

# **Parent Student Handbook 2023-2024**



# **DISTRICT 89**

MAYWOOD | MELROSE PARK | BROADVIEW

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

Dr. David Negron, Superintendent

#### ABOUT THIS HANDBOOK

This handbook provides a summary of the School District's policies and procedures, and the District reserves the right to amend its policies, procedures, and the handbook at any time. This 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 and discuss it with your child.

#### 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/PTO

Join your PTA/PTO 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**

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

## **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
Pesticide Applications .....	5
No Discrimination .....	5
Equal Education Opportunities.....	5
Uniform Grievance Procedure...	6
Calendar ... ..	7-8
Enrollment Procedures .....	9
Homeless Children.....	12
Uniform Policy... ..	12
School Procedures ... ..	15
Computer/Internet Access & Use .....	15
Student Records .....	15
Student and Family Privacy Rights.....	18
Health Examination Requirements ... ..	20
Safety and Health Services ... ..	22
Suicide and Depression Awareness and Prevention.....	23
Student Athlete Concussions and Head Injuries .....	23
Student Code of Conduct .....	25
Due Process ... ..	33
Search and Seizure.....	33
Eighth Grade Activities .....	34
Extra-Curricular Activities .....	34
Attendance Procedures ... ..	35
Transportation.....	37
Bus Conduct.....	37
Early Dismissals and Closings .....	38
Breakfast/Lunch Programs .....	39
Parental Involvement .....	40
Report Cards and Grades .....	41
Special Education .....	43
Education of Children with Disabilities.....	44
Misconduct by Students with Disabilities.....	44
Transitional Bilingual Education/Transitional Program of Instructions/Dual Language .....	44
School Compact .....	45
Parents Right-To-Know Letter .....	46
District-Wide School Supply List .....	47

## **DIRECTORY OF SCHOOLS**

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

## **PESTICIDE APPLICATIONS**

Effective August 15, 1999, the Illinois General Assembly passed PA 91-0099 (SB527) requiring that public schools notify parents/guardians and school employees at least two business days prior to any pesticide applications on school grounds. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobials (such as disinfectants, sanitizers, or deodorizers), insecticide baits, and rodenticide baits.

## **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 Executive Director of Student Support Services, 906 Walton Street, Melrose Park, IL 60160, telephone (708) 450-2460. The Executive Director of Student Support Services serves as the District's Disabilities Coordinator.

## **EQUAL EDUCATIONAL OPPORTUNITIES (7:10)**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further the district will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities. All buildings will be equipped with a gender-neutral restroom. Gender support plans are available upon request. Any student may file a discrimination grievance by using

the Uniform Grievance Procedure.

### **UNIFORM GRIEVANCE PROCEDURE (2:260)**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board Policy or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act
5. Equal Employment Opportunities Act
6. Sexual harassment
7. Breastfeeding accommodations for students
8. Bullying
9. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, programs
11. Victims' Economic Security and Safety Act
12. Illinois Equal Pay Act of 2003
13. Provision of services to homeless students
14. Illinois Whistleblower Act
15. Misuses of genetic information and Titles I and II of the Genetic Information Act
16. Employee Credit Privacy Act

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

### **COMPLAINT MANAGERS**

David Brusak and Suzanne Bement

# MAYWOOD-MELROSE PARK-BROADVIEW SCHOOL DISTRICT 89

Board Approved 3/14/2023  
State Approved 5/3/2023

## 2023-2024 Official School Calendar

"Building Bright Futures"

July 2023				
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				

School Day Kindergarten - 5th 8:35 am - 3:20 pm  
Kindergarten - 5th Early Dismissal Days 2:20 pm

School Day Middle School 6th - 8th: 7:55 am - 2:35 pm  
Middle School 6th - 8th Early Dismissal Days 1:30 pm

January 2024				
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		

August 2023				
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	

Teacher Institute Days August 16,17,18  
First Day of Class for ALL Students August 21  
Labor Day Holiday - NO SCHOOL September 4  
Parent/Teacher Conferences 4-7 pm (Middle School) October 5  
Parent/Teacher Conferences 4:30-7:30 pm (K-5) October 5  
Parent/Teacher Conferences 9-12 pm NO SCHOOL October 6  
Columbus Day - NO SCHOOL October 9  
FIRST QUARTER ENDS (44 Days) October 24  
Report Cards Sent Home November 2  
Thanksgiving Break November 22,23,24  
Winter Break Dec. 25 - Jan. 5  
School Resumes January 8  
# SECOND QUARTER ENDS (44 DAYS) January 11  
Dr. Martin Luther King Jr. Day - NO SCHOOL January 15  
Report Cards Sent Home January 22  
Parent/Teacher Conferences 4-7 pm (Middle School) February 15  
Parent/Teacher Conferences 4:30-7:30 pm (K-5) February 15  
Parent/Teacher Conferences 9-12 pm NO SCHOOL February 16  
Presidents' Day - NO SCHOOL February 19  
THIRD QUARTER END (44 Days) March 18  
NO SCHOOL March 19  
Spring Break March 22 - March 29  
School Resumes April 1  
Report Cards Sent Home April 8  
Memorial Day - NO SCHOOL May 27  
Reports Cards Sent Home May 29  
Last Day if NO "Emergency Days" used May 29  
Last Day if 5 "Emergency Days" used June 5

February 2024				
M	Tu	W	Th	F
			1	2
5	*6	7	8	9
12	*13	14	15	PTC
19	*20	21	22	23
26	*27	28	29	

September 2023				
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

October 2023				
M	Tu	W	Th	F
2	*3	4	5	PTC
9	*10	11	12	13
16	*17	18	19	20
23	*24	25	26	27
30	*31			

November 2023				
M	Tu	W	Th	F
		1	2	3
6	*7	8	9	10
13	*14	15	16	17
20	*21	22	23	24
27	*28	29	30	

December 2023				
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

### BOARD OF EDUCATION MEETINGS

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

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

\*Early Dismissal Days

March 2024				
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 2024				
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			

May 2024				
M	Tu	W	Th	F
		1	2	3
6	*7	8	9	10
13	*14	15	16	17
20	*21	22	23	24
27	*28	29	ED	ED

June 2024				
M	Tu	W	Th	F
ED	ED	ED	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Revised 4/27/2023



Aug-22				
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	

Sep-22				
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

Oct-22				
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			

Nov-22				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Dec-22				
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

Jan-23				
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		


AM Session:  
8:10-10:40 am

## D89 PRESCHOOL FOR ALL OFFICIAL SCHOOL CALENDAR 2023-2024

PM Session:  
11:40-2:10 pm

Feb-23				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

Color Key:      Holiday      Screening Day      Parent/Teacher Conference

 = Family Workshop During the Instructional Day

Mar-23				
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

Apr-23				
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			

May-23				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Jun-23				
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

Jul-23				
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		

August		
Teacher Institute Days		16, 17, 18
PFA Meet + Greet		22
First day of School		23
September		
Screening Date- No School		1
Labor Day- No School		4
Family Workshop		27
October		
Screening Date- No School		5
Parent Teacher Conference 4:30-7:30 pm		5
Parent Teacher Conference 9-12 pm - No School		6
Columbus Day - No School		9
First Quarter Ends		24
November		
Development + Learning Reports Sent Home		2
Thanksgiving Break- No School		22-24
December		
Family Workshop		15
Winter Break- No School		25-29
January		
Winter Break- No School		1-5
School Resumes		8



District Office	708-450-2460
Emerson	708-450-2002
Garfield	708-450-2009
Jane Addams	708-450-2023
Lincoln	708-450-2036
Melrose Park	708-450-2042
Roosevelt	708-450-2047
Washington	708-450-2065

January (Cont.)		
Second Quarter Ends		11
Dr. Martin Luther King Jr. Day- No School		15
Development + Learning Reports Sent Home		22
Screening Date- No School		26
February		
Screening Date- No School		15
Parent Teacher Conference 4:30-7:30 pm		15
Parent Teacher Conference 9-12 pm - No School		16
President's Day - No School		19
March		
Family Workshop		14
Third Quarter Ends		18
No School		19
Spring Break- No School		22-29
April		
School Resumes		1
Development + Learning Reports Sent Home		8
Screening Date- No School		12
May		
Family Workshop		10
Last Day of School Celebration		22
Development + Learning Reports Sent Home		22

Total Days

Color Print ONLY

## **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 30 days, within the school boundary and proof of legal custody. The following are acceptable proofs of residency:

#### **Category I (One Item for purposes of establishing identity as the parent or guardian)**

- ☐ Illinois Driver's License
- ☐ Illinois State Identification Card
- ☐ Passport
- ☐ Firearm Owners Identification Card
- ☐ Legal Identification Card (Matricula) from Consulate of Native Country of Origin

#### **Category II (Three Items for purposes of establishing residency in District 89)**

- ☐ Illinois Driver's License
- ☐ Illinois State Identification Card
- ☐ Firearm Owners Identification Card
- ☐ Home Insurance Policy
- ☐ Auto Registration
- ☐ Credit Card Bill
- ☐ Gas or Electric or Water Bill
- ☐ Paycheck Stub
- ☐ Phone or Cable Bill
- ☐ Public Assistance Documents
- ☐ Voter Registration Card
- ☐ Bank Statement
- ☐ W-2 Form
- ☐ Property Tax Bill
- ☐ Legal Identification Card (Matricula) from Consulate of Native Country of Origin
- ☐ Apartment or House Lease, Title, or Mortgage Documents. Letters from landlords are not accepted.

#### **Category III Only for Preschool (One Item for purposes of establishing proof of family income for PFA Grant Requirement)**

- ☐ Paycheck Stubs (two most recent, consecutive)
- ☐ Tax Return (most recent)
- ☐ Proof of Supplemental Nutrition Assistance Program (SNAP) benefit
- ☐ Verification/letter from employer
- ☐ Proof of Temporary Assistance for Needy Families (TANF) enrollment
- ☐ Proof of WIC benefit
- ☐ Proof of Supplemental Security Income (SSI) benefit
- ☐ W-2 Form
- ☐ Proof the family receives Child Care Assistance Program (CCAP)
- ☐ Proof that parent is enrolled in Medicaid (a medical card with the child's name does not prove income eligibility)

**All items must be valid and contain the current District 89 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.

**Helpful Tips**

- All bills, statements, etc, must be dated within the last 30 days. Outdated paperwork will not be accepted.
- The address on the bill, statement, etc, must match.

**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

(325 ILCS 50/5) Within 30 days of enrollment, the person enrolling the student must provide either: (1) a certified copy of the student's birth certificate; or (2) other reliable proof (as determined by the Department of State Police) of the student's identity and age and affidavit explaining the inability to produce a copy of the birth certificate.

**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.

## **HOMELESS CHILDREN**

Homeless Children Parents/Guardians who feel they may be eligible for benefits under the McKinney-Vento Homeless Assistance Act should contact the school homeless liaison. Board of Education policy 6:140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

## **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 PreK- 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 PreK-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 PreK – 5

1. Fastened or tied gym shoes
2. No jewelry

#### GRADES 6 - 8

1. Gym uniform
2. Fastened or tied gym shoes
3. Athletic socks
4. 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.

### **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 school and is available in the principal's office for parent viewing. The Technology Use Policies and Guidelines will be issued for parents to sign upon receiving a district device (iPad – PreK-1<sup>st</sup>, laptop 2<sup>nd</sup> – 8<sup>th</sup>).

## **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**

Refer to Family Educational Rights and Privacy Act of 1974, and the Illinois School Student Records Act of 1975. All surveys requesting personal information from students will comply with Board Policy 7:15 (Student and Family Privacy Rights.)

## **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.

For more information, reference Board policy 7:340 – Student Records.

## 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.

## **7:15 STUDENT AND FAMILY PRIVACY RIGHTS**

### SURVEYS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### SURVEYS CREATED BY A THIRD PARTY

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the

subject matter of the questions.

## **SURVEY REQUESTING PERSONAL INFORMATION**

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

## **INSTRUCTIONAL MATERIAL**

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

## **PHYSICAL EXAMS OR SCREENINGS**

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

## **SELLING OR MARKETING STUDENTS' PERSONAL INFORMATION IS PROHIBITED**

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.

4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

## **NOTIFICATION OF RIGHTS AND PROCEDURES**

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

## **HEALTH EXAMINATION REQUIREMENTS**

In accordance with rules adopted by the Illinois Department of Public Health, students must have periodic physical examinations. The required examinations are upon entering:

- Prior to the date of entering school and students transferring into Illinois from outside of the State or outside of the country
- Preschool
- Kindergarten
- 6<sup>th</sup> Grade
- An annual sports physical is required of all students participating in intramural and extracurricular sports activities.

## **IMMUNIZATION REQUIREMENTS**

Immunizations must be completed according to the schedule of the Illinois Department of Public Health:

<https://dph.illinois.gov/topics-services/prevention-wellness/immunization.html>

All forms are due in the school office by the first day of school. Failure to comply with these requirements on or before October 15 of the current school year will result in the child's exclusion from school until the required health forms are presented to the district. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations.

## **DENTAL REQUIREMENTS**

The State of Illinois requires that all children entering kindergarten, second, and sixth grade have a dental examination. The dental examination must be completed within 18 months prior to the May 15th deadline of each year. Proof of Dental Examination is due no later than May 15.

## **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.

### **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.

### **IMMUNIZATION/HEALTH EXAM EXEMPTIONS**

A student will be exempt from the requirements for:

1. Religious or medical grounds if the student's parent/guardian present to the Principal a health care provider signed Certificate of Religious Exemption
2. A health examination or immunizations due to medical grounds if a physician provides written verification.

## **SAFETY AND HEALTH SERVICES**

### **HEALTH SERVICES**

Health Office staff maintain and support student health needs.

### **HEARING AND VISION SCREENINGS**

During the course of the school year, students will receive vision and hearing screenings as required by law. In addition, the district will screen students as a result of any caregiver or teacher referrals, all Special Education students and all new students to District 89.

### **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.

### **ILLNESS OR ACCIDENT IN SCHOOL**

If an accident occurs at school, first aid is administered. Every effort is made to contact the caregiver or emergency contacts provided on the child's emergency card. If a child needs medical treatment beyond first aid, they will be transported by ambulance to a local hospital.

If a child becomes ill during the school day, every effort is made to contact the parent or emergency contacts and



make arrangements for the child to be taken home.

## **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.

## **AED AND CPR TRAINING**

State law requires the Illinois High School Association to post a hands-only cardiopulmonary resuscitation and automated external defibrillators training video on its website. The law also requires the District to notify staff members and parents/guardians about the video. Parents/Guardians and students are encouraged to view the video, which will take less than 15 minutes: <http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx>

## **7:920 SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law.

988 Suicide & Crisis Lifeline, (formerly known as the National Suicide Prevention Lifeline): Text 988

Crisis Text Line: Text HOME TO 741741

Safe2Help Illinois Hotline: Call 844-4-SAFEIL (723345) or Text SAFE2 (72332)

## **7:305 STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
  - a) The Board must appoint or approve members of a Concussion Oversight Team for the District.
  - b) The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
    - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
    - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
  - c) Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
  - d) A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.



- e) A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
  - f) The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
  - g) The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. These specifically require that:
    - a) A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
    - b) A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
    - c) If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
  3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
  4. Require all student athletes to view the Illinois High School Association's video about concussions.
  5. Inform student athletes and their parents/guardians about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
  6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
  7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

## **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 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 (ISS)	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/documented 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 reoccurrence	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 day 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.

### **POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)**

District 89 utilizes Positive Behavior Intervention and Supports (PBIS). PBIS is a proactive systems approach to establishing the behavioral supports and social culture needed for all students to achieve social, emotional, and academic success. Data-based decision-making aligns curricular instruction and behavioral supports to student and staff needs. PBIS focuses on preventing disruptive and unhealthy behavior.

### **SOCIAL EMOTIONAL LEARNING**

District 89 embeds social emotional learning throughout a student’s day including daily morning and closure meetings and weekly social emotional lessons focusing on improving cooperation, communication, and decision-making.

### **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)

## **BULLYING, INTIMIDATIONS, AND HARASSMENT PROHIBITED (7:20)**

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity. Gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical, sexual, or visual that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provisions of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

## **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATIONS, AND HARASSMENT (7:180)**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.



Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics is prohibited in each of the following situations:

During any school-sponsored education program or activity

While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school sanctioned events or activities

Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

### **TEEN DATING VIOLENCE PROHIBITED (7:185)**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of the board policy 7:185, the term teen dating violence occurs whenever a student who is 13-19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **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.

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

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## **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.

### **EARLY CHILDHOOD DISCIPLINE**

Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

## **7:140 SEARCH AND SEIZURE**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent or his/her designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **STUDENTS**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law, Board policy, or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search and given to the Superintendent.

### **SEIZURE OF PROPERTY**

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

## NOTIFICATION REGARDING STUDENT ACCOUNTS OR PROFILES ON SOCIAL NETWORKING WEBSITES

State law requires the District to notify students and their parents/guardians that school officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking site. However, school officials may conduct an investigation and require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or Board policy. In the course of an investigation, the student may be required to share the content from their social networking site in order to allow school officials to make a factual determination.

## EIGHTH GRADE ACTIVITIES

There are special eighth grade activities for students. Participation in these special activities is strictly a privilege. Each school will determine the format of the graduation ceremony.

### SCHOOL ACTIVITIES AND CELEBRATIONS

In all D89 schools, staff and administrators use progressive interventions to change student behaviors. Interventions include a continuum of proven activities, supports and programs to support students' social, emotional, and behavioral health. Interventions are aimed at reducing continued and/ or escalation of violations of the code of conduct, while consequences are actions taken by school administrators in response to a violation of the Code of Conduct. In this approach, the expectation is to repair harm done, restore relationships, and create a pathway back to the classroom and the school. **That said, all school activities and celebrations (Field Days, End of Year Celebrations, 8<sup>th</sup> grade activities, etc.) will not be revoked unless all interventions and disciplinary responses were implemented and documented and/or Level 4 offense occurred.**

In choosing one or more interventions or disciplinary responses for inappropriate or disruptive behavior, school staff and administration will locate that behavior on the Code of Conduct Matrix.

- On the first instance of any inappropriate or disruptive behavior, school staff and administration must first consider one or more interventions or disciplinary responses from the lowest level indicated on the Matrix for that behavior. **Teacher managed interventions must be implemented and documented no less than 4 weeks.**
- If the same behavior is repeated, school staff and administration should consider utilizing one or more interventions or disciplinary responses from the next highest level indicated on the Matrix for that behavior, or any lower level. **If disciplinary responses are chosen, Tier 2 interventions must be implemented and documented for no less than 6 weeks.**
- Staff is encouraged to implement several lower-level interventions before proceeding to higher levels that may involve intensive interventions and disciplinary responses that remove the student from the classroom. **If disciplinary responses are chosen, student will receive Tier 3 interventions for no less than 6 weeks.**
- Once administration reviews interventions and disciplinary documentation with the School Student Services Team and agrees all progressive steps were taken, **administration must consult with Executive Director of Student Services and receive approval before taking action regarding activities and celebrations.**
- There are unique or exceptional circumstances and/or an imminent threat of serious harm to students or staff, that warrant an intervention or disciplinary response at the highest level, **administration must consult and receive approval from the Executive Director of Student Services before taking action regarding activities and celebrations.**

## 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 3<sup>rd</sup> and 4<sup>th</sup> 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.

## **COMPULSORY SCHOOL ATTENDANCE**

This This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades

kindergarten through 8 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

### ABSENTEEISM AND TRUANCY PROGRAM

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in [105 ILCS 5/26-2a](#).
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
  - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the appropriate Intermediate Service Center, truant officers, the Community Truancy Review Board, and a comprehensive community-based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.

12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

## **MONITORING**

Pursuant to State law and policy 2:240, Board Policy Development, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

## **4:110 TRANSPORTATION**

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, unless the Board has certified to the Illinois State Board of Education that adequate public transportation is available or (2) residing within one and one-half miles from their assigned schools where walking to or from school or to or from a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(5)(B) of the Elementary and Secondary Education Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Director of School Site Operations and shall be altered only with the Director of School Site Operation's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

## **7:220 BUS CONDUCT**

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

## **SCHOOL BUS SUSPENSIONS**

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but



not limited to the following:

1. Prohibited student conduct as defined in Board of Education Policy 7:190
2. Willful injury or threat of injury to a bus driver or to another rider
3. Willful and/or repeated defacement of the bus
4. Repeated use of profanity
5. Repeated willful disobedience of the bus driver's or other supervisor's directives
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

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

### **ELECTRONIC RECORDINGS ON SCHOOL BUSES**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

### **PRE-TRIP AND POST-TRIP VEHICLE INSPECTION**

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

## **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](http://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. The District provides free breakfast and lunch for the entire student body.

### **Food Services 4:120**

Good nutrition shall be promoted in the District's meal program and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this provision.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are considered participating schools.

**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.maywood89org/parent-advisory-council/](http://www.maywood89org/parent-advisory-council/)

### **SCHOOL VOLUNTEERS**

The Assistant Superintendent 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 TO AND CONDUCT ON SCHOOL PROPERTY**

The following definitions apply to this policy:

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

**Visitor** - Any person other than an enrolled student or District employee. The Superintendent or designee may post certain school facilities for the community's use on non-school days when they are not being used for school purposes.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface School District property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.

8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/ or where the use occurred.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board.
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

### CONVICTED CHILD SEX OFFENDER

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

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

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

(730 ILCS 152/120) State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

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

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

For more information, reference Board policy 4:175 – Convicted Child Sex Offender; Screening; Notifications.

## **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 PreK-8. Conferences will be held for parents of students on October 5 from 4:00 p.m.-7:00 p.m. (Middle School) 4:30 p.m.-7:30 p.m. (grades PreK-5), October 6 from 9:00 a.m.-noon (all grades), February 15 from 4:00 p.m.-7:00 p.m. (Middle School) 4:30 p.m.-7:30 p.m. (grades PreK-5), February 16 from 9:00 a.m.-noon (all grades). Report cards will be distributed on November 2, January 22, April 8, and May 29. 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.

Teachers in District 89 in grades 2<sup>nd</sup> and 7<sup>th</sup>-8<sup>th</sup> 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.

Teachers in District 89 in grades Kindergarten, 1<sup>st</sup>, and 3<sup>rd</sup>-6<sup>th</sup> use Standards Based Grading (SBG). Art, Music, and Physical Education teachers in K-5<sup>th</sup> use Standards Based Grading. It is common for students to be at a Level 1 and Level 2 for Quarter 1 and Quarter 2 because the reporting standards are written to expectations for the end of the grade level.

#### **SBG Grading Marks**

Level 1 – Developing grade-level expectations

Level 2 – Approaching grade-level expectations

Level 3 – Meeting grade-level expectations

Level 4 – Exceeding grade-level expectations

### **HOMEWORK 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.

### **HOMEWORK ASSIGNMENTS FOR ILL STUDENTS**

If a child will be absent for more than two days (or has been absent for more than two days), the parent/guardian may request that homework be made available. Please allow the school office a full school day to obtain the work from teachers. If work is requested, please be sure to pick it up. We encourage students to engage in learning utilizing the online resources available.

### **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. Students are encouraged to contact their teacher via TEAMS for make-up work. In grades K-2, it is the responsibility of the teacher to identify assigned work missed and schedule any needed make-up tests.

### **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 a full continuum of special education and related services for

those students who meet the specific eligibility criteria as determined by state and federal law. Once eligibility is determined, an Individualized Education Program (IEP) is developed. The student's IEP will determine the services and amount of time necessary to meet the student's academic, behavioral, and social emotional needs. Services are provided in the least restrictive environment. These services can include:

- Resource Services
- Self-Contained Services
- Deaf and Hard of Hearing Program
- Social Work Services
- Speech/Language Services
- Occupational or Physical Therapy
- Vision Itinerant
- Autism and Behavioral Consultants
- Transportation

## **6:120 EDUCATION OF CHILDREN WITH DISABILITIES**

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," as used in this Policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in federal and State laws, regulations, and rules that special education services are needed.

## **7:230 MISCONDUCT BY STUDENTS WITH DISABILITIES**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. The Superintendent may designate at least one staff member as a behavioral intervention consultant who shall oversee the implementation of this policy.

## **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 5<sup>th</sup> 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.

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**STUDENT**

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**TEACHER**

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**PARENT/GUARDIAN**



# DISTRICT 89

MAYWOOD | MELROSE PARK | BROADVIEW

David Negrón, Ed.D  
Superintendent of Schools

## BOARD OF EDUCATION

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Jesse Macias, Secretary  
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Shakeesta Williams, 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, 2023

### *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

For more information, reference Board policy 5:190 Teacher Qualifications.

# Kindergarten School Supply List 2023-2024



- 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.**

- ☐ 24 count sharpened pencils
- ☐ 1 large eraser
- ☐ 2 boxes of crayons 24 count
- ☐ 1 pack washable markers – classic colors, broad
- ☐ 1 pack dry erase markers
- ☐ 1 bottle of white glue
- ☐ 4 glue sticks
- ☐ 1 pair of scissors
- ☐ 1 pack of index cards
- ☐ 2 pocket folders
- ☐ 1 school supply box
- ☐ 2 large boxes of Kleenex
- ☐ 1 roll of paper towels
- ☐ 1 box of baby wipes
- ☐ 1 container of disinfecting wipes
- ☐ 1 box Ziploc baggies – Gallon Size
- ☐ 1 pair of headphones for Computer
- ☐ Change of clothes



# 1<sup>st</sup> Grade

## School Supply List

### 2023-2024



- 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.**

- ☐ 2 boxes of 24 count sharpened pencils
- ☐ 1 large eraser
- ☐ 2 boxes of crayons 24 count
- ☐ 1 pack washable markers – classic colors, wide
- ☐ 1 pack dry erase markers
- ☐ 1 bottle of white glue
- ☐ 4 glue sticks
- ☐ 1 pair of scissors
- ☐ 1 composition notebook – wide rule
- ☐ 1 spiral notebook – wide rule
- ☐ 1 pack of index cards
- ☐ 2 pocket folders
- ☐ 1 school supply box
- ☐ 2 large boxes of Kleenex
- ☐ 1 roll of paper towels
- ☐ 1 box of baby wipes
- ☐ 1 container of disinfecting wipes
- ☐ 1 box Ziploc baggies – Gallon Size
- ☐ 1 pair of headphones for Computer

# 2<sup>nd</sup> – 3<sup>rd</sup> Grades

## School Supply List

### 2023-2024



- 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.**

- ☐ 3 boxes of 24 count sharpened pencils
- ☐ 1 large eraser
- ☐ 1 pencil sharpener
- ☐ 1 pack of colored pencils
- ☐ 1 box of crayons 24 count
- ☐ 1 pack washable markers – classic colors, wide
- ☐ 1 pack dry erase markers
- ☐ 2 highlighters
- ☐ 1 bottle of white glue
- ☐ 4 glue sticks
- ☐ 1 pair of scissors
- ☐ 1 ruler
- ☐ 1 pack of notebook paper – wide rule
- ☐ 1 composition notebook – wide rule
- ☐ 5 spiral notebooks – wide rule
- ☐ 1 pack of index cards
- ☐ 5 plain pocket folders with prongs
- ☐ 1 pencil pouch
- ☐ 2 large boxes of Kleenex
- ☐ 1 roll of paper towels
- ☐ 1 box of baby wipes
- ☐ 1 container of disinfecting wipes
- ☐ 1 box Ziploc baggies – Gallon Size
- ☐ 1 pair of headphones for Computer

# 4<sup>th</sup> – 5<sup>th</sup> Grades

## School Supply List

### 2023-2024



- 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.**

- ☐ 3 boxes of 24 count sharpened pencils
- ☐ 1 large eraser
- ☐ 1 pencil sharpener
- ☐ 1 pack of colored pencils
- ☐ 3 packs of pens – black ink, blue ink, and red ink
- ☐ 1 pack washable markers – classic colors, wide
- ☐ 1 pack dry erase markers
- ☐ 2 highlighters
- ☐ 4 glue sticks
- ☐ 1 pair of scissors
- ☐ 1 ruler
- ☐ 1 protractor
- ☐ 1 pack of notebook paper – wide rule
- ☐ 2 composition notebooks – wide rule
- ☐ 4 spiral notebooks – wide rule
- ☐ 1 pack of index cards
- ☐ 4 pocket folders with 3-hole punch – blue, red, yellow, green
- ☐ 1 binder 3-ring 2-inch
- ☐ 1 pencil pouch with 3-hole punch
- ☐ 2 large boxes of Kleenex
- ☐ 1 roll of paper towels
- ☐ 1 box of baby wipes
- ☐ 1 container of disinfecting wipes
- ☐ 1 box Ziploc baggies – Gallon Size
- ☐ 1 pair of headphones for Computer

# 6<sup>th</sup> – 8<sup>th</sup> Grades School Supply List 2023-2024



- 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.**

- ☐ 50 count sharpened pencils
- ☐ 1 pack of colored pencils
- ☐ 1 pack of pens – black or blue ink
- ☐ 1 pack washable markers
- ☐ 2 dry erase markers - black
- ☐ 1 pack of highlighters
- ☐ 3 glue sticks
- ☐ 1 pair of scissors
- ☐ 1 ruler
- ☐ 1 pack of notebook paper – college rule
- ☐ 6 spiral notebooks – college rule
- ☐ 1 pack of index cards - 3 x 5
- ☐ 6 pocket folders with 3-hole punch
- ☐ 1 Trapper Keeper or Binder 3-4 inch
- ☐ 1 pencil pouch with 3-hole punch
- ☐ 2 large boxes of Kleenex
- ☐ 1 roll of paper towels
- ☐ 1 container of disinfecting wipes
- ☐ 1 box Ziploc baggies – Gallon Size
- ☐ 1 pair of headphones for Computer

## Notes

[illegible]

## Notes

[illegible]

## BOARD OF EDUCATION

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**Jill Zapata**, M.Ed., Director of Bilingual Services

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

**James Vreeland**, M.Ed., Business Manager

## QUESTIONS OR COMMENTS SHOULD BE ADDRESSED TO:

<b>Level</b>	<b>Contact</b>
Classroom	Teacher
Individual School	Principal
Instructional Matters	Assistant Superintendent of Curriculum
Special Education	Executive Director of Student Services
Transportation, Food Services, Financial Services	Business Manager
Staff/Personnel	Assistant Superintendent of 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.