

Parent-Student Handbook 2026-2027



DISTRICT 89

MAYWOOD | MELROSE PARK | BROADVIEW



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2026-2027

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TABLE OF CONTENTS

Contents

WELCOME TO DISTRICT 89	4
ENROLLMENT, RESIDENCY & REGISTRATION	5
ATTENDANCE & STUDENT SUCCESS	6
HEALTH SERVICES & IMMUNIZATION REQUIREMENTS	8
TRANSPORTATION	10
FOOD SERVICES	11
STUDENT EXPECTATIONS & CODE OF CONDUCT	12
STUDENT SAFETY & BULLYING PREVENTION	15
STUDENT SERVICES	17
TECHNOLOGY & DIGITAL LEARNING	18
STUDENT RECORDS, PRIVACY & PARENT RIGHTS	19
FAMILY ENGAGEMENT & VOLUNTEER OPPORTUNITIES	21
APPENDICES	23
APPENDIX A - STUDENT CODE OF CONDUCT	24
APPENDIX B – BULLYING PREVENTION, NONDISCRIMINATION & TITLE IX.....	31
APPENDIX C – STUDENTS RECORDS, PRIVACY & PARENT RIGHTS.....	33
APPENDIX D – TECHNOLOGY USE AGREEMENT	35
APPENDIX E – MEDIA RELEASE & PUBLICITY CONSENT FORM	37
APPENDIX F- ANNUAL NOTICES	38
APPENDIX G - PARENTS' RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS.....	39
APPENDIX H -2026-2027 OFFICIAL SCHOOL CALENDAR.....	40
APPENDIX I – BOARD POLICY REFERENCE GUIDE	41

WELCOME TO DISTRICT 89

Welcome to Maywood-Melrose Park-Broadview School District 89, where **Excellence is Our Standard**. We are committed to providing a safe, inclusive, and engaging learning environment where every student can achieve academic success and personal growth.

This handbook serves as a resource for students and families by outlining District programs, services, policies, procedures, and expectations. The information provided is a summary of Board of Education policies and administrative procedures that guide the operation of District 89 schools. We encourage families to review this handbook and partner with us to support student success throughout the school year.

Mission Statement

District 89 empowers, educates, and inspires students to achieve excellence and reach their full potential.

Schools Directory

District 89 serves students across nine schools in Maywood, Melrose Park, and Broadview. The following directory provides school addresses and contact information to help families connect with their child's school and access District resources throughout the school year.

School	Address	Phone
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

Communication Protocols

Clear communication between families, community members, and District 89 is essential to supporting student success. When questions, concerns, or challenges arise, families are encouraged to begin at the appropriate level and follow the communication pathway below:

Topic	Contact
Classroom Matters	Teacher
School-Specific Concerns	Principal
Curriculum and Instruction	Director of Academic Success
Special Education and Student Services	Director of Student Services
Bilingual Services	Director of Multilingual Success
Transportation, Food Services, and Financial Services	Chief School Business Official
Personnel Matters	Director of Human Resources
Community Relations and Communications	Communications Coordinator
Other District Matters	Superintendent

District 89 encourages families to work directly with the appropriate staff member first, as most concerns can be resolved at the closest level to the issue. We also recommend scheduling an appointment to ensure dedicated time and attention for a thorough and effective discussion of your concerns.

ENROLLMENT, RESIDENCY & REGISTRATION

Enrollment Requirements

Students may be enrolled by a parent, legal guardian, foster parent, short-term guardian, or other individual authorized by law to enroll the student. The person enrolling the student must provide all required registration documents and any applicable legal documentation establishing their authority to enroll the student.

District 89 reserves the right to request additional information or documentation to verify enrollment eligibility and residency requirements. For additional information regarding residency and enrollment requirements, please refer to Board [Policy 7:60, Residence](#).

Residency Verification

District 89 residency requirements are strictly enforced. Under Illinois law, only students who reside within District boundaries may attend District schools tuition-free. A student's residence is the same as that of the person who has legal custody of the student. Parents/guardians must verify residency annually as part of the registration process.

To support residency verification, District 89 partners with National Investigations, Inc. Families no longer submit residency documents directly to schools. If additional information is needed, National Investigations, Inc. or the District Office will contact you.

Knowingly enrolling a child in the wrong school district is a misdemeanor punishable by a fine of up to \$1,500 and up to 30 days in jail. In addition, the Board of Education may collect nonresident tuition from anyone who fraudulently enrolls a child. District 89 tuition is based on the per-student educational cost for the academic year.

For residency questions, contact the District Office at 708-450-2460.

Grade Entrance Requirements

- **Kindergarten:** Students must be five years old on or before September 1 of the current school year.
- **First Grade:** Students must be six years old on or before September 1 of the current school year or have successfully completed kindergarten.

Homeless Students (McKinney-Vento)

District 89 provides educational services and support to students experiencing homelessness in accordance with the McKinney-Vento Homeless Assistance Act and Board Policy [6:140, Education of Homeless Children](#). Homeless students have the right to immediate enrollment, even if the typically required enrollment documents are unavailable. Families in temporary housing situations should contact the District Office for assistance.

Student Transfers

Parents/guardians should notify the school office when a student transfers to another school district. Student records will be transferred to the receiving school in accordance with state and federal law.

ATTENDANCE & STUDENT SUCCESS

School Hours

School Level	Student Entry	Dismissal	Tuesday Early Dismissal
Preschool for All – Session 1	8:10 am	10:40 am	N/A
Preschool for All – Session 2	11:40 am	2:10 pm	N/A
Elementary (Grades K–5)	8:35 am	3:20 pm	2:20 pm
Middle School (Grades 6–8)	7:55 am	2:35 pm	1:30 pm

Emergency School Closings

In the event of severe weather, emergency conditions, or other circumstances that require school closure, delayed start, early dismissal, or remote learning, District 89 will communicate information to families as quickly as possible.

Families are encouraged to visit www.maywood89.org for the most current information. Emergency notifications will also be shared through District text messages, phone calls, email, social media platforms, and other District communication channels.

Parents/guardians are responsible for ensuring that the District has current contact information to receive emergency notifications.

Attendance Expectations

Regular attendance is essential to student success. Students are expected to attend school daily, arrive on time, and remain in school for the entire instructional day. Parents/guardians are responsible for ensuring their child attends school regularly.

Reporting an Absence

Parents/guardians should notify the school office whenever a student is absent. Absence notifications should include:

- Date(s) of the absence
- Reason for the absence
- Parent/guardian's name and relationship to the student
- A daytime phone number where the parent/guardian can be reached

Calls must be received within 24 hours of absence

As part of the District's attendance procedures, automated phone calls, text messages, and/or other notifications may be sent to parents/guardians when a student is reported absent from school.

Tardiness

Students are expected to arrive at school on time each day. Excessive tardiness disrupts learning and may result in school interventions or parent conferences.

Early Dismissals

Students leaving school before the end of the school day must be signed out by a parent/guardian or authorized emergency contact. Identification may be required.

Make-Up Work

Students are responsible for completing assignments missed during an absence. Teachers will provide reasonable opportunities to make up assignments, tests, and projects.

Families are encouraged to work closely with teachers and school staff to support student success.

Parent-Teacher Conferences

District 89 values strong partnerships between families and schools. Parent-teacher conferences are scheduled throughout the school year to provide families with information regarding student progress, academic achievement, and social-emotional development. Families are encouraged to participate in conferences and maintain regular communication with their child's teacher. Please refer to the District calendar for conference dates and times.

Report Cards and Grading

Report cards for students in grades PreK–8 are issued four times during the school year and provide information regarding academic progress and behavior. Report card distribution dates are listed on the District calendar. Final report cards are distributed at the end of the school year.

Standards-Based Grading (Grades 1–8)

District 89 utilizes Standards-Based Grading (SBG) to communicate student progress toward grade-level learning standards.

Level	Description
1	Developing grade-level expectations
2	Approaching grade-level expectations
3	Meeting grade-level expectations
4	Exceeding grade-level expectations

Parents/guardians are encouraged to review report cards regularly and contact their child's teacher with questions regarding academic progress. Please refer to the district calendar in Appendix H for dates and times

HEALTH SERVICES & IMMUNIZATION REQUIREMENTS

District 89 is committed to maintaining a safe and healthy learning environment for all students. School health services support student wellness, monitor health requirements, and assist students with medical needs during the school day.

Illinois Immunization Requirements by Grade

All required health records and immunization documentation must be submitted by the first day of school.

Kindergarten	2nd Grade	6th Grade
Students entering Kindergarten must provide:	Students entering 2nd Grade must submit:	Students entering 6th Grade must provide:
• 5 DTaP doses	• Dental examination	• Updated school physical
• 4 Polio doses		• Tdap vaccine
• 2 MMR doses	Due: May 15 of the school year	• Meningococcal vaccine
• 2 Varicella doses		• Dental examination
• School physical examination		<i>Tdap and Meningococcal vaccines must be given on or after the student's 11th birthday</i>
• Vision examination		
• Dental examination		

Important Reminders for Families

- Health forms and immunization records are generally due by October 15.
- Students transferring from another Illinois district or from out of state must provide updated immunization records and a vision examination.
- Medical and religious exemptions must comply with Illinois law.
- Students who do not meet state health requirements may be excluded from school until all required documentation is received.

Asthma Information

Students with asthma may carry and self-administer their inhaler at school when all District requirements have been met.

To carry an inhaler, students must:

- Have a completed Asthma Medication Authorization Form on file.
- Have a prescription label attached to the inhaler.
- Ensure the inhaler is not expired.

Home and Hospital Instruction

Students who are unable to attend school for an extended period due to a documented medical condition may qualify for Home and Hospital Instruction under Illinois law. In Illinois, a Medical Certification Form completed by a physician is required.

Medication Administration and Emergency Medications

Students may possess and self-administer prescribed asthma medication, epinephrine auto-injectors, and certain medications required under an approved health or educational plan, provided a completed School Medication Authorization Form is on file. Additional health documentation may be required based on the students' medical needs.

District 89 maintains supplies of undesignated epinephrine auto-injectors and opioid antagonists (Narcan) in accordance with Illinois law. School nurses and trained personnel may administer these medications when

they reasonably believe an individual is experiencing an anaphylactic reaction or opioid overdose.

For questions regarding medication administration or student health plans, please contact your school nurse or the Student Services Department.

Mental Health, Suicide Prevention & Child Protection

District 89 is committed to supporting students' mental health, safety, and well-being. In accordance with Board Policy [7:290, Suicide and Depression Awareness and Prevention](#), the District provides resources and support to help identify and respond to concerns related to suicide, depression, and emotional wellness.

Students and families in need of immediate assistance may contact:

- **988 Suicide & Crisis Lifeline:** Call or Text 988
- **Crisis Text Line:** Text HOME to 741741
- **Safe2Help Illinois:** Call 844-4-SAFEIL (723345) or Text SAFE2 to 72332
- **SASS/CARES Hotline:** 1-800-345-9049

Child Abuse Prevention and Awareness

District 89 provides age-appropriate instruction on child abuse prevention, personal safety, and reporting concerns in accordance with Erin's Law and Board Policy [6:60, Curriculum Content](#). Parents/guardians will receive advance notice of this instruction and may opt their child out in writing.

Students who may be affected by abuse, neglect, trauma, or mental health concerns may access counseling and support services through the Student Services Department.

Faith's Law and Employee Conduct

In accordance with Faith's Law and Board Policy [5:120, Employee Ethics, Conduct, and Conflict of Interest](#), District employees are expected to maintain professional and appropriate relationships with students and to comply with all reporting requirements related to suspected child abuse or misconduct.

Health and Safety Notices

District 89 complies with all federal and state health and safety regulations, including requirements related to:

- Drug-Free Schools
- Asbestos Management
- Pesticide Notification
- Communicable Disease Prevention

Additional information regarding these notices can be found in Appendix F - Annual Notices.

TRANSPORTATION

District 89 provides transportation services in accordance with Board Policy [4:110, Transportation](#).

Transportation is available to eligible students who reside more than one and one-half (1.5) miles from their assigned school, or who qualify due to a recognized safety hazard as determined by the District and applicable law.

Transportation services may also be provided for eligible students receiving special education services, students experiencing homelessness, foster care students, and students participating in approved school-sponsored activities, as required by law or their educational program.

For concerns with [general education](#), please contact the Business Office Department.

For concerns with [special education](#), please contact the Student Services Department.

Bus Safety Expectations

- Follow the directions of the bus driver.
- Remain seated while the bus is in motion.
- Keep hands, feet, and objects inside the bus.
- Use respectful language and behavior.
- Help maintain a safe environment for all riders.

Failure to follow bus safety rules may result in disciplinary action, including temporary or permanent loss of bus privileges.

Arrival Procedures

Students should arrive at school no earlier than the designated arrival time established by their school unless participating in a supervised activity or program.

Dismissal Procedures

Students will be dismissed at the end of the school day in accordance with school procedures.

For student safety:

- Parents/guardians must notify the school of any changes to dismissal arrangements.
- Students may only be released to individuals authorized by the parent/guardian.
- Identification is required when picking up a student.

School Safety During Arrival and Dismissal

To ensure the safety of all students:

- Follow posted traffic signs and staff directions.
- Use designated crosswalks and entrances.
- Observe all parking and loading zone restrictions.
- Refrain from double parking or stopping in bus loading areas.

The safety of students during arrival and dismissal is a shared responsibility between families, students, and school staff.

FOOD SERVICES

District 89 participates in the National School Lunch and School Breakfast Programs and provides nutritious meals that support student health and academic success.

Breakfast and Lunch Program

Breakfast and lunch are available to all students daily. Information regarding meal eligibility, menus, and program updates is available through the District and school websites: [District 89 - Meal Programs](#).

Students may bring lunch from home; however, lunches must be brought to school at the start of the school day. Parents/guardians may not deliver lunches to students during the school day, including lunches from home, restaurants, or fast-food establishments. Students should not bring candy, chips, or beverages other than water.

Parents/guardians should notify the school if a student has food allergies or requires dietary accommodation. Medical documentation is required for meal modifications. The required form can be obtained from the school nurse.

Meal Expectations

Students are expected to:

- Follow cafeteria rules and staff directions.
- Demonstrate respectful behavior while eating.
- Help maintain a clean cafeteria environment.
- Dispose of trash appropriately.

Failure to follow cafeteria expectations may result in school disciplinary interventions.

Student Wellness

District 89 is committed to promoting student wellness through healthy nutrition, physical activity, and a positive learning environment. The District supports healthy eating habits, daily physical education, and wellness-focused school activities that contribute to student health, academic achievement, and overall well-being.

All school meals meet federal and state nutrition requirements, and foods available during the school day comply with applicable nutrition standards. For additional information, please refer to Board Policy [6:50, School Wellness](#), available on the District website.

STUDENT EXPECTATIONS & CODE OF CONDUCT

District 89 is committed to providing a safe, respectful, and supportive learning environment where all students can learn and succeed. Students are expected to demonstrate positive behavior, respect others, and contribute to a productive school community.

Student Expectations

- Attend school regularly and arrive on time.
- Follow classroom and school rules.
- Treat others with respect and kindness.
- Respect school property and the property of others.
- Follow staff directions.
- Use technology responsibly.
- Maintain appropriate behavior at school, on school transportation, and during school-sponsored activities.

School Uniform Requirements

In accordance with Board Policy [7:165, School Uniform](#), students are expected to comply with the Mandatory Dress Code at all times. This dress code applies to all school events and activities, except graduation programs. Students who do not meet dress code requirements may not be permitted to attend school until they are properly dressed. Any exceptions for after-school activities must be approved by the Superintendent or the Superintendent's Designee.

Boys (PreK–8)

Uniform Requirements

- Navy blue or black slacks.
- Navy blue or black shorts may be worn only during May, June, August, and September. Shorts must reach the student's fingertips.
- White or light blue collared dress shirt, polo shirt, or turtleneck (long or short sleeves).
- Shirts may not display logos, emblems, or insignias.
- Shirts must always remain tucked in.
- Only white undershirts are permitted.

Sweaters and Sweatshirts

- Navy blue or white only.
- Must be worn over a white or light blue collared shirt or turtleneck.
- No hoods, logos, emblems, or insignias.
- Nylon jackets are not permitted.

Girls (PreK–8)

Uniform Requirements

- Navy blue or black skirts, slacks, jumpers, culottes, or shorts.
- Skirts must be knee-length.
- Shorts must reach the student's fingertips and may be worn only during May, June, August, and September.
- Straight skirts, jeans-style clothing, and stretch leggings are not permitted.
- White or light blue blouse with a pointed or round collar, or a turtleneck.
- Blouses may not be see-through, low-cut, sleeveless, or display logos, emblems, or insignias.
- Decorative jewelry and button covers are not permitted on blouses.
- Shirts and blouses must always remain tucked in.
- Only white undershirts are permitted.

Sweaters and Sweatshirts

- Navy blue or white only.
- Must be worn over a white or light blue shirt or turtleneck.
- No hoods, logos, emblems, or insignias.
- Nylon jackets are not permitted.

FOOTWEAR REQUIREMENTS (ALL STUDENTS)

Not Permitted	Required
Crocs or clog-style shoes	Closed-toe, closed-heel shoes
Open-toe shoes	Securely fastened shoes
Open-heel or backless shoes	Footwear appropriate for school activities
High heels	
Shoes with wheels or lights	

Physical Education Dress Code

Grades PreK–5

- Fastened or tied gym shoes
- No jewelry

Grades 6–8

- School gym uniform
- Fastened or tied gym shoes
- Athletic socks
- No jewelry

Parents/guardians are asked to ensure that students are properly dressed for Physical Education classes.

Positive Behavior Supports

District 89 utilizes positive behavior supports, restorative practices, social-emotional learning, and other interventions to promote responsible decision-making and positive relationships.

When appropriate, school staff may use:

- Student conferences
- Parent/guardian conferences
- Counseling services
- Social-emotional support
- Restorative practices
- Behavior intervention strategies

Students are expected to conduct themselves in a manner that promotes safety, respect, and learning.

Discipline

Progressive Discipline

When misconduct occurs, District 89 may use a range of interventions and consequences based on the severity and frequency of the behavior.

Possible interventions include:

- Verbal warning
- Student conference
- Parent/guardian contact
- Restorative conference
- Loss of privileges
- Detention
- In-school suspension
- Out-of-school suspension
- Referral to additional support services

Serious Misconduct

Examples of serious misconduct may include:

- Fighting or physical aggression
- Bullying or harassment
- Threats or intimidation
- Possession of prohibited items
- Vandalism or theft
- Substance-related violations
- Technology misuse
- Behavior that disrupts the educational environment

Serious violations may result in suspension, expulsion, or other disciplinary action consistent with Board policy and Illinois law.

Search and Seizure

In accordance with Board Policy [7:140, Search and Seizure](#), school officials may conduct reasonable searches of students, student property, and school property when there is reasonable suspicion that a law, Board policy, or school rule has been violated.

School-owned property, including lockers, desks, and other school equipment, remains under the District's control and may be inspected at any time. Items that violate school rules, Board policy, or the law may be confiscated, and disciplinary action may result. When appropriate, evidence may be turned over to law enforcement authorities.

Parent/Guardian Partnership

District 89 values strong partnerships with families. Parents/guardians are encouraged to support student success by reviewing school expectations, maintaining communication with school staff, and reinforcing positive behavior at home.

Additional Information

The complete Student Code of Conduct, disciplinary procedures, behavior definitions, and disciplinary matrices are available in Appendix A and on the District website.

STUDENT SAFETY & BULLYING PREVENTION

District 89 is committed to providing a safe, secure, and supportive learning environment for all students. Students, staff, parents/guardians, and community members share responsibility for maintaining safe schools. Students are expected to:

- Follow school safety procedures.
- Report unsafe conditions or behaviors.
- Treat others with respect and dignity.
- Follow directions from school personnel during emergencies and safety drills.
- Use school property and technology responsibly.

Emergency Preparedness

District 89 conducts required emergency drills throughout the school year, including fire, severe weather, lockdown, and evacuation drills. Students are expected to follow staff directions and safety procedures during all drills and emergencies.

Equal Educational Opportunities

District 89 provides equal educational opportunities to all students and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, homelessness, immigration status, language status, military status, unfavorable discharge from military service, order of protection status, or any other protected status. Students shall have equal access to educational programs, activities, services, and benefits in accordance with Board Policy 7:10, Equal Educational Opportunities.

Harassment, Discrimination, and Title IX

District 89 prohibits discrimination, harassment, and retaliation based on any protected characteristic, including sex, race, color, national origin, religion, disability, or other protected status.

Students who experience discrimination or harassment are encouraged to report concerns to a school administrator or the District's designated Title IX Coordinator.

Questions regarding the application of Title IX, reports of sex discrimination, or concerns regarding sexual harassment should be directed to the District's Title IX Coordinator in accordance with Board Policy [2:265, Title IX Sexual Harassment Grievance Process](#).

Title IX Coordinators:

Dr. Kimberly Miller, Director of Student Services, Kimberly.miller@maywood89.org.

Dr. Sherri Rodriguez, Director of Human Resources, Sherri.rodriguez@Maywood89.org

Bullying Prevention

District 89 prohibits bullying, intimidation, harassment, and retaliation. Bullying can negatively affect a student's ability to learn and participate in school activities.

Bullying includes conduct that:

- Causes physical or emotional harm.
- Creates a hostile educational environment.
- Interferes with a student's educational opportunities.
- Disrupts the orderly operation of the school.

Reporting Bullying

Students are encouraged to report bullying immediately. Reports may be made verbally or in writing to a teacher, counselor, social worker, principal, or other trusted school staff members.

Parents/guardians who believe their child has experienced bullying, harassment, intimidation, or retaliation should contact the school principal or the Student Services Department as soon as possible.

Anonymous reports may also be accepted; however, disciplinary action cannot be based solely on an anonymous report.

Response to Bullying

District 89 promptly investigates reports of bullying and takes appropriate action to address concerns. When appropriate, interventions may include:

- Parent/guardian communication
- Social-emotional support
- Restorative practices
- Behavioral interventions
- Disciplinary consequences

Retaliation against any individual who reports bullying or participates in an investigation is strictly **prohibited**.

Safe and Supportive Schools

District 89 is committed to fostering a positive school climate in which all students feel safe, respected, valued, and supported throughout their educational experience.

STUDENT SERVICES

The Student Services Department coordinates programs and services that support students' academic, behavioral, social-emotional, and developmental needs. The department works collaboratively with families, schools, and community partners to ensure that students receive the support they need to succeed.

Preschool for All (PFA)

District 89 offers Preschool for All programs that provide early childhood education opportunities designed to support school readiness and early learning development.

Counseling and Social Work Services

School counselors and social workers provide support services that promote student well-being, attendance, positive behavior, conflict resolution, and access to community resources.

McKinney-Vento Services

District 89 provides educational services and support for students experiencing homelessness in accordance with the McKinney-Vento Homeless Assistance Act. Eligible students may receive assistance with enrollment, transportation, school stability, and access to educational services.

Special Education Services

District 89 provides special education programs and related services for eligible students ages 3 through 21 in accordance with federal and state laws. Services are designed to meet each student's individual educational needs.

Individualized Education Program (IEP)

Eligible students receive services through an Individualized Education Program (IEP), which outlines educational goals, accommodations, services, and supports.

Section 504 Services

Students with qualifying disabilities may be eligible for accommodation and support through a Section 504 Plan to ensure equal access to educational programs and activities.

Student Code of Conduct

The Student Services Department supports the implementation of the District's Student Code of Conduct through prevention, intervention, restorative practices, and behavioral support services. Students and families are expected to review and follow the Code of Conduct outlined in this handbook.

Parent Partnership

District 89 values collaboration with families and encourages parents/guardians to actively participate in educational planning, support services, and intervention processes.

Student Services Department: Dr. Kimberly Miller, Director of Student Services | 906 Walton St, Melrose Park, IL 60160 | Phone: 708-450-2460.

Parents/guardians are encouraged to maintain communication with teachers and school personnel and to actively participate in their child's educational experience.

TECHNOLOGY & DIGITAL LEARNING

District 89 provides technology resources to support teaching, learning, communication, and student achievement. District-issued devices and network access are provided for educational purposes and remain the property of District 89.

Student Device Expectations

- Use District devices and networks responsibly and for educational purposes only.
- Follow all digital citizenship and internet safety expectations.
- Protect login credentials and personal information.
- Care for District-issued devices and accessories.
- Report lost, stolen, or damaged devices immediately.
- Comply with all District technology policies and the Student Code of Conduct.

District technology may be monitored, and students should have no expectation of privacy when using District-owned devices, networks, or accounts.

Device Care and Responsibility

Students and families are responsible for maintaining District-issued technology while it is in their possession. Damage, loss, or theft of District equipment may result in replacement fees and/or disciplinary consequences.

Virtual Learning

When remote or virtual instruction is necessary, students are expected to participate appropriately and follow all District technology expectations. Parents/guardians should support responsible use of technology and supervise internet access at home.

Additional Information

The complete Student/Parent Device Contract & Home Use Guidelines, including device responsibilities, monitoring practices, replacement fees, and virtual learning expectations, are available in Appendix D and on the District website at www.maywood89.org.

STUDENT RECORDS, PRIVACY & PARENT RIGHTS

District 89 maintains student records in accordance with the Illinois School Student Records Act and Board Policy [7:340, Student Records](#). Student records are confidential and are maintained to support each student's educational program and school experience.

Permanent Records

Permanent records contain essential student information, including identification, academic transcripts, parent/guardian information, attendance, health records, and other records required by the Illinois State Board of Education (ISBE). Permanent records are maintained for at least 60 years after a student's transfer, graduation, or withdrawal.

Temporary Records

Temporary records contain educational information not included in the permanent record, such as assessment scores, disciplinary records, health information, language survey results, special education and Section 504 records, and other educationally relevant information. Temporary records are maintained for at least five years after a student's transfer, graduation, or withdrawal.

Parent and Student Rights

Parents/guardians have the right to:

- Inspect and review their child's student records.
- Request copies of student records.
- Request correction of inaccurate, misleading, or inappropriate information.
- Receive information regarding the release of student records.
- Obtain copies of District policies regarding student records.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and Students age 18 or older the same rights regarding their educational records.

Access to Student Records

Access to student records is limited to parents/guardians and authorized individuals. Records may be released as permitted by law, including during emergencies, by court order, to authorized agencies, and to school officials with a legitimate educational or administrative interest. Student records may also be transferred to another school district when a student enrolls or intends to enroll in that district. Written consent from a parent/guardian, or from the student if age 18 or older, is required for any other release of information unless otherwise authorized by law.

Record Destruction Notice

Upon graduation, transfer, or permanent withdrawal, parents/guardians and eligible students will be notified of the scheduled destruction dates for student records and their right to request copies before records are destroyed.

Directory Information

Certain student information may be designated as directory information and released in accordance with District policy and applicable law. Parents/guardians may request that directory information be released by notifying the District in writing.

Student Privacy

District 89 is committed to protecting student privacy and safeguarding student information. Student records and personally identifiable information are maintained and disclosed only as permitted by state and federal law.

Student Surveys and Evaluations

District 89 may administer surveys, assessments, and evaluations to support student learning, school improvement, and educational program planning. Parents/guardians have the right to inspect certain surveys and instructional materials and may opt their child out of participation in surveys that are protected by federal law.

The District will provide notice when required and will comply with all applicable state and federal laws regarding student privacy and parental rights. Questions regarding student surveys or evaluations should be directed to the school principal or the District Office.

For additional information regarding student surveys and privacy rights, please refer to Board Policy [7:15, Student and Family Privacy Rights](#).

FAMILY ENGAGEMENT & VOLUNTEER OPPORTUNITIES

District 89 believes that student success is strengthened through meaningful partnerships among families, schools, and the community. Parents/guardians are encouraged to take an active role in their child's education by maintaining regular communication with teachers and school staff, supporting learning at home, and participating in school activities and events.

Communication with Families

District 89 communicates with families through a variety of methods, including:

- Phone calls and text messages
- Email notifications
- School and District websites
- Parent-teacher conferences
- School newsletters
- Social media platforms
- Parent meetings and informational sessions

Parents/guardians are responsible for keeping their contact information up to date to ensure they receive important school and District communications.

Parent-Teacher Conferences

Parent-teacher conferences provide an opportunity for families and teachers to discuss student progress, academic performance, attendance, behavior, and goals for success. Parents/guardians are encouraged to attend scheduled conferences and may request additional meetings throughout the school year.

Classroom Visits

Parents/guardians wishing to visit a classroom should contact the school principal in advance to arrange a visit. Classroom visits may be scheduled at a mutually agreeable time that minimizes disruption to instruction.

Volunteer Opportunities

District 89 welcomes family and community involvement in its schools. Parents/guardians interested in volunteering may contact their child's school for information regarding available opportunities and any applicable volunteer requirements.

Volunteer opportunities may include:

- School events and activities
- Parent organizations
- Family engagement programs
- Classroom support activities
- School improvement initiatives

All volunteers must follow District procedures and school expectations while on school property.

Extracurricular Activities

District 89 encourages students' participation in extracurricular activities that support leadership, teamwork, personal growth, and school engagement. Participation in extracurricular activities is a privilege and carries additional responsibilities.

Students are expected to attend school for the entire day to participate in extracurricular activities or special events scheduled that day, including graduation ceremonies, unless excused by the school administration.

All students participating in extracurricular activities must comply with Board Policy [7:190, Student Behavior](#), and all applicable school and activity rules. Coaches and sponsors review activity expectations and codes of conduct with participants annually.

Student Media Release

Throughout the school year, District 89 may photograph, video-record, or highlight student achievements and activities for educational, informational, and public-relations purposes. Student names, photographs, artwork, written work, voice recordings, and video images may be used in District publications, newsletters, presentations, social media platforms, and on the District website.

Parents/guardians will be provided with a Media Release Agreement during registration. Families who do not wish to have their child's information or image used in District publications should notify the District in writing.

Additional information and the complete Media Release Agreement are available in Appendix H.

Parent Organizations

Schools may offer opportunities for families to participate in Parent-Teacher Organizations (PTOs), advisory committees (PAC, BPAC), family events, and other school-sponsored activities that support student achievement and school improvement. Please contact the Academic Success Department.

District Website and Resources

Families are encouraged to visit www.maywood89.org for information regarding District programs, calendars, registration, school announcements, Board of Education information, and other important resources.

APPENDICES

APPENDIX A - 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 correcting inappropriate behavior** and minimize the likelihood of the behavior escalating or recurring.
2. **Intervene** to minimize disruption, resolve conflict, and, as necessary, 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 given an opportunity to explain their actions before any disciplinary determination is made.
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 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 their designee may choose to assign the student a combination of out-of-school and in-school skill-building 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 students' 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.

The tables on the following pages provide examples of student behavior and possible interventions or consequences. All disciplinary decisions are made on a case-by-case basis and may include restorative practices when appropriate.

Group 1 – Inappropriate Behaviors

These behaviors are typically managed by teachers and support staff.

	Inappropriate Behaviors	Available Responses
1-1	Running or excessive noise that disrupts the educational environment	• Restorative, skill-building, or instructive approaches • Restorative conversation before or after school • Parent/guardian contact with a focus on the behavior of concern and strategies to prevent recurrence
1-2	Leaving the classroom without permission	
1-3	Excessive behaviors disruptive to classroom instruction	
1-4	Loitering in school or on school grounds	
1-5	Failing to attend class without a valid excuse	
1-6	Persistent tardiness to school or class (3 or more incidents per semester)	
1-7	Use of the District computer network to access non-educational materials	
1-8	Unauthorized use or possession of a cellphone (returned to parent/guardian only)	
1-9	Academic dishonesty	
1-10	Dress code violation	
1-11	Unprepared for class	
1-12	Teasing/name-calling	
1-13	Name-calling	
1-14	Gum chewing	
1-15	Initiating or participating in minor physical actions (e.g., play fighting) in classrooms or hallways	
1-16	Minor theft (e.g., pencil, school supplies)	
1-17	Inappropriate display of affection	

Group 2 – Disruptive Behaviors

These behaviors and corresponding responses are managed by administrators.

	Disruptive Behaviors	Available Responses
2-1	Persistent tardiness to school	• Restorative, skill-building, or instructive approaches • Restorative conversation before or after school • Parent/guardian contact focused on the behavior of concern and strategies to prevent recurrence • Detention (lunch, before school, or after school) • Skill-Building In-School Suspension (ISS), ranging from one class period up to three days
2-2	Posting or distributing unauthorized written materials on school grounds	
2-3	Interfering with school authorities and programs through walkouts or sit-ins	
2-4	Failing to abide by school rules not otherwise listed in the Student Code of Conduct	
2-5	Exhibiting or publishing obscene or offensive materials	
2-6	Possession and/or use of tobacco or nicotine products, e-cigarettes, or cigarette lighters	
2-7	Disregard for the direction of school personnel causes an interruption to the instructional environment	
2-8	Disruptive behavior on the school bus	
2-9	Gambling—participating in games of chance for money or things of value	
2-10	Fighting—physical aggression with no injuries	
2-11	Leaving school without permission	
2-12	Repeated/documented Group 1 offense (two or more incidents within two weeks)	
2-13	Fraudulently making or altering a document	
2-14	Directed profanity or inappropriate language	

Group 3 – Seriously Disruptive Behaviors

These behaviors and corresponding responses are managed by administrators.

	Seriously Disruptive Behaviors	Available Responses
3-1	Harassment involving profane, obscene, or seriously offensive language, gestures, or behavior based on race, color, national origin, sex, gender, sexual orientation, age, religion, gender identity, gender expression, or disability	• Restorative, skill-building, or instructive approaches • Restorative conversation before or after school • Parent/guardian contact focused on the behavior of concern and strategies to prevent recurrence • Detention (lunch, before school, or after school) • Skill-Building In-School Suspension (ISS), ranging from one class period up to three days • Skill-building, in-school, out-of-school suspension* (or combination) up to five days (notification and approval required by the Superintendent or designee)
3-2	Overt display of gang affiliation	
3-3	Bullying (see Board Policy 7:180 and definition of bullying before assigning an intervention or consequence)	
3-4	Vandalism or criminal damage to property with a value of less than \$500	
3-5	Fighting resulting in physical injury	
3-6	Theft or possession of stolen property valued at less than \$150	
3-7	Trespassing on school grounds or remaining on school property after being directed to leave	
3-8	Knowingly or intentionally using the District network or information technology for inappropriate purposes	
3-9	Possession of a dangerous object as defined in the Student Code of Conduct Reference Guide	<i>A student may receive an out-of-school suspension of 1–3 days only if the student's continued presence poses a threat to school safety or disrupts other students' learning opportunities.</i>
3-10	Initiating or participating in inappropriate physical contact with school personnel without intent to cause harm	
3-11	Inappropriate consensual sexual activity (developmentally inappropriate)	

Group 4 – Most Seriously Disruptive Behaviors

These behaviors are managed, and corresponding responses are managed by Administrators

	Most Seriously Disruptive Behaviors	Available Responses
4-1	Extortion – obtaining money or information from another by coercion or intimidation	• Restorative, skill-building, or instructive approaches • Restorative Conversation: Before or After School • Parent/Guardian contact with a focus on the behavior of concern and strategies to prevent recurrence • Detention – Lunch, Before or After School • Skill-building In-School Suspension (ISS) – up to three days • Skill-building, in-school, out-of-school suspension* (or combination) up to five days (notification and approval required by Superintendent or designee) • Up to 10-day suspension (justification submitted for approval by Superintendent or designee) • Request for Board hearing *A student may only receive an out-of-school suspension for 1–3 days if the student's continuing presence in school would pose a threat to school safety or disrupt other students' learning opportunities. *A student may only receive 4 or more days of out-of-school suspension if the student's continuing presence poses a threat to the safety of students, staff, or the school community, or (b) substantially disrupts, impedes, or interferes with the operation of the school.
4-2	Aggravated assault – with a weapon, or any assault against school personnel	
4-3	Theft of stolen property valued at more than \$150	
4-4	Use of intimidation, credible threats of violence, coercion, or persistent severe bullying	
4-5	Gang activity (coordination, recruitment, repetitive activity) or overt displays of gang affiliation	
4-6	Inappropriate sexual conduct (does not involve the use of force)	
4-7	Engaging in or attempting any illegal behavior that interferes with the school's educational process	
4-8	Persistent or severe acts of sexual harassment	
4-9	False activation of a fire alarm (school facility evacuated or emergency services notified)	
4-10	Use of any computer, social networking, or technology device to threaten, stalk, harass, bully, or intimidate others or the school's information security system	
4-11	Vandalism resulting in damage exceeding \$500	
4-12	Use or possession of illegal drugs, narcotics, controlled substances, "look-alikes," alcohol, or contraband (<i>case-by-case for look-alikes</i>)	
4-13	Participating in mob action – a large or disorderly group of students using force to cause injury to a person or property	
4-14	Use, possession, and/or concealment of a firearm, destructive device, or other weapon	
4-15	Intentionally causing or attempting to cause all or a portion of the District's network to become inoperable	
4-16	Knowingly damaging property by means of fire or explosive	
4-17	Bomb threat	
4-18	Robbery (involves force or threats)	
4-19	Sale/distribution or intent to sell illegal substances	
4-20	Sex acts that include the use of force	

District officials will share information with appropriate law enforcement agencies in accordance with 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 investigate, or require a student to cooperate in an investigation, if there is specific information about an activity or the student's account on a social networking site that violates a school disciplinary rule or policy.
- Notice that, during an investigation, a student may be required to share the content that is reported to make a factual determination.

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.

Students may be assigned a skill-building in-school suspension when:

- Skill-building in-school suspension is identified as an available consequence for the applicable Student Code of Conduct (SCC) behavior category.
- The student has been informed of the reported inappropriate behavior.
- The student has been provided with an opportunity to respond to the allegation.
- Reasonable efforts have been made to contact the student's parent(s)/guardian(s).
- A copy of the referral (generated in PowerSchool) has been provided to the student's parent(s)/guardian(s).
- The student is given the opportunity to complete classroom assignments and earn equivalent academic credit during the suspension.

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 should 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 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 appropriate and

available support services, if any, will be provided to the student during the 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 students' 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 expels 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.

Drug-Free Schools

District 89 is committed to maintaining a safe, healthy, and drug-free learning environment. The possession, use, distribution, or sale of illegal drugs, alcohol, tobacco products, e-cigarettes, vaping devices, or similar products is prohibited on school property, at school-sponsored activities, and on school transportation.

APPENDIX B – BULLYING PREVENTION, NONDISCRIMINATION & TITLE IX

Bullying Prevention (Board Policy 7:180)

District 89 is committed to providing a safe and respectful learning environment free from bullying, intimidation, harassment, and retaliation. Bullying is prohibited during school activities, on school property, on school transportation, and through electronic communications that substantially disrupt the educational environment.

Bullying includes physical, verbal, written, or electronic conduct that causes physical or emotional harm, creates a hostile educational environment, interferes with a student's educational opportunities, or disrupts the orderly operation of a school. Cyberbullying is also prohibited.

Students, parents/guardians, staff, and community members are encouraged to report actual or suspected bullying. Reports may be made verbally, in writing, or anonymously.

Reporting Bullying

Concerns may be reported to any staff member, school administrator, or the District's Nondiscrimination Coordinator.

Nondiscrimination Coordinator

Dr. Sherri Rodriguez

906 Walton St, Melrose Park, IL 60160

Email: sherri.rodriquez@maywood89.org

Phone: (708) 450-2460

Complaint Managers

Dr. Sherri Rodriguez

906 Walton St, Melrose Park, IL 60160

Email: sherri.rodriquez@maywood89.org

Phone: (708) 450-2460

Dr. Kimberly Miller

906 Walton St, Melrose Park, IL 60160

Email: kimberly.miller@maywood89.org

Phone: (708) 450-2460

District 89 promptly investigates reports of bullying and may utilize restorative practices, counseling, social-emotional support, and disciplinary measures when appropriate. Retaliation against any individual who reports bullying or participates in an investigation is strictly prohibited.

Anonymous reports may also be submitted through the Securly Tip Line: Phone: 1-833-300-STOP (7867)

Email: tipline@securly.com, Website: www.securly.com/tip

Harassment, Discrimination & Equal Educational Opportunities

District 89 provides equal educational opportunities to all students in accordance with Board Policy 7:10 and prohibits harassment, intimidation, bullying, and discrimination based on race, color, national origin, sex, sexual orientation, gender identity, religion, disability, age, military status, homelessness, or any other protected status.

The District will not tolerate conduct that interferes with a student's educational experience or creates an intimidating, hostile, or offensive educational environment.

Title IX Sexual Harassment

District 89 complies with Title IX of the Education Amendments of 1972 and prohibits sex discrimination and sexual harassment in all educational programs and activities.

Questions, concerns, or complaints regarding Title IX may be directed to:

Title IX Coordinator

Dr. Kimberly Miller

Director of Student Services

906 Walton Street, Melrose Park, IL 60160

Email: Kimberly.Miller@maywood89.org

Teen Dating Violence ([Board Policy 7:185](#))

Teen dating violence is prohibited on school property, at school-sponsored activities, and on school-provided transportation. Students who engage in or threaten physical, emotional, or sexual abuse within a dating relationship may be subject to disciplinary and supportive interventions.

Gangs and Gang Activity

Gang activity is prohibited on school property and at school-sponsored activities. Students may not display gang-related symbols, clothing, gestures, or behaviors, recruit others into gangs, intimidate others, or participate in activities that promote gang involvement.

Additional Information

For complete procedures and policy details, please refer to:

- Board Policy [7:180 – Prevention of and Response to Bullying, Intimidation, and Harassment](#)
- Board Policy [7:20 – Harassment of Students Prohibited](#)
- Board Policy [7:10 – Equal Educational Opportunities](#)
- Board Policy [2:265 – Title IX Sexual Harassment Grievance Process](#)
- Board Policy [7:185 – Teen Dating Violence Prohibited](#)

APPENDIX C – STUDENTS RECORDS, PRIVACY & PARENT RIGHTS

District 89 maintains student records in accordance with the Family Educational Rights and Privacy Act (FERPA), the Illinois School Student Records Act (ISSRA), and applicable state and federal laws. Student records are maintained in two categories:

Permanent Records

Permanent records contain essential student information, including identification information, academic transcripts, attendance records, parent/guardian information, health records, and other records required by the Illinois State Board of Education (ISBE). Permanent records are maintained for at least 60 years after a student's transfer, graduation, or withdrawal.

Temporary Records

Temporary records contain educational information not included in the permanent record, such as assessment scores, disciplinary records, health information, language survey results, special education records, Section 504 records, and other educationally relevant information. Temporary records are maintained for at least five years after a student's transfer, graduation, or withdrawal.

Parent and Student Rights

Parents/guardians have the right to:

- Inspect and review their child's student records.
- Request copies of student records.
- Request correction of inaccurate, misleading, or inappropriate information.
- Receive information regarding the release of student records.

These rights transfer to the student upon reaching age 18, upon graduation from high school, upon marriage, upon military service, or as otherwise provided by law.

Requests to inspect or obtain copies of records should be directed to:

Dr. Kimberly Miller, Director of Student Services

906 Walton St, Melrose Park, IL 60160 | Phone: (708) 450-2460

Access to Student Records

Access to student records is limited to parents/guardians and authorized individuals as permitted by law.

Student records may be released:

- In emergencies as permitted by law.
- Pursuant to a court order.
- To authorize educational personnel with a legitimate educational or administrative interest.
- To another school district when a student enrolls or intends to enroll.

Written parent/guardian consent is required for other disclosures unless otherwise authorized by law.

Student Records Challenges

Parents/guardians and eligible students may request correction of records they believe are inaccurate, misleading, or inappropriate. Requests must be submitted in writing to the District's Records Custodian. The District will follow procedures established by the Illinois School Student Records Act.

Students Receiving Special Education Services

Parents/guardians of students receiving special education services have the right to review and obtain copies of educational records, evaluation reports, service logs, and Individualized Education Program (IEP) documents in accordance with state and federal law.

Questions regarding special education records should be directed to the Director of Student Services.

Record Destruction Notice

Upon graduation, transfer, or permanent withdrawal, parents/guardians and eligible students will be notified of the scheduled destruction dates for student records and their right to request copies before records are destroyed.

Directory Information

District 89 may designate certain student information as directory information and release it in accordance with state and federal law. Examples may include recognition for academic achievement, participation in school activities, and awards, as well as recognition for athletics.

Parents/guardians may prohibit the release of directory information by submitting a written request to the building principal within 30 days of receiving this handbook.

Student Data Privacy

District 89 is committed to protecting student privacy and safeguarding student information. Student information may be shared with approved educational service providers only when necessary to support instruction, student learning, and educational operations.

The District does not sell student information and takes reasonable measures to protect student data from unauthorized access. Additional information is available in Board Policy 7:345, Use of Educational Technologies; Student Data Privacy.

Student and Family Privacy Rights

Parents/guardians have the right to inspect certain surveys, instructional materials, and educational resources used in connection with their child's education.

District 89 will not collect, disclose, or use personal student information for marketing purposes except as permitted by law. Parents/guardians may review certain surveys and opt their child out of participation when allowed by law.

Complaints

Parents/guardians who believe the District has failed to comply with FERPA may file a complaint with:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW, Washington, DC 20202

For additional information, please refer to:

- Board Policy [7:340 – Student Records](#)
- Board Policy [7:15 – Student and Family Privacy Rights](#)
- Board Policy [7:345 – Use of Educational Technologies; Student Data Privacy](#)

APPENDIX D – TECHNOLOGY USE AGREEMENT

District 89 provides technology resources to students for **educational purposes only**. These tools promote equity and access to high-quality digital learning experiences. Students must use devices responsibly, in accordance with District policies and the Student Code of Conduct.

DEVICE OWNERSHIP

All technology issued to students remains the **property of District 89**. Students and families are responsible for maintaining and caring for the equipment while it is in their possession.

GENERAL RULES FOR DEVICE USE

Students and families must:

- Use District devices and networks for **educational purposes only**.
- Never trade, tamper with, or share devices or login credentials.
- Use the provided case to transport devices and prevent damage.
- Immediately report any technical issues to the Technology Department.
- Refrain from installing personal apps, games, or content.
- Keep all District asset tags and labels intact and unmarked.
- Respect internet safety rules—parents must monitor at-home use.
- Return the device and accessories immediately upon request.

DEVICE MONITORING & PRIVACY

District 89 reserves the right to:

- Access, review, or monitor all content on its devices and networks.
- Track internet browsing history and software usage.
- Restrict or suspend access if policies are violated.

There is no expectation of privacy when using District technology.

STUDENT EXPECTATIONS

Students must:

- Handle devices carefully.
- Follow all rules for digital citizenship and device care.
- Never attempt to unlock, jailbreak, or alter the device's settings.

VIOLATIONS MAY RESULT IN:

- Use of an older device
- Completion of assignments with pen and paper
- Temporary or permanent loss of device privileges
- Disciplinary action, including meetings with the administration

DEVICE REPLACEMENT & DAMAGE FEES

Families are financially responsible for damage, loss, or theft.

- **Damaged Device (Laptop or iPad): \$50**
- **Lost or Stolen Device (Laptop or iPad): \$150**

 If the cost of replacement presents a financial hardship, please call the school administration within **5 business days** to explore possible solutions.

REMOTE LEARNING & VIRTUAL INSTRUCTION

By signing this agreement, you will consent to your child's participation in live virtual instruction if needed.

Parents agree:

- Not to record or photograph any part of virtual lessons.
- Only the student may participate during live sessions.

Parent/Guardian Responsibilities

- Support your child in using the device responsibly.
- Supervise at-home internet use.
- Report any incidents of damage, loss, or theft promptly.

SIGNATURES

I have read and agree to the expectations outlined in this contract. I understand that failure to follow the rules may result in consequences and reimbursement for damages.

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

APPENDIX E – MEDIA RELEASE & PUBLICITY CONSENT FORM

Agreement for Publications, Video, and Website

Students in District 89 are occasionally asked to participate in school or district publicity and public relations activities. The district asks that you sign this form to protect your child's privacy and obtain your consent. By signing, you authorize the use of your child's name, photograph, work, voice, or statements in district publications, printed materials, digital media, or social media platforms such as the district website or social networks. These materials may or may not personally identify the student.

The district may use the pictures and/or videos in subsequent years.

AGREEMENT

As a parent or guardian, I consent to School District 89 to use my child's name, photos, artwork, written work, voice, spoken words, or videos/images of them.

The district will use this information only for purposes such as public relations, sharing school news, promoting school or district programs, and providing educational materials.

I further understand and agree with the following:

- No monetary consideration shall be paid.
- Consent and release have been given without coercion or duress.
- This agreement is binding upon the heirs and/or future legal representatives.
- The phone, video, or student statements may be used in subsequent years.

I understand that once publication occurs, I waive the right to revoke my consent to publish the student's name, photograph(s), written work, and/or voice/verbal statements on the current or future website, publicity and public relations materials of School District 89, and/or in the School District 89 Schools.

Student Name _____

Student School _____

Parent/Guardian Signature _____

Date _____

APPENDIX F- ANNUAL NOTICES

Asbestos Management Notice

District 89 maintains an Asbestos Management Plan in accordance with the Illinois School Code and federal Environmental Protection Agency (EPA) regulations. The District conducts periodic inspections and monitoring of asbestos-containing materials and implements preventive maintenance measures to ensure a safe learning environment. The plan is available for public review at the District Administrative Office.

Pesticide Application Notice

District 89 complies with Illinois law regarding pesticide applications on school property. Parents/guardians and employees will be notified at least two business days before pesticide applications are made on school grounds, except for certain exempt products such as disinfectants, sanitizers, insecticide baits, and rodenticide baits.

Pesticides will not be applied to playgrounds, playing fields, or other designated student areas during school hours when students are present. The District follows all state requirements to ensure the safe use of pesticides and to minimize exposure to students and staff.

Emergency School Closing Notice

District 89 conducts required emergency drills throughout the school year, including fire, severe weather, lockdown, and evacuation drills. Students are expected to follow staff directions and established safety procedures during all drills and emergencies.

McKinney-Vento Homeless Children Education Notice

In accordance with Board Policy 6:140, Education of Homeless Children, District 89 provides equal access to the same free and appropriate public education available to all students, including preschool education. Students experiencing homelessness are entitled to immediate enrollment, transportation services, educational services, and participation in the District's meal program.

Eligible students may attend the school they attended when permanently housed, the school in which they were last enrolled, or the school serving the attendance area in which they are currently residing.

For information regarding enrollment, transportation, or services for students experiencing homelessness, please contact:

Dr. Kimberly Miller

Director of Student Services

906 Walton Street, Melrose Park, IL 60160 | Phone: (708) 450-2460

Equal Educational Opportunities Notice

In accordance with Board Policy 7:10, Equal Educational Opportunities, District 89 provides equal educational opportunities to all students. It prohibits discrimination based on race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, homelessness, immigration status, language status, military status, unfavorable military discharge, order of protection status, or any other protected characteristic. Students shall have equal access to all District educational programs, activities, services, and benefits.

Pledge of Allegiance and Moment of Silence

In accordance with Illinois law, District 89 schools observe a daily Pledge of Allegiance and Moment of Silence. Students may choose not to participate in the Pledge of Allegiance in accordance with state and federal law.

APPENDIX G - PARENTS' RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS

BOARD OF EDUCATION

Shakeesta Williams, President
Sandra Ciano, Vice President
Teri Cervone, Secretary
Oscar Giron Jr., Member
Jesse Macias, Member
Kasharii Parker, Member
Laighton H. Scott III, Member

District Office

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

www.maywood89.org

***Excellence
is Our
Standard!***

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



DISTRICT 89
MAYWOOD | MELROSE PARK | BROADVIEW

Dr. Algeanna Griffin
Superintendent

Parents' Right to Know Professional Qualifications

Dear Parent/Guardian:

At Maywood-Melrose Park-Broadview School District 89, Excellence is Our Standard. We are committed to providing every student with a high-quality education delivered by qualified and dedicated educators.

As a parent/guardian of a student attending a Title I school, you have the right to request information regarding the professional qualifications of your child's classroom teachers and paraprofessionals, as required by Every Student Succeeds Act (ESSA).

Upon request, the District will provide information regarding:

- Whether the teacher has met Illinois licensing and certification requirements for the grade level and subject area being taught.
- Whether the teacher is teaching under an emergency or other provisional status through which state qualification or licensing requirements have been waived.
- The teacher's college degree(s), major field(s) or study, graduate certifications, and any other degrees or credentials held/

District 89 is proud of its staff's professional qualifications and remains committed to ensuring that all students are taught by highly qualified educators who support academic achievement and personal growth.

If you would like to request information about your child's teacher or paraprofessional, please contact your school's principal.

Thank you for your continued partnership in your child's education.

Sincerely,
District 89
Maywood-Melrose Park-Broadview

APPENDIX H -2026-2027 OFFICIAL SCHOOL CALENDAR

MAYWOOD-MELROSE PARK-BROADVIEW SCHOOL DISTRICT 89

Board Approved 4/9/2026
State Approved 3/31/2026

2026-2027 Official School Calendar

Excellence is our Standard

July 2026				
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

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

August 2026				
M	Tu	W	Th	F
3	4	5	6	7
NTN	NTN	NTN	NTN	NTN
17	TI	TI	20	21
24	25	26	27	28
31				

New Teacher Network Days
Teacher Institute Days - No School for Students
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 9-12pm NO SCHOOL

Indigenous Peoples' Day NO SCHOOL

FIRST QUARTER ENDS (44 Days)

Report Cards Sent Home

Election Day - Elearning Day

Veterans Day - NO SCHOOL

Thanksgiving Break - No School

Winter Break

School Resumes

SECOND QUARTER ENDS (44 Days)

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

Teacher Institute Days - No School for Students

Presidents' Day - No School

Casimir Pulaski Day - No School

Spring Break

School Resumes

THIRD QUARTER END (44 Days)

Report Cards Sent Home

Memorial Day - No School

FOURTH QUARTER END/ Report Cards Sent Home

Last Day if NO "Emergency Days" used

Last Day if 5 "Emergency Days" used

Student Days - 176

Educator Days - 186

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

* Early Dismissal Tuesdays

BOARD OF EDUCATION MEETINGS

2nd THURSDAY OF EACH MONTH AT 6:00PM

September 2026				
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		

October 2026				
M	Tu	W	Th	F
			1	2
5	*6	7	8	PTC
12	*13	14	15	16
19	*20	21	22	23
26	*27	28	29	30

November 2026				
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				

December 2026				
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	

January 2027				
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

February 2027				
M	Tu	W	Th	F
1	*2	3	4	PTC
8	*9	10	11	TI
15	*16	17	18	19
22	23	24	25	26

March 2027				
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		

April 2027				
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

May 2027				
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				

June 2027				
M	Tu	W	Th	F
	*1	2	3	4
ED	ED	ED	ED	ED
14	15	16	17	18
21	22	23	24	25
28	29	30		

Revised 3/24/26

APPENDIX I – BOARD POLICY REFERENCE GUIDE

The following Board Policies are referenced throughout this handbook. Complete Board Policies are available on the District website at www.maywood89.org or by contacting the District Office.

Policy	Policy Title
2:260	Uniform Grievance Procedure
2:265	Title IX Sexual Harassment Grievance Process
4:110	Transportation
6:140	Education for Homeless Children
6:235	Access to Electronic Networks
7:10	Equal Educational Opportunities
7:15	Student and Family Privacy Rights
7:20	Harassment of Students Prohibited
7:60	Residence
7:165	School Uniforms
7:180	Prevention of and Response to Bullying, Intimidation, and Harassment
7:185	Teen Dating Violence Prohibited
5:50	Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
7:190	Student Behavior
7:340	Student Records
7:345	Use of Educational Technologies; Student Data Privacy

For additional information regarding any Board Policy, please visit [MAYWOOD-MELROSE PARK-BROADVIEW SCHOOL DISTRICT 89](#) or contact the District Office at (708) 450-2460.

