligibility for participation in a program or for financial assistance).

STUDENT RECORDS

RIGHTS OF PARENTS/GUARDIANS AND STUDENTS

Federal and State laws grant parents/guardians and students certain rights relating to the student records maintained by the School District, including the right to inspect, copy, and challenge student records.

PERMANENT RECORDS

A student's permanent record consists of the following:

1. Identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents/guardians;
2. Academic transcript, including grades, class rank, graduation date, grade level achieved, and the unique student identifier assigned and used by the student information system;
3. Attendance record;
4. Health records (i.e., medical and dental documentation necessary for enrollment); and
5. Record of release of permanent record information.

Permanent records are maintained by the School District for 60 years after a student has transferred, graduated, or otherwise permanently withdrawn from the school.

TEMPORARY RECORDS

A student's temporary record contains all other records concerning the student that are maintained by the District and by which the student may be individually identified (except for certain records excluded from the definition of "school student record"). The temporary record includes:

1. Record of release of information from the temporary records;

2. Scores received on the State assessment tests administered in the elementary grade levels (K-8);
3. The completed home language survey form;
4. Information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction;
5. Information regarding an indicated report pursuant to the Abused and Neglected Child Reporting Act;
6. Biometric information, if any;
7. Health-related information; and
8. Accident reports.

The temporary record also may include:

9. Family background information;
10. Intelligence test scores;
11. Aptitude test scores;
12. Reports of psychological evaluations;
13. Achievement level test results;
14. Participation in extracurricular activities (including any offices held in school-sponsored clubs or organizations);
15. Honors and awards received;
16. Teacher anecdotal records;
17. Other disciplinary information;
18. Special education records;
19. Records associated with Section 504 plans; and
20. Any verified reports or information from other persons, agencies, or organizations of clear relevance to the education of the student.

Temporary records are maintained by the School District for at least five years after the student has transferred, graduated or otherwise withdrawn from the school.

Parents/guardians will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District.

RIGHT TO INSPECT AND COPY RECORDS

Students have the right to inspect and copy their permanent records. Parents/guardians have the right to inspect and copy their child's permanent and temporary records. All rights become exclusively those of the student upon his/her 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. Requests to inspect and copy records will be granted no later than 15 school days after the date that the District receives a written request. The District may charge a fee for copies of records; please contact the District's Records Custodian for fee information.

ACCESS TO RECORDS

Access to student records will be limited to parents/guardians and other authorized persons, except that:

- Information may be released in connection with an emergency, as provided by law.
- The records of a student will be transferred by the School District's official records custodian to the official records custodian of another school district in which the student has enrolled or intends to enroll, upon request of the other school district, and within 10 days of receipt of the request. Parents/guardians will be given prior written notice and an opportunity to inspect and copy the records to be released and to challenge the contents, with the exception of academic grades and any reference to out-of-school suspensions or expulsions.
- Access will be granted to persons as specifically required by State or Federal law.
- Access is granted to school, District, or State Board of Education employees or officials with current demonstrable educational or administrative interest in the student, in furtherance of such interest. A school or District employee or official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health/medical staff and law enforcement unit personnel); a Board member; a person or company with whom the School District has contracted as its agent to provide a service instead of using its own employees (e.g., attorney, auditor, medical consultant, therapist, evaluator, data analysis/reporting firm, cloud computing providers and/or providers of educational software or apps, such as Google); or a person 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 or District employee or official has an educational or administrative interest if he/she needs the student record information in order to fulfill his/her professional responsibilities.

Disclosure also permitted without parent/guardian consent in the following situations:

- To any person for the purpose of research, statistical reporting or planning, provided that such research, statistical reporting or planning is permissible under and undertaken in accordance with applicable law;
- Pursuant to a court order, as provided by law; and
- To juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

For any release of information other than specified above or otherwise authorized by law, the School District must receive the prior written consent of the student's parent/guardian. The student's prior written consent also will be requested where the student is age 12 or older and the student records include information protected under the Illinois Mental Health and Developmental Disabilities Confidentiality Act.

CHALLENGE OF RECORDS

A parent/guardian or eligible student may challenge a record that he/she believes is inaccurate, irrelevant, or improper. To do so, the parent/guardian or eligible student should write to the District's Records Custodian and clearly identify the records to be challenged and the basis for the challenge. A hearing may be requested and the School District's decision may be appealed. The right to challenge school student records does not apply to: (1) academic grades, or (2) references to expulsions or out-of-school suspensions if the challenge is made at the time the student's records are forwarded to another school to which the student is transferring. For more information about challenging student records, please contact the District's Records Custodian.

RIGHTS 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 that the individual may obtain through the exercise of any right secured under state law.

COMPLAINTS

Parents/guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the student record requirements of the Family Educational Rights and Privacy Act. Such complaints may be sent to:

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

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. If the book is lost or damaged, the student/family will be charged with the cost to replace the book. Please encourage the proper care and use of all textbooks and library books.

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.

FIELD TRIPS

During the school year teachers may take classes on educational field trips. 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

Classroom parties for special celebrations will be allowed at the end of the school day based on prior approval from the principal. Food is prohibited. 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

Timetable for Physical Examinations

The examination shall be conducted within one year:

- Prior to the date of entering school and students transferring into Illinois from outside of the State or outside of the country
- Prior to the date of entering kindergarten or first grade
- Prior to the date of entering the sixth grade

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 REQUIREMENTS (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.
- One (1) MMR – One dose on or after the 1st birthday, but prior to 24 months of age.
- Three (3) doses of Hepatitis B vaccine. The interval between the first dose and the third dose must be at least 4 months.
- One (1) dose of VARICELLA, on or after first birthday, or proof of varicella disease.
- TB Test – A skin test with results is required.
- Lead Testing – Each 3-6 year old student is required to obtain blood lead testing with results.

KINDERGARTEN REQUIREMENTS

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) doses of Mumps. Two doses of live mumps virus vaccine on or after 1st birthday. The 2nd shot no less than four weeks (28) days after the first.
- Any child 5 years of age or older shall not be required to provide proof of immunization with the Hib vaccine.
- Two (2) doses of VARICELLA, on or after the first birthday, or proof of prior Varicella Disease. The second

shot no less than four weeks (28) days after the first.

- Eye exam
- Dental exam – (See Dental requirements on page 20.)
- Diabetes screening
- Lead testing – (See Lead testing requirements on page 20.)
- TB test with results (See TB requirements on page 20.)

2ND GRADE REQUIREMENTS

- Dental exam (See Dental requirements.)

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.)
- Tdap Vaccination.
- Three (3) doses of Hepatitis B vaccine. The first two (2) doses shall have been received no less than four weeks (28 days) apart. The interval between the second and third doses shall be at least two months. Proof of prior or current infection, if verified by laboratory evidence, may be substituted or proof of vaccination.
- One (1) dose of Meningococcal Conjugate vaccine. The 1st dose received on or after the 11th birthday.
- Two (2) doses of Varicella Vaccine. The 1st dose must have been received on or after the 1st birthday and the second dose no less than 4 weeks (28 days) later.

ALL OTHER GRADES REQUIREMENTS

- 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) doses of Mumps. Two doses of live mumps virus vaccine on or after 1st birthday. The 2nd shot no less than four weeks (28) days after the first.
- Two (2) doses of Rubella. Two doses of live rubella virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or other acceptable proof of immunity.
- One (1) dose of pneumococcal vaccine. Children 24 to 59 months of age who have not received the primary series of pneumococcal conjugate vaccine, according to the recommended vaccination schedule, shall show proof of receiving one dose of pneumococcal vaccine. Any child who has reached his or her fifth

birthday shall not be required to provide proof of immunization with pneumococcal conjugate vaccine.

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 before May 15th of the school year. School dental exams must have been completed within the 18 months prior to the May 15 deadline.

EYE EXAMINATION REQUIREMENTS

The required eye examination shall be completed within one year prior to the first day of the school year in which the child enters kindergarten or the child enters the Illinois school system for the first time.

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, School Nurse, and/or Health Clerk 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 and/or Health Clerk.
2. The student's parent or guardian shall inform the School Nurse and/or Health Clerk 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 and/or Health Clerk 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 relating to accommodation of individuals with disabilities.

SAFETY AND HEALTH SERVICES

HEALTH SERVICES

School nurses and health clerks keep a cumulative health record for each child. They also screen for hearing and vision defects in certain grades, and watch for physical disabilities or impairments.

SAFETY DRILLS

Bus, fire, tornado, crisis and other emergency drills are held regularly. Officials from the village fire departments inspect schools annually. Each school makes every effort to have a Safety Patrol, which offers safe crossing at intersection. Parents should insist that their children obey the safety patrol rules on the street, on the school grounds and to and from home. The villages provide adult crossing guards at busy intersections. Please note these adult guards are village employees, not District 89 employees.

STUDENT CODE OF CONDUCT

The Student Code Of Conduct (SCC) applies to students at all times during the school day, while on or within sight of school property, while traveling to and from school, at any school-related event, any activity or event that bears a reasonable relationship to school, or on any transportation for a school-related activity or event.

The SCC also applies to student behavior outside of school and school-related activities if: (1) a student engages in Level 4 behavior, and/or (2) the behavior disrupts or it is reasonably believed may disrupt the educational process or orderly operation of the school. This includes, but is not limited to, serious inappropriate behavior on social networking websites or using electronic devices that disrupts or is reasonably believed may disrupt the educational process or orderly operation of the school.

To address inappropriate behavior that has moved beyond Level 1 behaviors, at a minimum, the building principal or his/her designee must:

1. Redirect to correct inappropriate behavior and minimize the likelihood of the behavior escalating or recurring.
2. Intervene to minimize disruption, resolve conflict, and as necessary to keep students and staff safe. Staff should seek assistance, where necessary, and avoid putting him/herself in harm's way. If a student has been injured, seek immediate medical attention and make every reasonable effort to immediately notify the parents/guardians.
3. Gather information by talking to all students, teachers, school staff, or other witnesses to the incident. When student misbehavior is reported to the school principal or designee, an investigation must begin no later than the next school day, if possible. The students involved must be provided an opportunity to explain their actions prior to the determination of discipline.
4. Analyze whether the student's alleged behavior falls within a violation of the SCC using the information gathered. If so, determine the level of disruption caused by the inappropriate behavior and consider the range of possible discipline, interventions and consequences.
5. Determine the appropriate intervention or consequence. The principal or designee has the authority to impose discipline, interventions, and consequences based on his/her assessment of the best interests of the school community, including available school resources, the needs of any student or staff harmed, and the rights of the student engaged in inappropriate behavior, in alignment with the SCC.
6. Inform the student of the inappropriate behavior s/he exhibited, the applicable SCC behavior category/violation, and the determined interventions or consequences.
 - a. Follow the special procedures contained in the Procedural Safeguards section for students with Individual Educational Plans (IEPs) and students with Section 504 Plans.
 - b. If possible, avoid consequences that will remove the student from class or school. If a student is suspended, the principal or his/her designee may choose to give the student a combination of out-of-school and skill-building in-school suspension days. The out-of-school suspension must be served first and the combined total of out-of-school and in-school suspension days must not exceed the limits available for each infraction level.
 - c. School staff members must not use public disciplinary techniques and must respond to inappropriate student behavior as confidentially as possible.
 - d. No restrictions may be placed on food options as a behavior consequence.
7. Complete a report in Power School for all inappropriate behaviors under the SCC and provide the student's

parents/guardians with a copy of the misconduct report by hand-delivery or by mail to the student's home address.

8. Restore the student's participation in the school community.

If the student received an out-of-school suspension for three (3) or more days, the principal or designee must develop a plan to support the student's transition back into the school community, including strategies for preventing future behavior incidents, restoring relationships, and addressing the student's ongoing social, emotional, and academic needs, with input from the student and his or her parents/guardians.

SUSPENSION GUIDELINES SKILL-BUILDING IN-SCHOOL SUSPENSION

A skill-building in-school suspension is the removal of a student from his/her regular educational setting for more than 60 minutes of the school day to an alternative supervised setting inside the school building to engage in structured activities that develop academic, social, emotional, and/or behavioral skills.

A student in grades second through eighth may be assigned a skill-building in-school suspension if:

1. Skill-building in-school suspension is listed as an available consequence for the SCC behavior category, and
2. The student was informed of his/her reported inappropriate behavior, provided an opportunity to respond, and reasonable efforts were made to contact the student's parents/guardians, and
3. A copy of the referral (generated in Power School) was provided to the student's parents/guardians.

OUT-OF-SCHOOL SUSPENSION

An out-of-school suspension is the removal of the student from class attendance or school attendance, as permitted by Illinois law and Board policy. When a student is removed from school in response to an inappropriate behavior/violation of the SCC, the day the inappropriate behavior occurs, counts as the first day of an out-of-school suspension.

A student in grades second through eighth may be assigned an out-of-school suspension if:

1. Out-of-school suspension is listed as an available consequence for the SCC behavioral level, and
2. The principal or designee determines that the student's attendance at school presents an imminent danger to the physical, emotional, or mental safety of specific students/staff and this determination is documented in Power School; or the principal or designee determines that the student's behavior has caused chronic or extreme interruption to other students' participation in school activities and prior interventions have been utilized and documented in Power School, and
3. The student was informed of his/her reported inappropriate behavior, provided an opportunity to respond, and reasonable efforts were made to contact the student's parents/guardians, and
4. A copy of the referral (generated in Power School) was provided to the student's parents/guardians.

A student serving out-of-school suspension is not allowed to be on school property, participate in extracurricular activities, or attend school-sponsored events. A student may be considered trespassing if he or she comes onto school grounds while serving an out-of-school suspension, which may lead to additional discipline.

Out-of-school suspensions are excused absences. The principal or designee must ensure that a student serving an out-of-school suspension is able to obtain homework, and upon the student's return, provided with the opportunity to make up any quizzes, tests, special projects, or final exams given or due during the period of suspension.

A student serving an out-of-school suspension must be allowed to take state assessments at school and may participate in test preparation activities with the Superintendent's or designee's approval. The student's attendance will still be marked as a suspension.

The Superintendent/designee must approve any exception to the out-of-school suspension guidelines.

Behavior	SWIS Category	Instructive, corrective, or restorative response with the student and strategy to prevent recurrence	Detention- Lunch	Detention- Before or After-School	Parent/Guardian contact with focus on the following: a. behavior of concern b. strategy to prevent recurrence	Detention- Saturday (notification and approval required by Superintendent or designee)	Skill-building suspension up to 3 days (SS)	Skill-building in-school, out of school, (or combination) up to five days (notification and approval required by Superintendent or designee)	10 day suspension (justification submitted for approval by Superintendent or designee)	Request for board hearing
1-1 Running or excessive noise that disrupts educational environment	Disruption	√	√	√	√					
1-2 Leaving the classroom without permission	Inappropriate Location- out of Bounds	√	√	√	√					
1-3 Excessive behaviors disruptive to classroom instruction	Disruption	√	√	√	√					
1-4 Loitering in the school or on school grounds	Inappropriate Location-out of Bounds	√	√	√	√					
1-5 Failing to attend class without a valid excuse	Skip Class	√	√	√	√					
1-6 Persistent tardiness to class (3 or more incidents per quarter)	Tardy	√	√	√	√					
1-7 Use of district computer network for the purpose of accessing non-educational materials	Technology violation	√	√	√	√					
1-8 Unauthorized use or possession of cellphone (returned to parent or guardian only)	Technology violation	√	√	√	√					
1-9 Academic dishonesty (i.e., copying work)	Lying/Cheating	√	√	√	√					
1-10 Dress code violation	Dress Code	√	√	√	√					
1-11 Unprepared for class (i.e., homework, writing utensils)	Insubordinate/Non-compliance	√	√	√	√					
1-12 Teasing/name calling	Harassment	√	√	√	√					
1-13 Non-directed profanity or other inappropriate language	Language Profanity	√	√	√	√					
1-14 Gum chewing	Insubordinate/Non-compliance	√	√	√	√					
1-15 Initiating or participating in any unacceptable minor physical actions inside the classroom or hallways (play fighting)	Physical Aggression	√	√	√	√					
1-16 Minor Theft (i.e., pencil, etc.)	Forgery/Theft	√	√	√	√					
1-17 Inappropriate display of affection	Other	√	√	√	√					
2-1 Persistent tardiness to school	Tardy	√	√	√	√					
2-2 Posting or distributing unauthorized written materials on school grounds	Other Behavior	√	√	√	√	√	√			
2-3 Interfering with school authorities and programs through walkouts or sit-ins	Disruption	√	√	√	√	√	√			
2-4 Failing to abide by school rules not otherwise listed in the SCC	Insubordination	√	√	√	√	√	√			
2-5 Exhibiting or publishing any obscene or offensive materials	Other Behavior	√	√	√	√	√	√			
2-6 Possession (physical control over) and/or use of tobacco or nicotine products, e-cigarettes or cigarette lighters	Use/Possession of Drugs	√	√	√	√	√	√			
2-7 Disregard for the direction of school personnel causing interruption to the instructional environment	Disruption	√	√	√	√	√	√			
2-8 Disruptive behavior on the school bus	Disruption	√	√	√	√	√	√			
2-9 Gambling-participating in games of chance for money or things of value	Other	√	√	√	√	√	√			
2-10 Fighting-Physical aggression with no injuries	Fighting	√	√	√	√	√	√			
2-11 Leaving school without permission	Inappropriate/out of bounds Location	√	√	√	√	√	√			
2-12 Repeated/documenting Level 1 offenses (i.e., 2 or more within 2 weeks)	Other	√	√	√	√	√	√			
2-13 Fraudulent making or altering of a document	Forgery	√	√	√	√	√	√			
2-14 Directed profanity or inappropriate language	Inappropriate Language	√	√	√	√	√	√			
3-1 Harassment based profane, obscene or seriously offensive language or gestures or behavior. Harassment based on race, color, national origin, sex, gender, sexual orientation, age, religion, gender identity, gender expression or disability	Harassment	√	√	√	√	√	√	√		
3-2 Overt display of gang affiliation	Gang Affiliation	√	√	√	√	√	√	√		
3-3 Bullying (see 7:180 in definition of bullying) before assigning an intervention or consequence	Bullying	√	√	√	√	√	√	√		
3-4 Vandalism or criminal damage to property at a cost less than \$500	Property Damage/Vandalism	√	√	√	√	√	√	√		

1-1 to 1-17: Teacher managed behavior.

Behavior	SWIS Category	Instructive, corrective, or restorative response with the student and strategy to prevent recurrence	Detention- Lunch	Detention- Before or After-School	Parent/Guardian contact with focus on the following: a. behavior of concern b. strategy to prevent recurrence	Detention- Saturday (notification and approval required by Superintendent or designee)	Skill-building suspension up to 3 days Ranging from a period-3 full days	Skill-building in-school, out of school, (or combination) up to five days (notification and approval required by Superintendent or designee)	10 days suspension (justification submitted for approval by Superintendent or designee)	Request for board hearing
3-5 Fighting- physical contact that causes injury	Fighting	√	√	√	√	√	√	√		
3-6 Theft or possession (physical control over, such as contained in clothing, lockers, or bags) of stolen property that costs less than \$150	Forgery/Theft/Plagiarism	√	√	√	√	√	√	√		
3-7 Trespassing school grounds, property or remaining on school grounds after receiving a request to depart	Inappropriate Location/ Out of Bounds	√	√	√	√	√	√	√		
3-8 Knowingly or intentionally using the District network or information technology for inappropriate reasons	Technology Violation	√	√	√	√	√	√	√		
3-9 Possession of any dangerous object as defined by this SCC's reference guide	Other	√	√	√	√	√	√	√		
3-10 Initiating or participating in inappropriate physical contact with school personnel with no intention to harm	Physical Aggression	√	√	√	√	√	√	√		
3-11 Inappropriate consensual sexual activity (developmental)	Other	√	√	√	√	√	√	√		
4-1 Extortion- obtaining money or information from another by coercion or intimidation	Other	√	√	√	√	√	√	√	√	√
4-2 Aggravated assault- with weapon, or any assault against school personnel	Physical Aggression	√	√	√	√	√	√	√	√	√
4-3 Theft of stolen property that cost more than \$150	Forgery/Theft/Plagiarism	√	√	√	√	√	√	√	√	√
4-4 Use of intimidation, credible threats of violence, coercion, or persistent severe bullying	Harassment	√	√	√	√	√	√	√	√	√
4-5 Gang activity (coordination, recruitment, repetitive activity) or overt displays of gang affiliation	Gang Affiliation	√	√	√	√	√	√	√	√	√
4-6 Inappropriate sexual conduct (does not involve the use of force)	Other	√	√	√	√	√	√	√	√	√
4-7 Engaging in or attempting any illegal behavior which interferes with the school's educational process	Disruption	√	√	√	√	√	√	√	√	√
4-8 Persistent or severe acts of sexual harassment	Harassment	√	√	√	√	√	√	√	√	√
4-9 False activation of a fire alarm (school facility to be evacuated or emergency services notified)	Bomb Threat/False alarm	√	√	√	√	√	√	√	√	√
4-10 Use of any computer, including social networking, or use of any information and technology device to threaten, stalk, harass, bully or otherwise intimidate others information security system	Technology Violation	√	√	√	√	√	√	√	√	√
4-11 Vandalism that results in damage exceeding \$500	Property Damage	√	√	√	√	√	√	√	√	√
4-12 Use or possession of illegal drugs, narcotics, controlled substances, "look alikes" of such substances, alcohol, or contraband ("Case by case for "look alikes")	Use or possession of drugs	√	√	√	√	√	√	√	√	√
4-13 Participating in mob action – a large or disorderly group of students using force to cause injury to a person or property	Physical Aggression	√	√	√	√	√	√	√	√	√
4-14 Use, possession, and/or concealment of a firearm /destructive device or other weapon	Use or Possession of a weapon	√	√	√	√	√	√	√	√	√
4-15 Intentionally causing or attempting to cause all or a portion of the District's network to become inoperable	Technology Violation	√	√	√	√	√	√	√	√	√
4-16 Arson – knowingly damaging, by means of fire or explosive	Arson	√	√	√	√	√	√	√	√	√
4-17- Bomb threat	Bomb Threat	√	√	√	√	√	√	√	√	√
4-18 Robbery – (involves force/threatening)	Forgery/Theft/Plagiarism	√	√	√	√	√	√	√	√	√
4-19 Sale/Distribution or Intent to sell illegal substance	Use & possession of (Alcohol, Drugs, or Tobacco)	√	√	√	√	√	√	√	√	√
4-20 Sex acts that include the use of force	Physical Aggression	√	√	√	√	√	√	√	√	√

District officials will share information with appropriate law enforcement agencies according to the District's reciprocal reporting system and as required by law.

In addition The Right to Privacy in the School Setting Act (P.A. 099-0460) was amended and now states:

- Students and parents/guardians that the school may not request or require students to provide their passwords for their social networking profiles/websites.
- However, the school/district may conduct an investigation, or require a student to cooperate in an investigation, if there is specific information about an activity on the student's account on a social networking site that violates a school disciplinary rule or policy.
- Notice that, in the course of an investigation, a student may be required to share the content that is reported in order to make a factual determination.

GLOSSARY:

Aggravated Assault – An act that causes serious physical harm to another student or school community member, may involve the use of a weapon.

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

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

Vandalism (Property Damage) – Willful and malicious acts of damage or defacement to school property, which includes but is not limited to graffiti, school pranks that cause major disruption. (Over \$500)

Disruption – Eating, drinking, being too loud, standing, running, loitering, throwing objects, talking out of turn, or other behavior that distract student learning.

District – Maywood-Melrose Park-Broadview School District 89

Drugs – Includes controlled substances and illegal substances, as well as "look a-likes" which include any substance that, by appearance, representation, or manner of distribution, would lead a reasonable person to believe that the substance is an illegal drug or other controlled substance.

Electronic Device (Technology Violation) – Any device that includes, but is not limited, to radios, CD players, iPods, MP3 players, DVD players, handheld game consoles, cellular telephones, Blackberries, and laptop computers, as well as any new technology developed with similar capabilities.

Extortion – Obtaining money, property or services from another student or school community member through coercion.

Fighting – Two or more students engaged in a physical confrontation where it is unclear which student is the aggressor and which student is the victim. (May or may not cause injury.)

Harassment – Unwelcome, intimidating, and/or offensive verbal, written, graphic, or physical conduct relating to a student or school community member's actual or perceived age, race, color, sex, sexual orientation, gender identity, gender-related identity or expression, national origin, ancestry, religion, disability, English language proficiency, being homeless, order of protection status, socioeconomic status, political beliefs, actual or potential parental status including pregnancy, association with a person or group with one or more of these actual or perceived characteristics, or any other distinguishing characteristic. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Possession – Physical control over property (whether lost, found, or stolen.) 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. Students who are under the influence of any prohibited substance are considered to be in possession of the prohibited substance.

Robbery – Taking or attempting to take the property of another student or school community member by force or threat of force or by putting the victim in fear.

School Grounds/Property – Any property owned or utilized by School District 89.

Sexual Act (Consensual or Singular) – Exposing or touching one’s own or mutually touching one’s genitals, breast, or buttocks or those sexual parts of another person, engaging in intercourse, oral sex, or simulated sex.

Sexual Act that may include force (Non-Consensual) – Exposing or touching another’s genitals, breasts, or buttocks or those sexual parts of another person, engaging in intercourse, oral sex, or simulated sex without consent. May involve the use of force.

Theft – Taking of another student’s or school community member’s property without that person’s permission.

Weapon – Includes any of the following, but is not limited to, any object, device, or instrument designed to threaten or produce bodily harm; any firearms, whether loaded or unloaded; cap guns; simulated guns; pellet guns or BB guns; knives; box cutters; cutting instruments; scissors; mace; simulated weapons.

CODE OF CONDUCT

EXTRA CURRICULAR ACTIVITY POLICY

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 including graduation.

SCHOOL BUILDING SECURITY

At the discretion of the Administration, school officials may use handheld metal detector scanners on students entering District 89 schools on a random basis. Students and their book bags may be searched if school officials have a reasonable suspicion to believe the student has violated school rules or the law. School officials may inspect and search, without notice or consent of a student, any places and areas on school property including but not limited to lockers, desks, and personal effects left by students in those places or areas. Students have no reasonable expectation of privacy in these areas.

BULLYING AND SCHOOL VIOLENCE

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

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

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

If you have information about bullying, harassment, school violence, and/or a threat of one these actions. It does not matter whether you are the target of bullying or think someone is being bullied, please report it. Tell any school staff member. You may do this in person, by phone, or by email. You may make an anonymous tip.

An Administrator will:

- Acknowledge and review your report.
- Treat your report with privacy and respect.
- Investigate your report.
- Take appropriate action that may include increased monitoring and supervision, restructuring schedules, additional resources, and disciplinary action, among others.
- Provide you with feedback, if appropriate.

If you would like additional information please refer to the District Policy on Bullying which can be found online and/or you can request a hard copy from the District Office. (Policy 7:180)

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. The Board of Education prohibits 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 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.

A "gang" for purposes of this policy is any group of two or more persons whose purposes include the commission

of illegal acts.

The Student Code of Conduct Policy in its entirety (Policy 7:190) can be found on www.maywood89.org

DUE PROCESS

DUE PROCESS FOR SUSPENSION AND EXPULSION

Typically, before a student is suspended out-of-school, the charges will be explained to the student and the student will be given an opportunity to respond. However, a pre-suspension conference is not required when the student's presence poses a continuing danger or an ongoing threat of disruption. In that event, the conference will occur as soon as practicable. When an out-of-school suspension is imposed, the parent/guardian may request a review of the suspension. Review hearings are conducted by the Board of Education or a hearing officer appointed by the Board of Education.

Before a student is expelled from school, the School District will provide notice and an opportunity for a hearing before the Board of Education or a hearing officer appointed by the Board of Education.

DISCIPLINE PROCEDURES FOR STUDENTS WITH IEPs

District 89 will follow guidelines for discipline of special education students, as stated in the Individual with Disabilities Education Act. The Individualized Education Program (IEP) will be followed. The IEP team will determine if any modifications need to be made to a student's Individual Education Program. For additional information, see Policy 7:230 (Misconduct by Students with Disabilities).

EIGHTH GRADE ACTIVITIES

There are special eighth grade activities for students. Participation in these special activities is strictly a privilege.

All 8th grade parents are strongly encouraged to attend the 8th grade parent meeting in the fall. If a parent is unable to attend the parent meeting, it is their responsibility to be aware of the following expectations. 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 an 8th grade trip, and banquet. 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.

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.

EXTRA-CURRICULAR ACTIVITIES

ATHLETICS

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

BAND AND ORCHESTRA PROGRAMS

Students are given an opportunity to study a band or orchestra instrument beginning in the 3rd and 4th grades. Children may rent their instruments and are responsible for the rental agreement. 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, Concert Orchestra and Middle School Jazz Band. After experience at the beginning or intermediate level, and if the child shows ability, he/she may participate with the advanced groups.

ATTENDANCE PROCEDURES

ABSENCE PROCEDURES

In the event of a student absence, a parent shall call the school before 8:00 a.m. (for 6-8 grades) or 8:45 a.m. (for K-5 grades) 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, 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 will make 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. 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 Regional Truancy Program. The law in Illinois defines a chronic truant as a child who is absent from school without a valid cause for 9 or more of the previous 180 attendance days. (105 ILCS 5/26-2a)

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. Tardy is defined as arriving late and/or leaving early from the school day. Students who are tardy must report to the school office and obtain a tardy slip before entering class.

The School District will attempt to contact and confer with the parent/guardian of a student who is chronically tardy or truant.

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 and lunch will be provided daily. 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.

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 establishments. Students should not bring candy, chips, or beverages (besides water).

PARENTAL 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.

PARENT ADVISORY COUNCIL

The Parent Advisory Council will serve as an advisory group to the School Board by acting as liaison between the

School Board and the school they represent on policy and initiatives. The Council consists of representatives nominated by school principals, one (1) main delegate and one (1) alternate delegate from each school. Additional information may be found at www.maywood89.org/parent-advisory-council/

SCHOOL VOLUNTEERS

The Director of Human Resources must approve all school volunteers or school volunteer programs. In addition, all volunteers will be required to submit to a criminal background check before being allowed to volunteer.

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 November 20 from noon-7:00 p.m. and on April 18 from noon-7:00 p.m. Report cards will be distributed on November 13, February 4 and April 9. 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 to determine a student's grade. Parents will 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.

HOMWORK ASSIGNMENTS

Homework assignments are given regularly by individual teachers and are an integral part of the student's learning program. Parents/guardians should monitor students to ensure that homework is completed.

HOMWORK 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 during each grading period. Progress reports will be sent home on September 21, November 20, February 15 and April 18.

LETTERS OF RETENTION

Please review the District's Policy on Retention for additional information.

SENDING REPORTS TO DIVORCED PARENTS

In the absence of any court order to the contrary, upon the request of either parent of a student whose parents are divorced, any of the following records that are furnished by the school district to one parent must be furnished by mail to the other parent: reports or records that reflect the student's academic progress, reports of the student's emotional and physical health, notices of school-initiated parent-teacher conferences, notices of major school-sponsored events (such as open houses) that involve student-parent interaction, and copies of the school calendar regarding the child.

No such reports or records shall be provided to a parent who has been prohibited by an order of protection (or other court order) from inspecting or obtaining school records of the student.

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.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

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 MTSS 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.

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 \$29.00 per hour. All after school tutors are certificated teachers.

HOMEBOUND TUTORING

Home/hospital services are provided to a student when a licensed medical physician determines that the student, due to a medical condition, will be out of school for a minimum of two consecutive weeks of school (10 days) or more or on an ongoing intermittent basis. The goal of home/hospital is to afford the student experiences equivalent to those afforded to other students at the same grade level and are designed to enable the student to return to the classroom. Thus, the substance or content of the instruction, generally academic, is to enable the student to remain synchronized with the other students in his or her class.

SPECIAL EDUCATION

The School District actively seeks out children within the District who may be eligible for special education and related services. Procedures developed to fulfill the child find responsibility include:

1. Annual and ongoing screenings of children under the age of five for the purpose of identifying those who may need early intervention or special education and related services.
2. Ongoing review of students' performance and progress by teachers and other professional personnel, in order to refer those children who may be eligible for special education and related services.
3. Conferences with early intervention programs in order to develop a transition plan for implementing an IFSP or IEP no later than the third birthday of each eligible child

As mandated by the State of Illinois, District 89 provides services to meet the unique needs of students with disabilities or exceptional characteristics. These classes and services are available to students who qualify under IDEA. Detailed information is available in the Student Services Department.

Offerings and services include the following:

1. Resource Services
2. Self-Contained Services
3. RISE Program
4. Deaf and Hard of Hearing Program

TRANSITIONAL BILINGUAL EDUCATION
TRANSITIONAL PROGRAM OF INSTRUCTION
DUAL LANGUAGE

English language learners in District 89 have access to their grade-level curricula through instruction that applies best practices and strategies for academic success and second language acquisition. Our programs have been designed to comply with the State of Illinois Guidelines (Section 228.5-228.60) and includes: a) Identification of non-English background students using the Home Language Survey, b) Initial English language screening using the MODEL screener for kindergarten and WIDA screener for grades 1-8, c) Annual English language assessment using the State ACCESS test, d) Instructional program, d) Follow-up or reclassification to ensure academic progress.

Dual language education is an approach to delivering bilingual education by maintaining and enriching the target language (Spanish) and adding English. The program allows for a balanced group of native English speakers and speakers of another language (Spanish), or speakers of the same language other than English (Spanish) to receive instruction in the same classroom in both languages beginning in preschool or Kindergarten through 5th grade. The goals of District 89 dual language program are: a) Increase student achievement, b) Obtain proficiency and fluency in both languages, c) Promote cross-cultural understanding.

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

MAYWOOD | MELROSE PARK | BROADVIEW

David Negron, Ed.D
Superintendent of Schools

BOARD OF EDUCATION

Gwaine Dianne Williams, President
Veronica Bonilla-Lopez, Vice President
Marie E. Urso, Secretary
Sally Casillas, Member
Jesse Macias, Member
Kasharii Parker, Member
Regina Rivers, Member

DISTRICT OFFICE

906 Walton
Melrose Park, IL 60160-3540
P: 708.450.2460
F: 708.450.2461
www.maywood89.org

Emerson School
708.450.2002

Garfield School
708.450.2009

Irving Middle School
708.450.2015

Jane Addams School
708.450.2023

Lincoln School
708.450.2036

Melrose Park School
708.450.2042

Roosevelt School
708.450.2047

Stevenson Middle School
708.450.2053

Washington Dual
Language Academy
708.450.2065

Buildings and Grounds
708.450.2190

Van Buren Family
Education Center Building
708.450.2060

Parents Right-To-Know August, 2018

*For Advising Parents of the Right to Know Information about a Teacher's Qualification as
Required by NCLB (Section 1111(6)(A) ESEA.)
Guidance C-6*

Dear Parent/Guardian,

At _____ School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher meets state qualifications and certification requirements for grade level and subject he/she is teaching,
- Where the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at _____.
School Phone Number

Sincerely,

School Principal

DISTRICT 89 SCHOOLS
Kindergarten thru 5th Grade
SCHOOL SUPPLY LIST
2018 ~ 2019

- Supplies may need to be replenished as needed
- Gym shoes are required for Physical Education class
- PLEASE NOTE: **Additional items may be requested, by the individual teacher, at the beginning of the school year.**

KINDERGARTEN

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

1st GRADE

1 package 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 package of 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	1 package of pencils
1 bottle of glue	1 box of colored pencils
2 highlighter markers	1 box of washable markers
1 package of dry erase markers & 1 eraser	1 headphone for computer (available at the Dollar Store)

3rd GRADE

1 package of pencils/sharpener	5 spiral notebooks
1 box of crayons 24 count	1 box of Kleenex
1 package of color pencils	1 package of wide ruled paper (200-count)
1 bottle of white glue & glue stick	1 large eraser
1 pair of scissors	1 box of washable markers
1 ruler	1 package of index cards 3x5
5 pocket folders (plain)	1 headphone & flash drive for computer
1 package of dry erase markers & 1 eraser	

4th GRADE

4 spiral notebooks	1 package of index cards
4 plain pocket folders-Blue, red, yellow, green	1 covered pencil sharpener
1 package of pens (black, blue, red)	1 highlighter marker
1 package of pencils	1 package of wide ruled paper (200-count)
1 box of washable markers	1 bottle of white glue
1 box of colored pencils	1 pair of scissors
1 ruler	1 box of Kleenex
Trapper Keeper with zipper	1 protractor
2 composition notebooks	1 headphone & flash drive for computer

5th GRADE

1 package of pencils	1 box of washable markers
4 spiral notebooks	1 bottle of white glue
4 plain pocket folders-Blue, red, yellow, green	3 highlighters
1 box of colored pencils	1 box of Kleenex
1 package of notebook paper	1 ruler
1 package of pens (black, blue, red)	1 pair of scissors
1 protractor	1 Trapper Keeper with zipper
2 composition notebooks	1 headphone & flash drive for computer

DISTRICT 89 SCHOOLS

6th thru 8th Grade

SCHOOL SUPPLY LIST

2018 ~ 2019

- Supplies may need to be replenished as needed
- Gym shoes are required for Physical Education class
- **PLEASE NOTE: Additional items may be requested, by the individual teacher, at the beginning of the school year.*

6th GRADE

2 packages of pencils	1 pair of scissors
1 calculator (TI-30X IIS – Preferred)	1 package of college-ruled paper
1 bottle of white glue	6 folders 2 pocket
1 box of Kleenex	6 spiral notebooks
1 package of colored pencils	1 ruler
1 3-ringed binder	1 box of washable markers
1 pencil sharpener	1 package of pens (black or blue)
1 package of dry-erase markers	1 package of index card 3x 5
1 headphone and flash drive (4G preferred) for computer	

7th & 8th GRADE

1 package of college-ruled paper	1 package of pens (black or blue)
1 package of colored pencils	2 packages of pencils
1 pair of scissors	1 pencil sharpener
1 box of washable markers	1 bottle of glue
6 folders 2 pocket	1 package of highlighters
1 package of index cards 3x5	1 3-ringed binder
1 calculator (TI-30X IIS- Preferred)	1 package of dry-erase markers
1 box of Kleenex	6 spiral notebooks
1 headphone and flash drive (4G preferred) for computer	

BOARD OF EDUCATION

Gwaine Dianne Williams, President

Veronica Bonilla-Lopez, Vice President

Marie E. Urso, Secretary

Sally Alondra Casillas, Member

Jesse Macias, Member

Kasharii Parker, Member

Regina Rivers, Member

ADMINISTRATION

David Negron, Ed.D., Superintendent

Barbara Dahly, M.Ed., Assistant Superintendent of Curriculum

David Brusak, M.Ed., Assistant Superintendent of Human Resources

Caroline Pate-Hefty, Ed.D., Director of Student Services

Maribel Taboada, M.Ed., Director of Bilingual Services

Valarie M. Watkins, M.Ed., Director of Assessments and Grants

Raymond A. Lauk, Ph.D., Business Manager

QUESTIONS OR COMMENTS SHOULD BE ADDRESSED TO:

Level Contact
Classroom Teacher
Individual School Principal
Instructional Matters Assistant Superintendent of Curriculum
Special Education Director of Student Services
Transportation, Food Services, Financial Services Business Manager
Staff/Personnel Human Resources
Community Relations Communications Coordinator
Any other issues related to the schools Superintendent

Members of the community are encouraged to bring any issue before the publicly elected Board of Education. **Meetings are held the 2nd Thursday of each month at 6:00 p.m.** Please refer to the District calendar for specific meeting dates