

Parent Student Handbook 2024-2025



DISTRICT 89

MAYWOOD | MELROSE PARK | BROADVIEW

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

Dr. Michelle Hassan, Superintendent

ABOUT THIS HANDBOOK

The Parent-Student Handbook (the "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

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

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DIRECTORY OF SCHOOLS

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

ASBESTOS ABATEMENT

The Board of Education has adopted a comprehensive Asbestos Management Plan as required by Illinois *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 or alcohol on any District 89 premises. State law prohibits smoking, including but not limited to e-cigarettes, vaping devices, and tobacco products, on school property and grounds.

PESTICIDE APPLICATIONS

Pesticides will not be applied on the paved surfaces, playgrounds, or playing fields of any school serving grades K-8 during a school day or partial school day when students are in attendance for instructional purposes. Additionally, the application of any restricted use pesticides is prohibited on or within 500 feet of school property during normal school hours. District 89 will 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.

SEX EQUITY AND SEXUAL HARASSMENT

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District 89 goal. District 89 does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations) concerning everyone in District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District 89 employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

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

The District affirms non-discrimination on the basis of sex in order to comply with the provisions of Title IX of the Education Amendments of 1972 to ensure that discrimination on the basis of sex not take place in any education program or activity except where necessary to accomplish a specific purpose that does not impinge upon essential equality or fundamental fairness in the treatment of students or employees of this Cooperative. Board Policy 2:265, Title IX Sexual Harassment Grievance Procedure applies to the following:

All questions about the application of Title IX should be directed to the District's Title IX Coordinator:

Dr. Algeanna Griffin
Assistant Superintendent of Human Resources
906 Walton Avenue, Melrose Park, IL 60160
E-mail: algeanna.griffin@maywood89.org
Telephone: (708) 450-2460

Anyone wishing to report sex discrimination, including sexual harassment, may contact Dr. Griffin.

NONDISCRIMINATION

Federal and State laws and District policy prohibit discrimination on the basis of disabilities and other protected classes. 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 Assistant Superintendent of Human Resources serves as the District Representative.

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, pursuant to Board Policy 2:260.

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 any 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

Dr. Algeanna Griffin
906 Walton Street
Melrose Park, IL 60160
algeanna.griffin@maywood89.org
708-450-2460

Suzanne Bement
906 Walton Street
Melrose Park, IL 60160
suzanne.bement@maywood89.org
708-450-2460

MAYWOOD-MELROSE PARK-BROADVIEW SCHOOL DISTRICT 89

Board Approved 2/8/2024
State Approved 4/1/2024

2024-2025 Official School Calendar

"Building Bright Futures"

July 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		

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 2025				
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

August 2024				
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	30

Teacher Institute Days
First Day of Class for ALL Students
Labor Day Holiday - NO SCHOOL
Parent/Teacher Conferences 4-7 pm (Middle School)
Parent/Teacher Conferences 4:30-7:30 pm (K-5)
Parent/Teacher Conferences 9-12 pm NO SCHOOL
Indigenous People's Day - NO SCHOOL
FIRST QUARTER ENDS (44 Days)

August 15,16
August 19
September 2
October 10
October 10
October 11
October 14
October 22

September 2024				
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				

Report Cards Sent Home
Election Day - NO SCHOOL
Thanksgiving Break
Winter Break
School Resumes
SECOND QUARTER ENDS (44 DAYS)

November 4
November 5
Nov. 27,28,29
Dec. 23 - Jan.3
January 6
January 10
January 15
January 20

October 2024				
M	Tu	W	Th	F
	*1	2	3	4
7	*8	9	10	PTC
14	*15	16	17	18
21	*22	23	24	25
28	*29	30	31	

Teacher Institute - NO SCHOOL
Dr. Martin Luther King Jr. Day - NO SCHOOL
Report Cards Sent Home
Parent/Teacher Conferences 4-7 pm (Middle School)
Parent/Teacher Conferences 4:30-7:30 pm (K-5)
Parent/Teacher Conferences 9-12 pm NO SCHOOL
Presidents' Day - NO SCHOOL
THIRD QUARTER END (44 Days)
Spring Break

November 4
November 5
Nov. 27,28,29
Dec. 23 - Jan.3
January 6
January 10
January 15
January 20
January 21
February 13
February 13
February 14
February 17
March 19

November 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

School Resumes
Report Cards Sent Home
NO SCHOOL
Memorial Day - NO SCHOOL
Reports Cards Sent Home
Last Day if NO "Emergency Days" used
Last Day if 5 "Emergency Days" used

March 28 - April 4
April 7
April 7
April 18
May 26
May 30
May 30
June 6

December 2024				
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			

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

* Highlighted dates indicate days when school is not in session for students

* Early Dismissal Days

February 2025				
M	Tu	W	Th	F
3	*4	5	6	7
10	*11	12	13	PTC
17	*18	19	20	21
24	*25	26	27	28

March 2025				
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				

April 2025				
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		

May 2025				
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	30

June 2025				
M	Tu	W	Th	F
ED	ED	ED	ED	ED
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Revised /2024

Aug-24					
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	30	

Sep-24					
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					

Oct-24					
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		

Nov-24					
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	

Dec-24					
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				

Jan-25					
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	

AM Session:
8:10-10:40 am

D89 PRESCHOOL FOR ALL OFFICIAL SCHOOL CALENDAR 2024-2025

PM Session:
11:40-2:10 pm

Color Key: Holiday/No School Screening Day Parent/Teacher Conference
♥ = Family Workshop During the Instructional Day

Feb-25					
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	

Mar-25					
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					

Apr-25					
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			

May-25					
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	30	

Jun-25					
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-25					
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	15, 16
PFA Meet & Greet	20
First day of School	21
Screening Date- No School	30
September	
Labor Day- No School	2
Screening Date- No School	25
Family Workshop	27
October	
Parent Teacher Conference 4:30-7:30 pm	10
Parent Teacher Conference 9-12 pm - No School	11
Columbus Day - No School	14
First Quarter Ends	22
November	
Development & Learning Reports Sent Home	4
Election Day- No School	5
Screening Date- No School	14
Thanksgiving Break- No School	27-29
December	
Family Workshop	11
Winter Break- No School	23-31
January	
Winter Break- No School	1-3
School Resumes	6



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

Color Print ONLY
Revised 5/7/2024
Total Days
165

January (Cont.)	
Second Quarter Ends	10
Teacher Institute- No School	15
Dr. Martin Luther King Jr. Day- No School	20
Development & Learning Reports Sent Home	21
February	
Parent Teacher Conference 4:30-7:30 pm	13
Parent Teacher Conference 9-12 pm - No School	14
President's Day - No School	17
Screening Date- No School	28
March	
Family Workshop	13
Third Quarter Ends	19
Screening Date- No School	26
Spring Break- No School	28-31
April	
Spring Break- No School	1-4
School Resumes	7
Development & Learning Reports Sent Home	7
No School	18
May	
Family Workshop	9
Last Day of School Celebration	23
Development & Learning Reports Sent Home	23

ENROLLMENT PROCEDURES

RESIDENCY IS STRICTLY ENFORCED

District 89 residency requirements are strictly enforced. Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided by Board Policy 7:60, *Residence*. A student's residence is the same as the person who has legal custody of the student. Parents are required to prove residency each year their child attends the Maywood-Melrose Park-Broadview Schools. Students who do not live in the District and attend the District 89 schools without paying nonresident tuition are not only a burden to taxpayers, but Illinois law makes it a misdemeanor – punishable by a fine up to \$1,500 and 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 provide a certified copy of the student's birth certificate and three (3) current proofs of residency (from the past 30 days with current address). Anyone with a custody order or parenting plan seeking to enroll a student must also provide the most recent court order, judgment, or decree.

The following are acceptable proofs of residency:

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

- | | | |
|---|---|-----------------------------------|
| <input type="checkbox"/> Illinois Driver's License | <input type="checkbox"/> Illinois State Identification Card | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Firearm Owners Identification Card | <input type="checkbox"/> Legal Identification Card (Matricula) from Consulate of Native Country of Origin | |

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

- | | | |
|---|---|---|
| <input type="checkbox"/> Illinois Driver's License | <input type="checkbox"/> Illinois State Identification Card | <input type="checkbox"/> Firearm Owners Identification Card |
| <input type="checkbox"/> Home Insurance Policy | <input type="checkbox"/> Auto Registration | <input type="checkbox"/> Credit Card Bill |
| <input type="checkbox"/> Gas or Electric or Water Bill | <input type="checkbox"/> Paycheck Stub | <input type="checkbox"/> Phone or Cable Bill |
| <input type="checkbox"/> Public Assistance Documents | <input type="checkbox"/> Voter Registration Card | <input type="checkbox"/> Bank Statement |
| <input type="checkbox"/> W-2 Form | <input type="checkbox"/> Property Tax Bill | |
| <input type="checkbox"/> Legal Identification Card (Matricula) from Consulate of Native Country of Origin | | |
| <input type="checkbox"/> 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)

- | | |
|---|--|
| <input type="checkbox"/> Paycheck Stubs (two most recent, consecutive) | <input type="checkbox"/> Tax Return (most recent) |
| <input type="checkbox"/> Proof of Supplemental Nutrition Assistance Program (SNAP) benefit | <input type="checkbox"/> Verification/letter from employer |
| <input type="checkbox"/> Proof of Temporary Assistance for Needy Families (TANF) enrollment | <input type="checkbox"/> Proof of WIC benefit |
| <input type="checkbox"/> Proof of Supplemental Security Income (SSI) benefit | <input type="checkbox"/> W-2 Form |
| <input type="checkbox"/> Proof the family receives Child Care Assistance Program (CCAP) | |
| <input type="checkbox"/> 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.

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

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. A copy of the certified 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

If the person enrolling the child fails to provide a certified copy of the child's birth certificate or other reliable proof of the child's identity and age, the Principal will notify local law enforcement, pursuant to 325 ILCS 50/5 and Board Policy 7:50, *School Admission and Student Transfers To and From Non-District Schools*.

LEGAL CUSTODY AND RESIDENCY FOR GENERAL EDUCATION STUDENTS

SHORT-TERM 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. Short-term guardianship for the purpose of accessing the District's educational programs is not sufficient to establish the student as a resident of the District.

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 may 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 Court 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 OR OTHER INDIVIDUAL GRANTED CUSTODY

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. If the student is living with an individual granted custody, but not guardianship, for purposes other than gaining access to the District's educational programs, a copy of the court order granting custody will be required.

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.

OTHER CUSTODY/RESIDENCY SITUATIONS

For students and families experiencing other guardianship or custody situations not defined above, for reasons other than accessing the District's educational programs, please contact Scott Wold, Business Manager. An affidavit of Enrollment and Residency, as well as other documentation, may be required prior to the establishment of residency within the District.

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 (4:140)

Fees for textbooks, other instructional materials, as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria for a waiver. Pursuant to Board Policy 4:140, *Waiver of Student Fees*, a student is eligible for a fee and fine waiver when:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program;
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act.

Families seeking a waiver of fees or fines should contact Suzanne Bement, Executive Director of Student Services, to begin the eligibility process including access to the fee waiver application form.

HOMELESS CHILDREN

Board of Education Policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children. Policy 6:140 provides that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education, access to transportation services, educational services, and meals through the District's meal program. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. For more information on enrollment and/or services for homeless students, please contact the District's school homeless liaison Suzanne Bement, Executive Director of Student Services.

UNIFORM POLICY

SCHOOL UNIFORMS-MANDATORY DRESS CODE (7:165)

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.

Pursuant to Board Policy 7:165, 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;
3. Hairstyles, including hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists;
4. Graduation attire or accessories to graduation attire associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act; or
5. 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. To request financial assistance, please contact Scott Wold, Business Manager.

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	8:10 a.m. – 10:40 a.m.
Session Two	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.

ACCESS TO ELECTRONIC NETWORKS- COMPUTER NETWORK/INTERNET ACCESS AND USE (6:235)

All students must have a signed *Student Authorization for Access to the District's Electronic Networks* authorization form on file to use the District's electronic network, which includes all of the District's technology resource, including but not limited to the District's networks, the Internet, and all District-owned or District-issued computers, tablets, and other similar devices. 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).

INTERNET SAFETY

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms Board Policy 6:235, Access to Electronic Networks, and Board Policy 6:236, Internet Safety, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

STUDENT RECORDS

District 89 maintains school student records in accordance with the Family Educational Rights and Privacy Act ("FERPA"), and the Illinois School Student Records Act ("ISSRA"), and its implementing regulations. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually, that is maintained by a school or school employee, regardless of where or how the information is stored. School student records are maintained in two categories:

1. **PERMANENT RECORD.** Contains the minimal personal information necessary to a school in the education of the student. Such information includes the student's basic identifying information, including the student's name, birth date, address; academic transcripts, including grades, grade levels, and graduation date; parents' names and addresses; attendance record; health record; record of release of permanent record information; and such other entries as ISBE may require or authorize. Permanent records are maintained for at least 60 years from the date of transfer, graduation, or permanent withdrawal from school.
2. **TEMPORARY RECORD.** Contains all information included in a school student record, but not contained in the student permanent record. The temporary record must include a record of release of temporary record information; scores received on State assessment tests in elementary grade levels; information regarding serious disciplinary infractions that result in expulsion, suspension, or the imposition of punishment or sanction; final indicated DCFS reports; the completed home language survey; biometric information collected in accordance with the *School Code* (if any); health related information; and accident reports.

The temporary record may also include family background information; honors and awards received; intelligence test scores; aptitude test scores; results of psychological evaluations including intelligence, academic and personality information obtained through test administration, observation or interviews; elementary and secondary achievement test results; participation in extra-curricular activities; teacher anecdotal records; other disciplinary information; special education records, including records related to the identification, evaluation, or placement of, or the provision of a free and appropriate public education to students with disabilities pursuant to the Individuals with Disabilities Education Act and Article 14 of the School Code; records associated with plans developed under Section 504 of the Rehabilitation Act of 1973; and verified reports or information from non-education persons or entities that are of clear relevance to the student.

Temporary records are maintained for at least five years after the date of transfer, graduation, or permanent withdrawal from school. No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under state law.

DESTRUCTION OF STUDENT RECORDS

Upon graduation, transfer, or permanent withdrawal of a student from a school, the school shall notify the parents and the student of the destruction schedule for the student permanent record and the student temporary record and of the right to request a copy of the student's records at any time prior to their destruction. Notification shall consist of the following: date of notification, name of parent, name of official records custodian, name of student, and the scheduled destruction date of temporary and permanent records.

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. To request to inspect or copy records, please contact Suzanne Bement, Executive Director of Student Services.

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, including but not limited to juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student and pursuant to a court order.
- 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 official records custodian of the requesting 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.
- 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.

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, or the student, if age 18 or older. 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, with the exception of academic grades, expulsions or out-of-school suspensions, and the name and contact information of the District's official records custodian. Requests for a records challenge hearing shall be submitted in writing to the **District's Official Records Custodian, Suzanne Bement, Executive Director of Student Services**, and shall contain notice of the specific entry or entries challenged and the basis of the challenge. Within 15 school days of receipt of the request for a hearing, the District will hold an initial informal conference with the parent/guardian or eligible student. If the challenge is not resolved by the informal conference, a formal hearing will be held before an impartial hearing officer consistent with ISSRA and its implementing regulations. Either party may appeal the hearing officer's decision to the Regional Superintendent within 20 school days after the decision is transmitted.

STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

Parent(s)/guardian(s) have the right to review and copy their student's school student records prior to any special education eligibility or IEP meeting, subject to the requirements of applicable Federal and state law. Parent(s)/guardian(s) may also request a copy of their student's related service logs developed and maintained by the District for the following related services: speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services. These related service logs include information regarding the type and duration of the related services administered to their student. Please contact Suzanne Bement, Executive Director of Student Services regarding special education records.

The District must provide parents/guardians of students with disabilities with written materials that will be considered at the student's eligibility or IEP meeting no later than three school days prior to the eligibility or IEP meeting, or as soon as possible if an IEP meeting is scheduled within three school days with written consent of the student's parent. Parents have the right to choose the delivery method of these written materials, including through regular mail, email, or pick up at school.

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:

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

STUDENT DIRECTORY INFORMATION

The District may release directory information throughout the school year. Directory information includes: academic honor roll, as a member of a school sports team, as a winning recipient of a school award or contest. Any parent/guardian may prohibit the release of any or all of the above student directory information by providing a written request to the building principal within 30 days of receipt of this Handbook. No directory information will be released within this time period, unless the parents/guardians are specifically informed otherwise.

STUDENT DATA PRIVACY

School District 89 creates, collects, and maintains certain student data elements to provide a richer educational experience for students for our curriculum and a more individualized learning experience and are compiled in our student information system. The third parties require some components of this student data to provide usernames, passwords, and other data elements to access and track student achievement as well as report it to the school. Not all our student data is shared to third parties and none of our third parties own or sell student or school data.

The student data elements the district collects, maintains, or discloses to approved third parties vary based on the app, site, or other educational software. Many of our apps, sites, and other educational software platforms we disclose:

1. Student names,
2. Student emails based on the student's name,
3. District-issued student number,
4. Gender,
5. Ethnicity,
6. Learner category labels such as Individual Education Plans or English Learners without any specific personally identifiable information,
7. District-issued student ID,
8. Student grade level.

Only a few of our approved apps, sites, and other educational software platforms do we disclose more information:

1. Student names,
2. Student emails based on the student's name,
3. Student number,
4. Gender,
5. Ethnicity,
6. Learner categories such as Individual Education Plans or English Learners,
7. Student ID,
8. Student grade level,
9. Student school,
10. Student birthday,
11. Parent demographic information such as parent address, phone number.

As a reminder, we only disclose the amount of personally identifiable information (PII) that is required by the app, site, or educational software to help us with understanding how students are learning and growing. We do not collect or share any social security number, financial, or other PII to anyone. We also make sure that the apps, sites, or other educational software we use do industry standard encryption to keep the data elements we collect safe and vet our operators and vendors with a legally binding data privacy agreement to make sure we protect our PII data that is collected. If there are data breaches that our vendors/operators have and are shared with us then we will contact the families about it to communicate the breach. For additional information, please see Board Policy 7:345, *Use of Educational Technologies; Student Data Privacy*.

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.

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.

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, parents must provide proof that each student has periodic physical examinations, with proof of immunizations against, and screenings for, preventable communicable diseases. Proof of health examinations are required within one year prior to:

- Preschool
- Kindergarten or 1st grade;
- 6th Grade; or
- Enrolling in an Illinois school, regardless of grade level.

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>

Unless an exemption applies, proof of immunization is due in the school office by October 15 of the current school year, although parents are encouraged to submit all documentation 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. Students transferring from out-of-state who do not have the required proof of immunization by October 15 may attend classes only if proof of an appointment is submitted for the required vaccinations. The student must submit proof of the vaccinations within 30 days of being permitted to attend school.

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. For students in 2nd and 6th grade, the District may hold the student's report card until proof of a dental examination is received or the parent presents proof the dental examination will occur at least 60 days before May 15 each school year.

EYE EXAMINATION REQUIREMENTS

Students entering kindergarten or an Illinois school for the first time must present proof of an eye examination prior to October 15 of the current school year. The eye examination must have occurred less than one year prior to school entry. the District may hold the student's report card until proof of an eye examination is received or the parent presents proof the dental examination will occur at least 60 days after October 15.

LEAD SCREENING REQUIREMENTS

Before admission and in conjunction with required physical examinations, children ages one through seven must be risk-assessed or screened for lead poisoning. A statement by the student's physician must be submitted as part of the documentation of physical examination.

IMMUNIZATION/HEALTH EXAM EXEMPTIONS

A student will be exempted from the IDPH health examination and/or immunization requirements for:

1. Religious if the student's parent/guardian present to the Principal a health care provider signed Certificate of Religious Exemption form. The District will immediately inform the parent/guardian of the exclusion procedures pursuant to Board Policy 7:280, *Communicable and Chronic Infectious Disease*, and Illinois rules if there is an outbreak of one or more diseases for which the student is not protected.
2. A health examination or immunizations due to medical grounds if the examining physician, advanced practice nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent/guardian shows an undue burden or lack of access to a dentist.

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.

Hearing screenings will be provided to all students in grades kindergarten, 1st, 2nd, and 3rd grade. In addition, the District will screen students as a result of any caregiver or teacher referrals, all students eligible for special education, and all new students to District 89. In lieu of the screening services required, a completed and signed report form, indicating the child had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months, is acceptable.

Vision screenings will be completed annually for all students in kindergarten, 2nd, and 8th grade. In addition, the District will screen students as a result of any caregiver or teacher referrals, all students eligible for special education, and all new students to District 89. In lieu of the screening services required, a completed and signed report form, indicating that an eye examination by a doctor specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months, is acceptable.

The parent or legal guardian of a student may object to hearing or vision screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to school principal.

POLICY FOR ADMINISTRATION OF MEDICATION TO STUDENTS

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

The medication shall be administered to students in 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:

7. 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, using the District's *School Medication Authorization* form ("SMA form"). The form shall be renewed annually.
8. 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.
9. The student's parent or guardian shall provide to the School Nurse and/or Health Clerk a written request authorizing the administration of prescription and/or non-prescription medication at school using the SMA form.
10. The SMA form 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.
11. 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.
12. The school shall provide a locked space for safe storage of the medication which is accessible to authorized personnel only.
13. 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.
14. The school shall allow for student self-administration of asthma medication during school and school activities only after the student's parent or guardian has signed the District's hold, harmless, and indemnification agreement for student self-administration of asthma 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. No student may possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided above and in Board Policy 7:270, *Administering Medicines to Students*.

SELF-ADMINISTRATION OF MEDICATION

A student may possess and self-administer an epinephrine injector and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has provided a completed and signed *School Medication Authorization Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. A *qualifying plan* means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District and its employees and agents shall incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including epinephrine injectors or asthma medication or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the Cooperative and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

SCHOOL DISTRICT SUPPLY OF UNDESIGNATED EPINEPHRINE INJECTORS

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to state law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to state law.

SCHOOL DISTRICT SUPPLY OF UNDESIGNATED OPIOID ANTAGONISTS

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this Policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

ADMINISTRATION OF UNDESIGNATED MEDICATION

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

UNDESIGNATED MEDICATION DISCLAIMERS

Upon implementation of Policy 7:270, the protections from liability and hold harmless provisions applicable under State law apply. No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

ADMINISTRATION OF MEDICAL CANNABIS

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to Board Policy 7:270, *Administering Medicines to Students* is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

ILLNESS OR ACCIDENT IN SCHOOL

If illness or 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 to make arrangements for the child to be taken home.

SAFETY DRILLS (4:170)

The District conducts annual safety drills, including school evacuation, bus evacuation, severe weather/shelter in place, and lockdown/school shooting incident drills.

SAFETY PATROL

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>

STUDENT SUPPORT SERVICES

The District has developed protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District may provide health services, educational and psychological testing services and services of a psychologist, and/or social work services. Please contact **Suzanne Bement, Executive Director of Student Services**

for more information on support services.

7:290 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 District maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of Board Policy 7:290, *Suicide and Depression Awareness and Prevention* is posted on the District's website. Information can also be obtained from any school building.

In addition, the following resources can always be contacted:

- 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)

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

State law (Youth Student Concussion Safety Act) requires schools with athletic programs to implement procedures for managing student athlete concussions and head injuries, including: concussion training for coaches and other related staff; management guidelines for head injuries during sports events; and, implementation of Return to Play and Return to Learn protocols. Students participating in athletics, and their parent/guardian are required to acknowledge receipt of Board Policy 7:305, *Student Athlete Concussions and Head Injuries*, prior to the student's participation in a practice or interscholastic competition. Please contact the building nurse in the school health office for more information.

District 89.

Additional Resources include:

- National Sexual Assault Hotline at 800.656.HOPE (4673)
- National Sexual Abuse Chatline at online.rainn.org
- Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

ERIN'S LAW COUNSELING OPTIONS, ASSISTANCE AND INFORMATION

The District has a responsibility and obligation to increase awareness and knowledge of (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between Alliance employees and students based upon State law, and (6) how to prevent child sexual abuse. Students will be provided an age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*. Parents/guardians of students in any of grades K through 8 will be notified of instruction with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse. Parents/guardians may object to the instruction of their child related to this curriculum in writing on an annual basis.

The District's Student Support Committee identifies counseling options for students who are affected by sexual abuse, along with District and community-based options for victims of sexual abuse to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed at www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf.

FAITH'S LAW AND EMPLOYEE ETHICS (5:120)

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

PROFESSIONAL AND APPROPRIATE CONDUCT

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee- student boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.
3. Employees maintain professional relationships with students, including maintaining employee- student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
5. Discipline up to and including dismissal will occur for any employee who violates an employee
 - a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the *Abused and Neglected Child Reporting Act* (325 ILCS 5/), *Title IX of the Education Amendments of 1972* (20 U.S.C. §1681 et seq.), or the *Elementary and Secondary Education Act* (20 U.S.C. § 7926).
 - d. Engages in grooming as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - vi. A sexual, indecent, romantic, or erotic contact with the student.

STATEMENT OF ECONOMIC INTERESTS

The following employees must file a *Statement of Economic Interests* as required by the Ill. Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

PROHIBITED INTERESTS; CONFLICT OF INTEREST; AND LIMITATION OF AUTHORITY

In accordance with [105 ILCS 5/22-5](#), "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal [award or State award governed by the Grant Accountability and Transparency Act \(GATA\) \(30 ILCS 708/\)](#) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the employee's immediate family;
2. An employee's partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

OUTSIDE EMPLOYMENT

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

STUDENT BEHAVIOR

7:190, STUDENT DISCIPLINE

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "*weapon*" as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "*possession*" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.

Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer [under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.](#)
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes", alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. 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).

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

Weapons

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

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code ([18 U.S.C. § 921](#)), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act ([430 ILCS 65/](#)), or firearm as defined in Section 24-1 of the Criminal Code of 2012 ([720 ILCS 5/24-1](#)).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

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

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

Re-Engagement of Returning Students

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

Required Notices

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

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report incidents involving battery against staff members to the Ill. State Board of Education through its web-based School Incident Reporting System as they occur during the year and no later than August 1 for the preceding school year.

Delegation of Authority

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

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

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

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.

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,
3. A copy of the referral (generated in Power School) was provided to the student's parents/guardians, and
4. The student was provided the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

OUT-OF-SCHOOL SUSPENSION

The District will limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, will consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.

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 7:190. A student may be suspended for up to 10 school days for activities that constitute gross disobedience or misconduct. Students may be suspended for gross disobedience or misconduct as follows:

1. **1-3 Days:** if the student's continuing presence in school would either pose: a threat to school safety, or a disruption to other students' learning opportunities.
2. **4 or More Days:** if the student's continuing presence in school would either pose: a threat to the safety of other students, staff, or members of the school community, or substantially disrupt, impede, or interfere with the operation of the school. The District must also demonstrate that other appropriate and available behavioral and disciplinary interventions have been exhausted, whether school officials attempted other interventions or whether it was determined that no other interventions were available for the student. For a suspension of 5 or more school days, the District must also determine what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
3. Out-of-school suspensions must follow the due process procedures established in Board Policy 7:200, *Suspension Procedures*, which includes a pre-suspension hearing (unless the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process); an attempt to reach parents by telephone; a written notice of the suspension including the reason for the suspension and length of the suspension; and a review of the suspension at parent request.

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.

A student serving an out-of-school suspension will have the opportunity to obtain homework, and upon the student's return, will have the opportunity to make up any quizzes, tests, special projects, or final exams given or due during the period of suspension, for full equivalent credit.

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.

Please see Board Policy, 7:200, *Suspension Procedures*, for additional information.

EXPULSION

Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with [Board policy 7:210](#), *Expulsion Procedures*, where the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school, and where it has been determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student

Students recommended for expulsion are entitled to due process, including written notice for the student and/or parents/guardians of a request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. If the Board acts to expel the student, the District may refer the student to appropriate and available support services. Please see Board Policy 7:210, *Expulsion Procedures*, for additional information.

The chart on the proceeding page outlines student behaviors and corresponding levels of interventions or consequences that may be implemented in response to those behaviors. The list of behaviors and interventions/consequences is meant to be illustrative and non-exhaustive and will not necessarily be implemented in progressive order. All interventions and consequences will be determined on a case-by-case basis. To the extent possible and practical, the District will attempt to engage both staff and students in restorative practices to repair harm before engaging in exclusionary discipline measures.

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/harassment 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	✓	✓	✓	✓	✓	✓			
2-12 Repeated/documented Level 1 offenses (i.e., 2 or more within 2 weeks)	Location	✓	✓	✓	✓	✓	✓			
2-13 Fraudulent making or altering of a document	Other	✓	✓	✓	✓	✓	✓			
2-14 Directed profanity or inappropriate language	Inappropriate Language	✓	✓	✓	✓	✓	✓			
3-1 Harassment based profane, obscene or seriously offensive language or gestures or behavior. Harassment based on race, color, national origin, sex, gender, sexual orientation, age, religion, gender identity, gender expression or disability	Harassment	✓	✓	✓	✓	✓	✓	✓		
3-2 Overt display of gang affiliation	Gang Affiliation	✓	✓	✓	✓	✓	✓	✓		
3-3 Bullying (see 7:180 in definition of bullying) before assigning an intervention or consequence	Bullying	✓	✓	✓	✓	✓	✓	✓		
3-4 Vandalism or criminal damage to property at a cost less than \$500	Property Damage/Vandalism	✓	✓	✓	✓	✓	✓	✓		

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

Behavior	SWIS Category	Instructive, corrective, or restorative response with the student and strategy to prevent recurrence	Detention- Lunch	Detention- Before or After-School	Parent/Guardian contact with focus on the following: a. behavior of concern b. strategy to prevent recurrence	Detention- Saturday (notification and approval required by Superintendent or designee)	Skill-building suspension up to 3 days Ranging from a period-3 full days	Skill-building in-school, out of school, (or combination) up to five days (notification and approval required by Superintendent or designee)	10 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.

EXTRA CURRICULAR ACTIVITY POLICY (7:240)

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.

All students must abide by Board Policy 7:190, *Student Behavior*, when participating in extra-curricular activities. Coaches and sponsors will also review code of conduct expectations on an annual basis with participants and provide a copy. Coaches and sponsors of 7th and 8th grade students shall provide instruction on steroid abuse prevention to participating students.

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.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, 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 is an important District goal.

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

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

Definitions from [105 ILCS 5/27-23.7](#).

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.
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.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Dr. Algeanna Griffin

906 Walton St.

Melrose Park, IL 60160

E-mail : algeanna.griffin@maywood89.org

Telephone: 708-450-2460

Complaint Managers:

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Suzanne Bement

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Melrose Park, IL 60160

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4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

- a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
- b. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
- c. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- d. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
- e. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- f. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- g. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- h. 7:190, Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- i. 7:310, Restrictions on Publications; Elementary Schools. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

If you have information about bullying, harassment, school violence, and/or a threat of one these actions, please report it. 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 at Securly Tip Line, 1-833-300-STOP (7867) or email: tipline@securly.com, website: www.securly.com/tip.

HARASSMENT OF STUDENTS 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 Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, Title IX Sexual Harassment Grievance Procedure, and 2:260, Uniform Grievance Procedure.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender. Reports under this policy will be considered a report under Board policy 2:260, Uniform Grievance Procedure, and/or Board policy 2:265, Title IX Sexual Harassment Grievance Procedure. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers

Nondiscrimination Coordinator:

Dr. Algeanna Griffin
906 Walton St.
Melrose Park, IL 60160
E-mail: algeanna.griffin@maywood89.org
Telephone: 708-450-2460

Complaint Managers:

Dr. Algeanna Griffin
906 Walton St.
Melrose Park, IL 60160
E-mail: algeanna.griffin@maywood89.org
Telephone: 708-450-2460

Suzanne Bement
906 Walton St.
Melrose Park, IL 60160
E-mail: Suzanne.bement@maywood89.org
Telephone: 708-450-2460

For additional information, please see Board Policy 7:20, *Harassment of Students Prohibited*.

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. 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, pursuant to Board Policy 7:190, *Student Discipline*.

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.

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 early childhood program(s).

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.

The District shall comply with the *Individuals With Disabilities Education Act*, its implementing regulations, the Illinois *School Code*, and the Illinois State Board of Education's special education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

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 promotion 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 Board Policy 7:190 or the Code of Conduct, while consequences are actions taken by school administrators in response to a violation of Board Policy 7:190 or 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, 8th 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 3rd and 4th grades. Children may rent their instruments and are responsible for the rental agreement. Music instruction takes place in the child's home school on a regular basis. There are four performing instrumental groups in the District: Cadet Band, Concert Band, Junior Orchestra, Concert Orchestra and Middle School Jazz Band. After experience at the beginning or intermediate level, and if the child shows ability, he/she may participate with the advanced groups.

ATTENDANCE

ATTENDANCE

Regular attendance at school is an essential part of the educational program for each student. Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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 may take up to five mental or behavioral health days off per school year, without providing a doctor's note and with an opportunity to make up any missed work. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

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. In the event the school is unable to reach the parent/guardian, emergency contacts will also be contacted.

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).

The District will develop, maintain, and supervise programs for students at risk of academic failure or dropping out of school, pursuant to Board Policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives*.

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.

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 childcare 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.

For concerns with general education transportation, please contact Scott Wold, Business Manager.

For concerns with special education transportation, please contact Suzanne Bement, Executive Director of Student Services.

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.

ACADEMIC CREDIT FOR MISSED CLASSES DURING BUS SUSPENSION

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

ELECTRONIC RECORDINGS ON SCHOOL BUSES

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

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 early. 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 schools are closed and students released early, parents/guardians will be notified via district website and text messaging. Students will not be released during severe weather warnings.

In the event a decision is made to close schools due to emergency situations, all effort will be made to make the decision prior to the end of the school day. If it is necessary to close the schools for the entire day due to inclement weather or other emergencies, the announcements will be made on radio stations WBBM-780, WGN-720, WIND-560, TV channels 7, 9 and 32, District 89 website (www.maywood89.org) and text messaging.

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 to all students. 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.

Students may bring lunch rather than participating in the school's lunch program. However, students are expected to bring their lunch with at the start of the school day. 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).

WELLNESS

The district is committed to providing a learning environment that supports and promotes student wellness, including good nutrition and physical activity, and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. For more information, please see Board Policy 6:50, *Student Wellness*.

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/

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 (8:30)

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 impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Policy 7:270, *Administering Medicines to Students*, implementing Ashley's Law.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board.
13. 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.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Pursuant to Board Policy 8:70, *Individuals with Disabilities*, individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities. Any parent/guardian, caregiver, student or member of the community requiring an accommodation due to a disability in order to attend a school activity or function should notify the superintendent, building principal, or program administrator of the need for accommodation. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

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

VIOLENT OFFENDER & SEX OFFENDER COMMUNITY NOTIFICATION LAWS

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

- For a list of registered offenders, reference www.familywatchdog.us
- The Illinois Sex Offender Registry may be accessed via the Illinois State Police's website at: isp.state.il.us/sor/.
- The Illinois Statewide Child Murderer and Violent Offender Against Youth Registry may be accessed the Illinois State Police's website at: isp.state.il.us/cmvo/.

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, please refer to district calendar for dates and times. Report cards will be distributed on listed on approved calendar. 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 use Standard Based Grading (SBG).

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.

PROMOTION/RETENTION

The decision to promote a student to the next grade level shall be based on successfully completion of the curriculum, attendance, and performance on State assessments and other assessments. Please see Board Policy 6:280, *Grading and Promotion* for more information.

SENDING REPORTS TO DIVORCED PARENTS

In the absence of any court order/order of protection to the contrary, both parents are assumed entitled to school information and student records. Where parents are divorced, separated, or not otherwise cohabitating, any records or information provided to one parent, must be provided to the other, including: 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. Parents/guardians of students participating in MTSS will receive notification of their child's participation in an MTSS intervention.

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 \$35.00 per hour. All after school tutors are certificated teachers.

HOME AND HOSPITAL INSTRUCTION

Home/hospital services are provided to a student when a licensed medical physician determines that the student, due to a medical condition (physical or mental), 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. For information on home-hospital instruction, please contact Suzanne Bement, Executive Director of Student Services.

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:

3. 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.
4. 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.
5. 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.

Special education and related services shall be available to eligible children with disabilities from the age of three (3) through the age of twenty-one (21). 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 team 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, but are not limited to:

- Specialized Instruction
- Deaf and Hard of Hearing instruction or programming
- 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 15 for whom it is determined, through definitions and procedures described in federal and State laws, regulations, and rules that special education services are needed.

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

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the federal and State laws, regulations, and rules. For those students who are not eligible for services under IDEA, but because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

ENGLISH LEARNERS

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and meet the same challenging State academic standards that all children are expected to meet. 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:

- Identification of non-English background students using the Home Language Survey.
- Initial English language screening using the MODEL screener for kindergarten and WIDA screener for grades 1-8.
- Annual English language assessment using the State ACCESS test.
- Instructional program.
- Follow-up or reclassification to ensure academic progress.

The Bilingual program has four program models to meet the needs of a diverse group of learners. Please look below for the program models we use in District 89.

- i. One-Way Dual Language – Spanish speakers (one language group) learning in English and Spanish K – 5th.
- ii. Two-Way Dual Language: English and Spanish speakers (two language groups) are learning English and Spanish from K through 8th grade.
- iii. Sheltered-English – Classrooms with all English learners receiving core instruction with a teacher with an ESL/Bilingual endorsement. Resources, curriculum, and assessments are the same as in general education classrooms.
- iv. ESL Resource – English learners in general education classrooms receive language support until they meet the state's exit criteria of a 4.8 composite English proficiency level as measured by ACCESS

TITLE I PARENTAL INVOLVEMENT

The District maintains programs, activities and procedures to involve parents/ guardians of students receiving services, or enrolled in programs, under Title I. Parents of participating students will be provided with specific information. For more information, please see Board Policy 6:170, *Title I Programs*, or contact Yasmeen Muhammad, Associate Superintendent of Academic Excellence.

SCHOOL COMPACT

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

STAFF PLEDGE

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

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

STUDENT PLEDGE

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

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

FAMILY/PARENT PLEDGE

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

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

STUDENT

TEACHER

PARENT/GUARDIAN

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DISTRICT OFFICE

906 Walton St.
Melrose Park, IL
60160-3540
P: 708.450.2460
F: 708.450.2461

www.maywood89.org

 @maywood89

*Building
Bright
Futures*

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



Dr. Michelle Hassan
Superintendent

DISTRICT 89

Parents Right-To-know September, 2024

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 the 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 our child's assignment to a teacher or paraprofessional, please contact me at _____
School Phone Number

Sincerely,

School Principal

Kindergarten School Supply List 2024-2025

- 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

1st Grade

School Supply List

2024-2025



- 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

2nd – 3rd Grades

School Supply List

2024-2025



- 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

4th – 5th Grades

School Supply List

2024-2025



- 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

6th – 8th Grades School Supply List 2024-2025



- 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

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QUESTIONS OR COMMENTS SHOULD BE ADDRESSED TO:

Level	Contact
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.