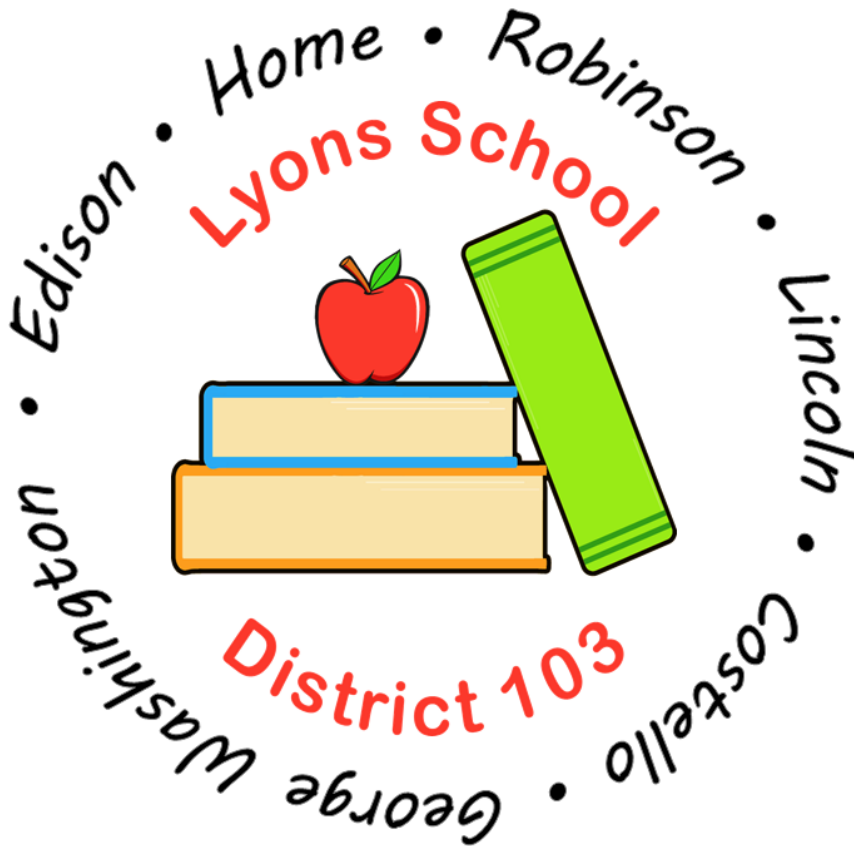


Lyons School District 103

STUDENT HANDBOOK



2018 – 2019 School Year

Costello Elementary School

Lincoln Elementary School

Edison Elementary School

Robinson Elementary School

Home Elementary School

Washington Middle School

DISTRICT INFORMATION

LYONS DISTRICT 103 SCHOOLS STUDENT / PARENT HANDBOOK

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

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DISTRICT INFORMATION

Lyons Elementary School District 103

Serving the Communities of Brookfield, Forest View, Lyons, McCook, and Stickney

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (www.sd103.com) or at the Board office, located at the following address:

DISTRICT ADMINISTRATION OFFICE 4100 Joliet Avenue Lyons, IL 60534	Robert Madonia, Interim Superintendent Pat Patt, Interim Superintendent	Main 783-4100 Fax 780-9725
COSTELLO SCHOOL (K-5) 4632 Clyde Lyons, IL 60534	Mark Antkiewicz, Principal	Main 783-4300 Fax 442-8859
EDISON SCHOOL (K-5) 4100 Scoville Avenue Stickney, IL 60402	Dr. Janice Bernard, Principal	Main 783-4400 Fax 780-0035
HOME SCHOOL (K-5) 4400 Home Avenue Stickney, IL 60402	Kristen Smith, Principal	Main 783-4500 Fax 780-0041
LINCOLN SCHOOL (K-5) 4300 Grove Avenue Brookfield, IL 60513 At Risk/Pre-Kdg Program	Tara Kristoff, Principal Catherine Eichhammer, Assistant Principal	Main 783-4600 Fax 780-2485 Main 780-4605
ROBINSON SCHOOL (K-5) 4431 Gage Avenue Lyons, IL 60534	Al Molina, Principal	Main 783-4700 Fax 780-0172
GEORGE WASHINGTON MIDDLE SCHOOL (6-8) 8101 Ogden Avenue Lyons, IL 60534	Donald Jones, Principal Rubi Ortiz, Assistant Principal Gary Wheaton, Assistant Principal	Main 783-4200 Fax 780-9757

Board of Education

Marge Hubacek, President
Sharon Anderson, Vice-President
Joanne Schaeffer, Secretary
Michael Bennett, Member
Shannon Johnson, Member
Coleen Shipbaugh, Member
Jorge Torres, Member

Administration

Interim Superintendents	Dr. Robert Madonia & Mr. Patrick Patt
Assistant Superintendent	Kyle Hastings
Director of Business	Dr. Sherry Reynolds Whitaker
Director of Curriculum	Darek Naglak
Director of Buildings and Grounds	Mark Galba
Director of Special Education	Dr. Gregory Bublitz
Director of Technology	Michael Crowley
District Data & Communications Administrator	Vivian Chodor
District Network Administrator	Dean Elzinga
Secretary to the Superintendent	Charline Latronica
Secretary for Curriculum and Student Services	Christine Miller
Human Resources	Dr. Kimberly Ontiveros
Accounting	Joe Ventrella
Payroll	Dora Garcia
Accounts Payable/Secretary to the CSBO	Lori Kray
District Nurse	Melissa Seabrook
District Assistant Nurse	Angel McGregory

GENERAL INFORMATION

Arrival to School

Middle School:

The bell to enter school will ring at 7:50 am and students are expected to be in their classroom and ready to learn at 7:55 am. Students will be dismissed at 2:40 pm. Due to supervisory schedules, students are not permitted in the building before 7:40 am unless they have a pass from a teacher or a parent. Students arriving for breakfast will enter through door #7 starting at 7:30am.

Elementary School:

The bell to enter school will ring at 8:30. Due to supervision schedules students are not permitted on the playground before 8:20. Parents are asked not to send their children to school prior to 8:20 a.m. unless the child is bussed, eating breakfast, or in the Before School Program.

Assessment

All students are assessed on a regular basis by their classroom teacher(s). District-wide assessments such as the Aimsweb and NWEA MAP are given in the fall, winter, and spring. ELL students will receive ACCESS testing. State assessments are given in the spring. The results of these assessments are used to determine student placement and eligibility for special programs. Please check the assessment calendar posted online for more detailed information.

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the State's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

Students must participate in assessments mandated by the Every Student Succeeds Act ("ESSA") and by the State of Illinois or the District. Parents may request information regarding any State or local policy regarding student participation in any assessments mandated by ESSA and by the State of Illinois or the District.

Bicycles, Hoverboards, Rollerblades, Scooters, Skateboards, Wheelies

Students in grades 3-8 are allowed to ride bicycles to school. Students assume full responsibility for their bicycles. This privilege may be taken away for improper use of the bicycle. The school is **NOT** responsible for lost or stolen bicycles, and it is suggested that bikes be securely locked in the approved areas.

It is highly recommended that hoverboards, rollerblades, skateboards, and scooters (and other similar wheel equipment) be kept at home due to the possibility of accidents on the way to and from school. The school is not responsible for any lost or stolen property.

Wheelies (shoes with wheels or rollers built into them) are not permitted in school.

Care of School and Neighborhood Property

Students may lose privileges and be required to pay for damages done to school property. We ask parents to cooperate with us by emphasizing the necessity of not destroying school property.

Students are expected to respect the rights of property owners in the vicinity of the school by staying off their property. Schools must be good neighbors to property owners in the school neighborhood.

Contact Information Changes

The following changes in contact information must be reported to the school. Any changes in address will require proof of residency.

- Employment phone number;
- Home phone number/cell phone;
- Address;
- Email address; or
- Emergency contacts

Emergency Closing Information

School closings due to severe weather or other unusual circumstances will be announced as soon as possible on the Lyons 103 website (www.sd103.com) and by an automated phone calling system.

Parents are able to go to the public website at www.emergencyclosingcenter.com for school closing information. The Emergency Closing Center is available 24 hours a day.

English Learners

The District offers opportunities for resident English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Learners. For more information on the District's English Learner Program, please contact Dr. Janice Bernard.

Parent Involvement

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

Equal Educational Opportunities

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 under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

The District has appointed a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity educational opportunities and to prohibit the harassment of students. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. The District's Nondiscrimination Coordinator is Dr. Kim Ontiveros.

Education of Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board of Education policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

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. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation. The District's Liaison for Homeless Children is Dr. Gregory Bublitz.

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.

If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

Those needing assistance and support regarding homeless families, please contact the Liaison for Homeless Children, Dr. Gregory Bublitz, at 708-783-4129.

Internet and Acceptable Use Policy

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

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. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks;
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials;
3. Ensure student and staff privacy, safety, and security when using electronic communications;
4. Restrict unauthorized access, including "hacking" and other unlawful activities; and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Access to the District's Electronic Networks

Each student and his or her parent(s)/guardian(s) must sign the *Authorization for Access to the District's Electronic Networks* before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Access to the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Library Resource Center

Books may be checked out from the school LRC. Books loaned may be renewed. There is an overdue book fee charge, if the book is not returned on time; however, students are not charged fees for days that school is not in session or if a child has an excused absence. It is appreciated, in the case of lengthy illness, if the parent will return the book to the LRC. LRC privileges are extended to all students. We feel that the responsibility and proper care of books is a beginning in developing responsible student attitudes. A charge will be made to the student for books damaged or lost.

Lockers

Middle School

All students will receive locker assignments during the first day of school. Since lockers are for the safety and convenience of students, they are required to be kept locked at all times with a school-issued lock. Students are not permitted to change their locker assignments without authorization from a building administrator.

All students should inspect their lockers for any damage or cleaning that might be needed and should report any trouble with their locker to their advisory teacher. Students are responsible for any damage or defacing of school lockers. All students' lockers are the property of Lyons School District 103 and are subject to search by school authorities, as provided in Board Policy 7:140, *Search and Seizure*. **The school supplies locks for student lockers. Students will be charged for replacement locks.**

Parents' Right to Request Their Child's Classroom Teachers' Qualifications

As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, parents/guardians have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. Parents/Guardians may request the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

1. Whether the teacher has met State certification requirements;
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
3. The teacher's college major;
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
5. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

Educator licensure information can be accessed via ISBE's Educator Licensure Information System, at <https://www.isbe.net/pages/educator-licensure-information-system.aspx>.

Parent/School Communication

It is expected that any issues be heard and resolved at the lowest possible level, and in most instances, that means parents should talk with the teacher directly face-to-face in an attempt to resolve the concern. If the complaint is not resolved after discussing the matter with the teacher, then the parent should seek redress through the building principal. Should the principal be unsuccessful in resolving the matter of concern, then the parent should arrange with the principal to take his/her complaint to the Superintendent.

If, after following all of these steps, the parent still is not satisfied with the way his/her complaint has been handled, he/she should request to be put on the agenda for the next regular Board of Education meeting for the purpose of bringing the matter to the attention of the Board. This request should be made through the Superintendent's office.

Physical Education Exemptions

To be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Students who are to be excused from gym activities for a period of 1 or 2 days must present a written note signed by the parents. Students to be excused for a period of time longer than the two days must present a written statement from a physician or a member of the clergy.

Special Education Students

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-8, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Safety Drill Procedures

Safety drills will occur at times established by the building administration throughout the year.

School Enrollment and Birth Certificate Requirement

Parents/guardians of students enrolling in District 103 for the first time must present a certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary educational or behavioral conferences at the school their children attend. Additional information may be obtained from the school office upon request.

School Volunteers

The School Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
5. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. A person who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Child Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child;
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services; and
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent or School Board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

Information about sex offenders is available to the public, as provided in the Sex Offender Community Notification Law, 730 ILCS 152.

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 of Education 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; or
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 or ward 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/ward'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.*); or
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; or
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.

Student Records & Biometric Information Collection

School student records are confidential. Information from them shall not be released other than as provided by law. 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 at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession;
2. Records maintained by law enforcement officers working in the school;
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student; and
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

The District maintains two types of records for each student: permanent record and temporary record.

The permanent record shall consist of basic identifying information, including: the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s); academic transcripts, including grades, class rank, graduation date, grade level achieved, and the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System; attendance record; health record; and record of release of permanent record information in accordance with 105 ILCS 10/6(c). The permanent record may also include: honors and awards received; and information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record shall be kept in the student temporary record, which must include: record of release of temporary record information in accordance with 105 ILCS 106(c); scores received on State assessment tests administered in the elementary grade levels (kindergarten through grade 8); completed home language survey; information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction; any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; health-related information; accident reports; and any documentation of a student's transfer, including records indicating the school or school district to which the student transferred.

The temporary record may include: family background information; intelligence test scores, group and individual; aptitude test scores; reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews; elementary and secondary achievement level test results; participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations; honors and awards received; teacher anecdotal records; other disciplinary information; special education records; Section 504 records; and verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education.

State and federal law grants students and parents/guardians certain rights with respect to their student's school records. These rights include:

1. The right to inspect and copy their student's school records no later than 10 business days after the date that the District receives a request to inspect and/or copy, unless the District extends the time for response by no more than 5 business days from the original due date. The District may charge a fee for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost. No person who is prohibited by an order of protection from inspecting or obtaining school records of a student shall have any right of access to, or inspection of, the school records of that student.
2. The right to challenge and/or request an amendment to their student's school student records that the parent/guardian believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and/or State law authorize disclosure without consent. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the student's parent(s)/guardian(s) where:
 - a. The disclosure is to other school officials whom the District has determined to have legitimate educational interests;

- b. The disclosure is to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer;
 - c. The disclosure is to appropriate officials in connection with a health or safety emergency;
 - d. The disclosure is to comply with a judicial order;
 - e. The information to be disclosed is designated as "directory information" (see below); and
 - f. The disclosure is otherwise authorized or required by State or federal law, including but not limited to, the Family Educational Rights and Privacy Act ("FERPA") and Illinois School Student Records Act ("ISSRA").
4. The right to prohibit the release of information concerning the student that is designated as "directory information." Throughout the year, the district may release directory information regarding its students, limited to:
- a. Name;
 - b. Address;
 - c. Grade level;
 - d. Birth date and place;
 - e. Parent(s)/guardian(s)' names, addresses, e-mail addresses, and telephone numbers;
 - f. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs;
 - g. Academic awards, degrees, and honors;
 - h. Information related to school-sponsored activities, organizations, and athletics;
 - i. Major field of study; and
 - j. Period of attendance in school.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by notifying the Building Principal in writing within 10 days of receipt of this notice.

5. The right to copy any student records proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least five years after the student transfers, graduates, or permanently withdraws.
6. The right to inspect and challenge the information contained in a school student record prior to transfer of the record to another school district, in the event of the transfer of the student to that district.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The U.S. Department of Education can be contacted at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605

No person may condition the granting or withholding of any right, privilege, or benefit, 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 by Illinois law.

Student Biometric Information Collection

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

Treats for Special Events & Parties

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats must be store bought and prepackaged in individual servings. No homemade treats are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat with nutritional value.

Use of Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property.

Visitors & Accommodating Individuals with Disabilities

All visitors to school property are required to report to the main office and receive permission to remain on school property. All visitors must present valid identification, which will be run through Raptor, wear a visitor's badge, and sign in. When leaving the school, visitors must return their badge and sign out. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

Waiver of Student Fees

A student may be eligible for a waiver of student fees if the student's family receives public aid; if the family's gross income is under that set out in the federal guidelines for free or reduced price lunches; or if the family is otherwise able to establish that the family cannot afford to pay these fees. Applications requesting waiver of fees should be submitted to the principal. Forms for submission of such requests are available in the principal's office. The use of false information to obtain such waiver is a felony under Illinois law. Any inquiries should be directed to the principal of the school in which the child is enrolled.

ATTENDANCE & TARDIES

Absences from School, Phone Numbers, & Instructions for Reporting

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, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

Parents/guardians are required to call the school's absence line whenever their child is going to be absent. This call should be made prior to 7:50 am (middle school) / 8:30 a.m. (elementary schools).

Absence Line Phone Numbers (all area codes are 708)

Costello: 442-8984	Home: 780-9644	Robinson: 780-9733
Edison: 783-4444	Lincoln: 387-0178	Washington: 783-4265

When calling, please provide the following information:

- Parent's name
- Student's name
- Reason for the absence
- Day/Date of the absence
- Name of child's homeroom/advisory teacher

If we do not hear from you by 10:00 a.m. and we are not able to contact you, the absence will be unexcused and your child will be considered truant.

A child who is absent or goes home ill during the school day is not permitted on school grounds and may not participate in after school/evening activities.

If an absence was caused by a contagious disease (measles, chicken pox, German measles, skin rash, mumps, whooping cough, scarlet fever, fifth disease, eye infections, infectious mono and strep, staph infection, etc.), the school should always be notified. A doctor's confirmation of the disease is required as well as authorization for the child to return to school.

Absences: Extended (Illness/Medical)

For longer absences, such as extended illnesses, it will not be necessary for you to call each day. Instead, tell the school the days that your child will be gone when notifying them. A doctor's note will be required upon the student's return.

Absences: Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Students will be given one day for each day absent after an absence to make up homework, quizzes and tests without a reduction in grade.

Field Trips

Field trips provide an additional avenue through which a child's educational experience is enhanced. It is expected that all children attend the field trip. Classroom teachers provide parents with information and permission slips prior to the scheduled field trip. An accumulation of inappropriate behaviors may restrict the child from participating in the field trip. Reasons for exclusion are listed below:

- Failure to receive appropriate permission from parent/guardian or teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Denial of permission from administration
- Other reasons as determined by the school

Tardy to Class - Middle School

Tardy to class means an unauthorized or unexcused lateness to class. Students must be in their classrooms when the tardy bell rings or at the assigned class time. Consequences may include after school detention, lunch detention, or other behavior interventions.

Tardy to School

Arrival to school after the 7:50 bell (middle school) / 8:35 bell (elementary schools) is considered to be a school tardy. Administrative action may be taken.

Truancy

Students with 9 or more unexcused absences (or 5% or more of the previous 180 regular attendance days) will be reported as a "chronic or habitual truant."

Unexcused Absence or Multiple Tardy Consequences

Consequences for unexcused absences/truancies or multiple tardies will be assigned on a case-to-case basis and may include:

- Principal meeting with parent/guardian and student;
- Other appropriate school-based consequences; and/or
- Legal procedures.

BEHAVIOR OF STUDENTS

Student Behavior

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, alcohol-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.

Conduct Prohibited

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 medical cannabis, marijuana, and hashish);
 - 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;
 - 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; and
 - 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.
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 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), or; (c) 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, 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 School 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.

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, or Assistant Principal 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.

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 may 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 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may 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; and/or
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.

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.

Electronic Devices

Electronic Signaling Devices

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

Cell Phones and Other Electronic Devices

The possession and use of smartphones, cell phones, and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker;
2. They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency;
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules; and
4. They may not be used for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* or *private sexual images* as defined in State law, i.e., *sexting*. Possession is prohibited regardless of whether the depiction violates State law. Cellular phones and other electronic devices may be searched pursuant to Board Policy 7:140, *Search and Seizure*. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate,

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP; or
2. Permission is received from the student's teacher; e.g., BYOT programs.

Examples of electronic devices that are used as study aids include devices with audio or video recording, iPods®, some cellular telephones, smartphones, laptop computers, and tablet computers or devices, e.g., iPads®.

Examples of electronic devices that are not used as study aids include: hand-held electronic games, CD players, MP3 players/iPods® used for a purpose other than a study aid, global positioning systems (GPS), radios, and cellular telephones (with or without cameras) used for a purpose other than a study aid.

The use of technology as educational material in a curriculum-based program is not a necessity but a privilege, and a student does not have an absolute right to use his or her electronic device while at school. Using technology as a study aid must always follow the established rules for the BYOT program. Using technology at all other times must always follow the established rules for cell phones and other electronic devices at school.

The School District is not responsible for the loss or theft of any electronic device brought to school.

Gang Activity Prohibited

Students are prohibited from engaging in gang activity. A *gang* is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang;
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang; and
3. Using any speech or committing any act or omission in furtherance 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.

Harassment of Students Prohibited – Bullying, Intimidation & Sexual Harassment

Bullying, Intimidation, and Harassment Prohibited

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 a 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 the 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.

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

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

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*.

Sexual Harassment Prohibited

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

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

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

The District's Nondiscrimination Coordinator and Complaint Managers are:

Nondiscrimination Coordinator: *Director of Special Education - Gregory Bublitz*
Complaint Managers: *Director of Curriculum – Darek Naglak & Director of Special Education – Gregory Bublitz*

The District's complete policy on bullying (Board Policy 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*) can be accessed at https://boardpolicyonline.com/?b=lyons_103.

Misconduct by Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for students.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 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.

PBS (Positive Behavior Supports)

District 103's PBS program is designed to bring out the best in our students. We encourage students to "Give Best Effort", "Be Responsible, and "Be Respectful". Staff members are looking out for when students exhibit these qualities and give out PBS tickets when observed. Students can redeem their PBS tickets for prizes, participation in fun activities, or special opportunities (like eating lunch with a favorite staff member). When students behave better, they learn more!

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. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. For purposes of this notice requirement, "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.

Search and Seizure

In order 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 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 or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective 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 of each of the following, in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75:

1. School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of *social networking website* include Facebook, Instagram, Twitter, and ask.fm; and
2. School officials may conduct an investigation or 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 policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges;
2. Students are supervised by licensed school personnel;; and
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended;
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable;
3. An attempted phone call to the student's parent(s)/guardian(s);
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted;
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student; and
 - c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community; or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school;

- iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee;
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 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.

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 2 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 1961 (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 alike" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 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.

CAFETERIA

Breakfast and lunch are available at all District 103 schools. Milk is included with each breakfast/lunch. Menus will be sent home each month. Breakfast and lunches can be purchased in blocks of ten.

Rules for the lunchroom are below. Any violation is subject to disciplinary action:

- Respect rights of others;
- Sit at assigned tables;
- Do not run;
- Do not throw food or other items;
- Students shall not trade food
- Talk quietly--no loud or unnecessary shouting will be allowed;
- Do not leave the assigned table without the permission of the lunchroom supervisor;
- Clean up the area in which you ate;
- Wait for dismissal by table when the lunch period is over;
- Follow the directions of the lunchroom supervisors at all times;
- Do not bring glass bottles--thermos containers are permitted.

Free and Reduced-Price Food Services

Children who meet the eligibility criteria below are eligible for free or reduced price meals. Application forms are available at all District 103 schools. To apply for free or reduced meals, households must fill out the form, sign it, and return it to the school office. Households must answer all applicable questions on the form in order for it to be processed.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Notification

At the beginning of each school year, by letter, the District 103 shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

Lunch Recess

Students will remain indoors when temperature or wind chill is 20° or below.

DRESS CODE/APPEARANCE

Student Appearance

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbook.

In its commitment to providing a positive learning environment for all students, the Board of Education has determined that a consistent dress code is one component of creating such a learning experience. It is expected that students will be dressed neatly and have proper hygiene reflecting pride in themselves and their school. It is the responsibility of parents to ensure compliance with this dress code.

- **Applicability.** This dress code is mandatory and applies to all K-8 students enrolled in all of the schools within District 103. The school administration has the flexibility to address ongoing questions and issues regarding the dress code to assure the objectives of the policy including fashions that are disruptive to the learning environment.
- **Effective date.** The requirements of this dress code will start the first full day of the school year. A two-week grace period for any newly enrolled student shall be granted.
- **Mandatory dress.** All students shall comply with the following dress standards:
 - Boys in grades K-5 shall wear a school approved plain/solid light blue collared polo shirt or dress shirt. Boys in grades 6-8 shall wear a school approved plain/solid light blue collared polo shirt only. The shirt may be long sleeve or short sleeve. Boys in grades K-5 shall wear plain solid navy blue pants. Boys in grades 6-8 shall wear plain solid khaki colored pants. Shorts of the same uniform color are allowed if they are not excessively short.
 - Girls in grades K-5 shall wear a school approved plain/solid light blue collared polo shirt, dress shirt, or blouse. Girls in grades 6-8 shall wear a school approved plain/solid light blue collared polo shirt only. The shirt may be long sleeve or short sleeve. Girls in grades K-5 shall wear plain solid navy blue skirts, shorts, jumpers or pants. Girls in grades 6-8 shall wear plain solid khaki colored skirts, shorts, jumpers or pants. Skirts, shorts or jumpers of the same uniform color as the pants are allowed if they are not excessively short.
 - No blue jeans, pajama pants, flannel pants, athletic pants or sweatpants are allowed in K-8 on days when all students are expected to wear their Mandatory Dress clothing.
 - Solid light blue or navy sweaters or sweatshirts are allowed for K-5 and solid navy, khaki or light blue sweaters or sweatshirts are allowed for Grades 6-8. Hooded sweatshirts are allowed for spirit wear and sports teams. When worn, there must be a uniform shirt underneath, tucked in. Light blue turtlenecks in place of the polo shirt or long-sleeved t-shirts under the uniform shirt may be worn as weather dictates. Only the school's initials, name and/or logo may appear on the front of the sweater or sweatshirt.
 - Clothing and jewelry shall not display or promote gang representation, alcoholic beverages, tobacco, other drugs, illegal behavior, sexual behavior, or violent behavior. Additionally no lewd/vulgar, obscene, or plainly offensive language or symbols shall be worn.
 - Hats, caps, hoods, and sunglasses are not to be worn in the buildings.
 - Footwear: If snow boots are worn to school because of weather, students must bring appropriate footwear to change into at school. Fashion boots that do not go above the knee may be worn during the school day. Students shall not tuck their pant legs into the boots. Wheelies (shoes with wheels or rollers built into them) are not permitted in school.

- Hair and piercing guidelines:
 - No graphics or designs in the hair.
 - No dyed hair other than natural colors.
 - No piercings in any other part of the body other than the ears.
- The following dress guidelines will apply to free-dress days and Mandatory Dress days. Free-dress days will occur as determined by the building administrator.
 - Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
 - The length of shorts or skirts must be appropriate for the school environment.
- If there is any doubt about dress and appearance, the building principal will make the final decision. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.
- Information will be provided to parents regarding types of clothing that will satisfy the requirements of this policy. Parents will also receive names and addresses of local stores and vendors who carry apparel that complies with the requirements of this policy.
- If a parent or legal guardian believes that a dress standard substantially interferes with their child's religious beliefs or otherwise causes an exceptional hardship, the parent or legal guardian may request a waiver, for the current school year, in writing, to the Superintendent. A waiver request submitted for financial hardship must be accompanied by the proof of financial hardship in the form of recent check stubs and / or W2 forms from the previous year. Applications for waiver may be obtained in the Administration Building and must be submitted to the Superintendent's office no later than two weeks prior to the start of the school year. All decisions regarding waivers shall be finalized within one week prior to the first full day of school. Parents of any newly enrolled students will have 10 school days to request a waiver.

EXTRACURRICULAR ACTIVITIES

George Washington Middle School is pleased to offer a variety of Clubs and Athletics. We believe in providing for the mental, social, and physical development of our students and will strive to offer the best possible opportunities to all of our students. We believe that participation is a privilege and each person participating must accept the responsibilities that go along with the participation.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Academic Standards

For students in kindergarten through 8th grade, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

Any time a student who is participating in an extracurricular activity has a failing grade in a course, the student's teacher will notify the student's parent. A teacher/student conference will be held to discuss the grade and that student will become ineligible for a period of five school days (Monday to Monday). After a one-week ineligibility period, a student can regain eligibility by raising the class grade above an "F" average. Successive weeks of ineligibility can result in permanent removal from the club/activity.

Activities

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

Code of Conduct

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Concussions

1. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
2. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
3. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
4. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
5. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
6. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
7. All student athletes will view the Illinois High School Association's video about concussions.

Discipline Standards

Any student who is suspended from school will immediately become ineligible from participation in all extracurricular activities during the period of the suspension.

Eligibility Standards

Every Middle School student shall be expected to conform to behavioral and academic standards in order to participate in special activities.

What Does Ineligibility Mean?

A student will be deemed "ineligible" if he or she (a) is suspended from school or (b) has a failing grade in a course. Students may try out for sports teams while they are ineligible; however, they may not practice or participate in games until they have regained eligibility. Students may not participate in club activities unless they are eligible. All students begin each quarter "Eligible" based on their academic performance.

Outside Activity Policy

The Middle School discipline policies shall apply to any school sponsored or endorsed activity, including those held off school grounds/after school hours.

GRADING, HOMEWORK, PROMOTION & RETENTION

Grading

Students in grades kindergarten through five receive reports quarterly. AIMSweb and NWEA data will be included in the report cards 3 times per year in grades kindergarten through five indicating a student's progress in reading and math. Grades in reading reflect the student's performance at his/her reading level. Grades and marks at all levels indicate the student's level of mastery of each skill or behavior.

Mid-quarter reports will be sent home if a student is performing below expectations. Two parent/teacher conferences are scheduled during the year. A Parent Information Night is held in September to allow parents the opportunity to meet their children's teacher(s) and to learn about the many educational programs available to their children. Please see the calendar for the dates of report cards and special parent meetings.

GRADING POLICY

Middle School (6-8)		Grades 3-5		Grades 1 & 2		Kindergarten	
A	91.5 – 100	A	91 – 100	E – Excellent		1 – Mastered	
B	82.5 – 91.4	B	81 – 90	S – Satisfactory		2 – Developing	
C	70.5 – 82.4	C	71 – 80	N – Needs Improvement		3 – Needs Improvement	
D	62.5 – 70.4	D	61 – 70	U - Unsatisfactory			
F	62.4 and below	F	60 and below				

Grade Point Average needed for:

High Honor Roll - 3.5 – 4.0

Honors – 3.0 – 3.5

The grades of I (incomplete), X (recent transfer or medical) and FA (fail) will keep students off of Honor Rolls.

Homework

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the school and parents/guardians;
4. Encourages independent thought, self-direction, and self-discipline; and
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

Teacher Responsibilities:

Decide what is appropriate;

Assign work that meets the individual needs of the student;

Provide timely feedback;

Disseminate information about expectations/consequences;

Teach students to record assignments in an assignment book when appropriate.

Student Responsibilities:

Take homework home;

Complete the homework;

Return it on time;

Be aware of expectations.

Use the assignment notebook to record daily assignments when appropriate.

Parent Responsibilities:

- Provide a proper time and environment for study;
- Provide reference and writing materials;
- Be aware of expectations;
- Check assignment book regularly.

Promotion & Retention

One of the most difficult decisions that must be made by the school is the determination of whether to retain a student in a particular grade. Promotion is based upon factors associated with a student's mastery of class work. If a student has had great difficulty throughout the year, he/she may repeat that grade level after consultation between the principal, parent/guardian, and the teacher. The decision to promote a student to the next grade level shall be based on any or all of the following, where applicable:

- Curriculum;
- Attendance;
- Performance on the Illinois Standards Achievement Test;
- Local assessment in Language Arts and/or Math;
- Involvement of the Student Support Team—grades K-5.

A student shall not be promoted based on age or any other social reason not related to academic performance.

HEALTH

Asbestos

This notice is to inform interested parties that Lyons Elementary School District # 103, in accordance with the requirements of the Asbestos Hazard Emergency Response Act (AHERA), has on file in the District office and the Principal's office of each individual school an Asbestos Management Plan for each building. These plans are available for public review during normal business hours. The District has conducted testing and inspection and all buildings are in compliance with AHERA. You can access additional information about AHERA and the federal requirements related to asbestos and schools at the following link: <https://www.epa.gov/asbestos/asbestos-and-school-buildings#requirements>.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before the first day of school that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by the first day of school, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after the first day of school. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show 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; or

4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grade 6.

In addition, as required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician;
2. A diabetes screening is a required part of each health examination; diabetes testing is not required;
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening;
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning;
5. The IDPH will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Failure to comply with the above requirements by the first day of school will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by first day of school, the student must present, by first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Infectious Disease

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. Parents are required to notify the school nurse if they suspect their child has a communicable disease.

In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Student Medication

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.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district 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 auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

SPECIAL EDUCATION SERVICES AND PROGRAMS

Education of Children with Disabilities

District 103 provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s *Special Education* 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 the 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 Illinois State Board of Education’s *Special Education* 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), 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 District in fulfilling its obligations to the District’s disabled students.

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

Upon request, the district will provide information regarding parent and child rights in special education, a list of free or low cost legal services, the District’s policies, procedures, rules, and regulations regarding the identification and evaluation of children with disabilities. An attempt will be made to provide the information in the native language of the person making the request. As a member of LADSE and in cooperation with other districts, District 103 operates and has access to programs and services in other school districts and private facilities.

In addition to the regular curriculum, District 103 provides programs and services for children with special needs. Behavioral interventions shall be implemented with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 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.

Equal Opportunity

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Questions regarding the needs of special education students should be referred to the Director of Special Education, at 708-783-4108. Programs and services include:

Special Programs & Services

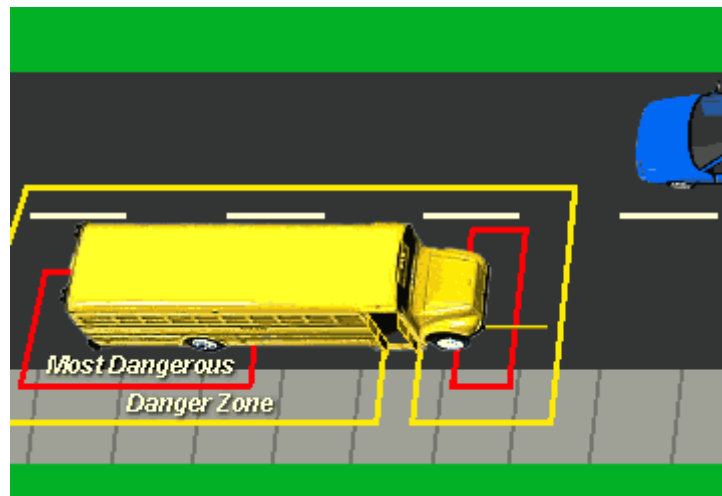
Resource/Inclusion Program	Early Childhood Special Education Program	Resource/Self-Contained Program
Early Childhood At-Risk Program	Emotional Disabilities Program	Early Childhood Blended Program
Multi-Needs Program	English as a Second Language Program	Phonological Program
Communication Development Program	Title 1 Reading/Math	Deaf and Hard of Hearing Program
Reading/Math Intervention	Differentiated Instruction for the Gifted	Think Program
Speech/Language Occupational Therapy Social Work	School Psychological Physical Therapy Vision Impaired Itinerant	Hearing Impaired Itinerant Assistive Technology

TRANSPORTATION AND BUS

Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to 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 Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. 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.

School Bus Safety Rules



While students are on the bus, they are under the supervision of the bus driver. In most cases, bus behavioral incidents can be handled by the bus driver. In the case of a written behavior referral, the behavioral incident will be investigated and handled by the building principal.

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.

8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

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 School Board policy, 7:190, *Student Behavior*;
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 a directive from a bus driver or other supervisor;
6. Such other behavior as the Superintendent or designee 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. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School 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.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.