

KOMAREK SCHOOL – DISTRICT 94
North Riverside, Illinois 60546
STUDENT AND PARENT HANDBOOK
GUIDELINES for the 2018-2019 SCHOOL YEAR

**NOTE: THE ENTIRE BOARD POLICY MANUAL CAN BE ACCESSED AT
WWW.KOMAREKSCHOOL.ORG**

KOMAREK SCHOOL MISSION STATEMENT

The mission of Komarek School District 94 is to educate students holistically and provide them with a stimulating learning environment to achieve academic and personal excellence to become productive and respectful citizens of a diverse society.

RESIDENCE-BOARD POLICY 7:60

Only students who are residents of the District may attend the District school except as provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District school's tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.

4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

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.

Challenging a Student’s Residence Status

If the Superintendent or designee determines that a non-resident student is attending a District school, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due and immediately begin proceedings to ban the student from future attendance. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.
105 ILCS 45/ and 70/.
23 Ill.Admin.Code §1.240.
Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School
Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).
Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650
(Ill.App.1, 1997).
Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

ADOPTED: January 17, 2017

ADMISSION PROCEDURES:

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. 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.

2. Proof of residence, as required by Board policy 7:60, Residence.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.
See Board Policy 7:50.
4. District 94 does not refuse to enroll a student because of a parent/guardian's failure to present his/her child's permanent or temporary record from the previous school(s) attended.

NOTICE TO PARENTS OF RIGHT TO REQUEST TEACHER QUALIFICATIONS

Parents have the right to request the professional qualifications of the teachers who instruct their child and the paraprofessionals, if any, who assist them. Parents may request the following information:

- Whether the teacher has met state licensure requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status;
- Whether the teacher is teaching in the field of discipline of certification; and
- Whether any instructional aids or paraprofessionals provide services to their children and, if so, their qualifications.

STUDENT ABSENCE, TRUANCY, & TARDY

Article 26 of the School Code of Illinois requires children between the ages of 6 years and 17 years to attend school.

WHEN A CHILD IS ABSENT FROM SCHOOL, THE PARENT/GUARDIAN MUST CALL SCHOOL BEFORE 8:45 AM ON THAT DAY TO REPORT THE ABSENCE

The school phone number is 447-8030 ext. 100. This call cannot be made by the student, friend, relative, or a sibling. **Contact must be made by the custodial parent or guardian.** Pursuant to the School Code, when a child in kindergarten to grade 8 is absent from school without valid cause or notice from a parent or guardian, a school representative will, within 2 hours after the first class in which the child is enrolled, attempt to telephone and notify the child's parent or guardian of such absence. This procedure will be put in effect if no call is received from the parent/guardian.

If an absence due to illness or family emergency is known in advance, a note from the parent/guardian to the principal's office stating the date(s) of the absences(s) will suffice. Parents are also encouraged to notify the child's homeroom teacher in writing of any extended absence from school.

SCHOOL WORK MISSED DURING ABSENCE DUE TO ILLNESS, FAMILY EMERGENCIES, AND VACATIONS DURING THE SCHOOL YEAR

SCHOOL TIME MISSED DUE TO ILLNESS:

Parents/Guardians must notify school by 8:45 AM if a child is going to be absent due to illness.

If your child is sick with a fever or vomiting, the child must be **fever free or have stopped vomiting for 24 hours before returning to school**. This also applies if your child was sent home due to such illnesses.

If you wish to get the day's school work for your child, the request must be made to the school secretary **before 9:00 AM**. **Absolutely no requests will be honored after that time**. The work will be compiled and available in the **principal's office after 3:15 PM only**. Parents should not go to individual teachers to request school work. Parents of junior high students may request work on the **second day** of the absence and beyond only. Any school work that is requested must be completed. A student has one day to complete the work for every day absent. Work not completed will be given a failing grade of zero. If school work is not requested, the student will still be responsible for mastering the concepts covered during his/her absence.

NOTE: Teachers spend a great deal of time compiling the absent students' work. **Parents who fail to pick up requested work will not be allowed to request further work.**

Students will not be allowed to participate in any after school activities the day of an absence.

If you **must** take your child(ren) out of school for a family vacation, please note the following:

- Send a notification to your child's teachers as well as the principal's office.
- **No schoolwork will be given before a child leaves for vacation.** Work will be compiled while the student is gone and given to the child upon his/her return. For grades 6-8, please see the grading policy on making up work.

KOMAREK SCHOOL DISTRICT 94 STRONGLY DISCOURAGES PARENTS FROM REMOVING STUDENTS FROM SCHOOL FOR A VACATION DURING THE SCHOOL YEAR.

Truancy

According to 105 ILCS 5/26-2a, "a 'truant' is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof." Any student deemed truant by Komarek School will involve the Regional Office of Education, West 40.

Tardy (late for school):

The school day begins at 8:20 AM. Students arriving after this time are considered tardy. **It is a parent's/guardian's responsibility to make sure that the child will arrive on time for school. A child is allowed (2) unexcused tardies per quarter. Any tardy thereafter may result in the child serving a school lunch detention.**

Perfect Attendance

In order for a student to be considered for perfect attendance, they must be present every minute of every school day. Any student with any tardies or early dismissals will not earn this status.

ARRIVALS AND DEPARTURES

Because the students' safety is our utmost concern, certain guidelines will be enforced in regard to the arrival and departure of students and the security of the school building. Students and parents can help by carefully reading and observing these rules.

Students are not allowed to leave the school grounds. Students leaving school grounds during the school day must be signed out by an adult entrusted with the child's care. The sign out procedure is carried out in the principal's office. Any student leaving the grounds without permission will be subject to disciplinary action.

Students who remain at school for lunch must have a "lunch permission slip" on file with the principal's office. The student must be at school for lunch on the days marked on the permission slip unless a note or phone call from the parent is received. If a child is absent without notification, the parent will be contacted.

Children should not arrive on school grounds before 8:00 AM. Supervision is not available prior to this time. During inclement weather, students are allowed into the school building at 8:00 AM.

Students who leave for early dismissal will not be called from class until the parent or guardian has signed them out in the school office.

VISITING THE SCHOOL

Because of events that have happened over the past few years, schools have taken a hard look at how to protect children during the school day. Every parent can appreciate the importance of security in the school after incidents in various parts of the country where school staff and school children have been the victims of violence.

For this reason, Komarek School has a strong and well-defined procedure for school visitors. It is as follows:

- After the children have entered the building, all outside doors are locked. Visitors are then required to check-in at the office.
- Anyone intending to walk anywhere in the school building must obtain a visitor's pass at the office. This badge must be visible the entire time the visitor is in the building.
- Parents, relatives, and authorized friends who come to school to take a child out for illness, doctor's appointment, etc. must do so at the principal's office only. The child must be signed-out before being allowed to leave. When the child arrives back at school he/she must be checked in to the principal's office by an adult.
- Parents, relatives, and friends who drop off books, lunches, etc. for a child must do so at the principal's office. Non-school personnel are not allowed to go into the hallways or classrooms once the school day has begun. Violation of this may result in arrest and prosecution of the offender.

- Once the school day has begun, the playground is an extension of the classroom. During outside P.E., or other outside classroom activities, parents/siblings are not permitted to approach students while participating in classroom activities. Parents will be asked to leave the grounds while outside activities are taking place on the playground.

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 to attend necessary educational or behavioral conferences at their child's school.

Offender Community Notification Laws

State law requires schools to notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police's website. The Illinois State Police website contains the following: Illinois Sex Offender Registry, www.isp.state.il.us/sor/; Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/; and Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm. A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present unless specifically permitted by statute. Individuals hired to work with the District are subject to a fingerprint background check.

Dress Code

Students are expected to dress appropriately for the educational environment at Komarek:

- Students are required to be clothed with an opaque material from shoulder to mid- thigh.
- Shorts and skirts/dresses must be mid-thigh or longer.
- Shirts shall cover midriff, and not have scooped tops.
- Clothing must completely conceal all undergarments.
- Students should be dressed for the season, as they may be outdoors for PE or recess.
- Footwear is required at all times in order to comply with Health Code regulations. For safety reasons, all footwear must have backs attached.
- Athletic shoes to be worn during physical education classes.
- Roller shoes are prohibited.
- No recreational/fashion head coverings (e.g. hats, doo rags, hoodies, etc.) may be worn in the building at any time.
- No coats are allowed to be worn in the building from the student's first class of the day until dismissal from the student's last class of the day.
- Students wearing clothing which is deemed vulgar, inappropriate, unsafe, or disruptive to the educational process (e.g. advertising/display of alcohol, drugs, sexual innuendo) will be required to change into appropriate clothing.
- Students will not be sent home to change clothing; they will receive office-issued clothing, if necessary.
- Administration shall determine if any other clothing is not conducive to the learning environment.

Komarek's PBIS Quick Reference Guide

Wildcat Motto: ROAR: Respectful, On task, Always Safe, Responsible

Komarek Expectations Matrix: The matrix, on the next page, outlines Komarek's expectations for positive behaviors in all areas of our building, including outside.

Voice Limits: Voice limits range from 0-3. Posters are hung in the hallways and around the building to remind the students what their voice level should be throughout the building.

ROAR Tickets: Students receive ROAR tickets for following the ROAR Motto. ROAR tickets can be used at the Wildcat Den to purchase prizes.

Wildcat Den: The Wildcat Den is Komarek's PBIS store where students can trade in their ROAR tickets for prizes. Prices vary depending on the prize, and students get to visit the store monthly!

Code of Conduct: The Code of Conduct lists behaviors that are not appropriate for school. There are 4 levels to the Code of Conduct with possible consequences listed in the right column. This document is published in the Student/Parent Handbook.

ClassDojo: ClassDojo is a behavior tracking system used at Komarek.

All School Celebrations: Each quarter, the PBIS Committee will plan an all-school celebration to support PBIS. The goal of this celebration is for students to look at behavior as a whole grade level and celebrate the positive behaviors within the quarter.

Monthly Raffles: When students spend their ROAR tickets in the Wildcat Den, tickets will be saved in a grade group bucket and entered into a monthly raffle. One winner will be selected from each grade group (primary, intermediate, and junior high). Winners are announced at the end of the month. In addition, one ticket from each grade group will be pulled to reveal a teacher winner!



KOMAREK PBIS EXPECTATIONS MATRIX

	After-School Activities/Community	Assemblies and Field Trips	Bathrooms and Locker Rooms	Classrooms	Hallways and Stairwells	Lunch Room	School Grounds/Recess
Respectful	<ul style="list-style-type: none"> Use appropriate language and voice level Be polite to others Respect property of others Represent your school in a positive manner 	<ul style="list-style-type: none"> Use appropriate language, applause, and voice level Be polite to others Respect property of others 	<ul style="list-style-type: none"> Respect the privacy of others Use appropriate language and voice level Respect property of others 	<ul style="list-style-type: none"> Use appropriate language and voice level Raise your hand to speak Respect the property of others 	<ul style="list-style-type: none"> Use appropriate language and voice level Maintain personal space Respect property of others 	<ul style="list-style-type: none"> Demonstrate good manners Use appropriate language and voice level Respect property of others 	<ul style="list-style-type: none"> Use appropriate language and voice level Keep school grounds clean Respect property of others
On Task	<ul style="list-style-type: none"> Focus on activity and surroundings 	<ul style="list-style-type: none"> Focus on activity and surroundings 	<ul style="list-style-type: none"> Return to class in a timely manner 	<ul style="list-style-type: none"> Focus and use time wisely Be prepared and on time 	<ul style="list-style-type: none"> Go directly where you need to be 	<ul style="list-style-type: none"> Stay seated in your designated area Use time appropriately 	<ul style="list-style-type: none"> Go directly where you need to be
Always Safe	<ul style="list-style-type: none"> Remain in designated area Proper use of equipment Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> Stay with your group Talk to people you know Be aware of your surroundings 	<ul style="list-style-type: none"> Use facilities appropriately 	<ul style="list-style-type: none"> Keep your hands, feet, and objects to yourself Proper use of supplies and equipment 	<ul style="list-style-type: none"> Walk on the right side and facing forward 	<ul style="list-style-type: none"> Eat your own lunch 	<ul style="list-style-type: none"> Enter and exit through correct doors Report concerns right away to nearest adult Safely use equipment and return it to its proper place
Responsible	<ul style="list-style-type: none"> Keep North Riverside and Broadview clean Stay alert when out in the community Listen and follow directions 	<ul style="list-style-type: none"> Listen and follow directions 	<ul style="list-style-type: none"> Keep the facilities clean Wash your hands Report damages 	<ul style="list-style-type: none"> Listen and follow directions and procedures Complete all assignments on time Always do your best 	<ul style="list-style-type: none"> Keep your hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Listen and follow directions and procedures Clean your area Keep food in the lunch room. Come to the lunch room prepared 	<ul style="list-style-type: none"> Line up quickly and carefully Listen and follow directions and procedures

Disciplinary Measures

Students meet situations each day where they must make choices about how to conduct themselves. When a school rule is broken, a consequence must follow. It is important that the consequence fits the rule violation and that the child is allowed due process. Furthermore, whenever possible, the consequence should serve as a learning opportunity for the child so that the inappropriate behavior does not occur again. Parental support is imperative to the success of any discipline program. The child is the true benefactor when the home and school work as a team with the goal to develop a well-rounded child,

Efforts, including the use of early intervention and progressive discipline, 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.

STUDENTS

7:190 Student Behavior (formerly known as Student Discipline)

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

When and Where Conduct Rules Apply

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

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

intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including 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.
 - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using a cellphone, video recording device, or any other electronic devices in a manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs cheat, is prohibited. Such prohibited conduct specifically includes, without limitations, 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 kept in the student's locker during the regular school day. For parents and students concerned about leaving the cellphone unattended in a locker, the District will provide students the opportunity to secure their cellphone each morning in a group locked box provided in every homeroom.
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.

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.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain

safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

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

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. "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.

Delegation of Authority

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

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

Student Handbook

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF.:

Gun-Free Schools Act, 20 U.S.C. §7961 et seq.

Pro-Children Act of 1994, 20 U.S.C. §6081.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

105 ILCS 5/2-3.71(a)(7), 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.

23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150

(Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

Adopted:

06/12/2018

Komarek SD 94

Board Policy 7:190 provides a list of prohibited student conduct. Students and parents/guardians should also refer to the Code of Conduct on the following pages for additional information on unacceptable behaviors and possible:

- Verbal or physical bullying as defined by state law will not be tolerated.
- Cutting, defacing, or in any way damaging property, real or personal, belonging to the district, its employees, visitors, or other students. **Permanent markers are prohibited.**
- Disrespect or defiance of the authority of a teacher, principal, bus driver, Supervisor, or other school employee.
- Stealing or forgery, or the attempt to do either.
- Possession of any weapon, knife, gun, instruments or articles (including fireworks and instruments of martial arts) that might be injurious to a person or property. All facsimiles of weapons are also prohibited.
- Violation of the district of weapons or alcohol policy.
- Use or possession of tobacco products (including, but not limited to, chewing tobacco, cigarettes, e-cigarettes, etc.)
- Participating or engaging in any activity that interferes with or disrupts the educational process in the classroom or the school.
- Physically assaulting or causing bodily injury to an employee of the district, a visitor, or another student. This includes nonconsensual touching and fighting.
- Verbally assaulting or threatening an employee of the district, a visitor, or another student.
- Violation of public criminal or civil law or building regulations.
- Scholastic dishonesty, which includes, but is not limited to, cheating on school assignments/tests, plagiarism, and collusion.
- Throwing an object that can cause bodily injury or damage property.
- Leaving school grounds without permission.
- Directing profanity, vulgar language, obscene gestures, or sexual innuendo Toward other students, school personnel, or school visitors
- Failing to comply in a timely manner with lawful directives or rules issued by school personnel or school policies, rules, and regulations.
- Robbery or theft, or the attempt to do so, of any property belonging to the district at any time or of any property belonging to an employee or other student.
- Engaging in misconduct, as outlined herein, on the way to or from school, or on school buses, or towards a student, parent, or school employee.
- Committing or attempting extortion, coercion, or blackmail, i.e. obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that may precipitate disruption of the school program, incite violence, or otherwise distract from the educational mission of the district.
- Lying or giving false information, either verbally or in writing, to a school employee
- Gambling.
- Hazing as defined by state law.

- Engaging in any form of activity related to street gangs. This includes writings, dress, and display of symbols or gestures. Discipline will be enforced whether the student is a gang member or not.
- Setting false alarms and 911 calls or bomb threats.
- Sexual harassment will not be tolerated among adults or students. Any harassment, including verbal or physical conduct that is intimidating, hostile, or offensive should be reported to a school official.
- Public displays of affection (PDA) toward another student or students are not allowed on school grounds during school hours.

Code of Conduct

Senate Bill 100 requires all districts to implement a Code of Conduct. Students' inappropriate behavior is divided into four levels. The Code of Conduct lists such behaviors as well as possible consequences. However, the code itself is not all-inclusive.

Disciplinary Measures

Students meet situations each day where they must make choices about how to conduct themselves. When a school rule is broken, a consequence must follow. It is important that the consequence fits the rule violation and that the child is allowed due process. Furthermore, whenever possible, the consequence should serve as a learning opportunity for the child so that the inappropriate behavior does not occur again. Parental support is imperative to the success of any discipline program. The child is the true benefactor when the home and school work as a team with the goal to develop a well-rounded child,

Efforts, including the use of early intervention and progressive discipline, 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.

Senate Bill 100 requires all districts to implement a Code of Conduct. Students' inappropriate behavior is divided into four levels. Komarek's Code of Conduct lists such behaviors as well as possible consequences. However, the code itself is not all-inclusive. Komarek's Code of Conduct aligns with Board Policy 7:190, which provides a list of prohibited student conduct.

Code of Conduct

Level 1	Possible Consequences
<ul style="list-style-type: none">• Inappropriate physical or verbal behaviors that are not intended to cause harm• Minor classroom disruption• Not following directions in class• Tardiness less than 3 times per quarter	<ul style="list-style-type: none">• Detention with teacher• Loss of technology privilege• Mediation• Re-teaching appropriate behavior• Teacher-issued lunch detention• Teacher contact with parent/guardian• Teacher conference with parent(s)/ guardian(s)• Teacher conference with student• Verbal Reprimand• With prior warning, withdrawal or suspension of classroom privilege

Level 2	Possible Consequences
<ul style="list-style-type: none"> • Repeated acts of Level 1 Misconduct • Cheating/Plagiarism – Minor (e.g., Homework) • Dishonesty – Minor • Dress Code Violation • Forgery • Harassment • Inappropriate Language/Profanity (not directed at another person) • Inappropriate physical or verbal behaviors that are not intended to cause harm • Minor physical aggression • Misuse of technology • PDA (public displays of affection) • Misuse of technology (e.g. inappropriate website usage, cell phones) • Theft • Unexcused Absences (not at 25% of School Year) • Vandalism (no permanent damage) • Inappropriate language/profanity directed at a peer or adult 	<ul style="list-style-type: none"> • Assign a mentor • Check-in/Check-out • In-school support service referrals • Loss of technology privilege • Re-teaching appropriate behavior • Reverse referral • Teacher conference with parent/guardian (phone or in person) • Teacher-issued detention • Teacher-issued lunch detention • Temporary removal from class (one class period or less)

Level 3	Possible Consequences
<ul style="list-style-type: none"> • Repeated acts of level 2 misconduct • Cheating/Plagiarism – Major (e.g., tests) • Defiance • Dishonesty - Major • Extreme verbal and/or written: threats, intimidation, inciting fear, conflict or other comparable conduct toward anyone or urging other students to engage in such conduct • Extortion • Gambling involving money • Harassment • Inappropriate language/profanity (directed at peer or adult) • Misuse of technology (e.g., recording, taking pictures, posting on social media, etc.) • Physical aggression • Possession of tobacco products on/or adjacent to school property • Promotion of criminal gang activity • Setting false alarms • Sexual misconduct (major) – verbal or written statements of a sexual nature • Skipping/Leaving class • Theft (involving school officials) • Trespassing • Vandalism (damage resulting in replacement or repair) 	<ul style="list-style-type: none"> • Assign a mentor • Check-in/Check-out • Reverse referral • Friday Night Detention • In-school support service referrals • In-school suspension • Loss of technology privileges • Office conference with parent/guardian • Office Issued detention • Re-teaching appropriate behavior • Temporary removal from class • Withdrawal or suspension of privileges/activities

Level 4	Possible Consequences
<ul style="list-style-type: none"> • Repeated acts of level 3 misconduct • Bomb threats • Distribution use and/or being under the influence of tobacco products on/or adjacent to school property • Fighting (punches thrown) • Gang activity involving criminal misconduct • Mob action as defined by the law • Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff, and/or property • Physical action toward another with intent to harm • Physical assault • Possession, distribution, use and/or being under the influence of alcohol • Possession, distribution, use and/or being under the influence of controlled substances (illicit drugs) and/or drug paraphernalia • Possession or use of explosive(s) or any other object that may be used as an explosive. • Possession or use of weapon(s) or any other object that may be used as a weapon. • Pornography • Setting fires • Sexual harassment- Touching any person in a sexually offensive manner • Theft (possible involvement of law enforcement) 	<ul style="list-style-type: none"> • Alternative program (appropriate in-district or out-of-district alternative placement) • Expulsion • Friday night detention(s) • In-school suspension either on site or at a West 40 location. • Mediation/Transition plan upon return to school • Out of school suspension (preventative actions, when appropriate, must be documented prior to OSS): <ul style="list-style-type: none"> ▪ 1st offense of Level 4 = up to 3 days ▪ 2nd offense of Level 4 = up to 5 days ▪ 3rd offense of Level 4 = up to 7 days ▪ Additional offenses may result in alternative placement and/or OSS up to 10 days pending expulsion • Referral to law enforcement agency • Withdrawal or suspension of privileges/activities

District 94 maintains close ties with the North Riverside and Broadview Police Departments. For certain disciplinary cases, the local police will be asked to assist with the investigation. Parents will be notified when feasible. Refer to Board Policy 7:150 for additional information about police interviews.

Suspensions will be administered in the following manner:

- Out-of-school suspensions of 3 days or less will only be used if a student's continuing presence in school poses a threat to school safety or a disruption to other students' learning opportunities as determined on a case-by-case basis by school administrators. School administrators will make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of suspensions to the greatest extent possible.
- Out-of-school suspensions for four days or longer will only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and 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. These determinations will be made on a case-by-case basis by school administrators. School administrators will make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of student exclusions to the greatest extent practicable.
- Students who are suspended out-of-school for longer than four days will be provided appropriate and available support services during the period of their suspension, as determined by school administrators.
- Suspended students, including those students suspended from the school bus who do not have alternate transportation to school, will be given the opportunity to make up work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify school officials that a student suspended from the school bus does not have alternate transportation to school. Upon the student's return to school, he/she must approach the teacher(s) to make arrangements for any missed work or tests. The student will have one day for everyday of his/her suspension to make up the work. Any work not completed in this time frame will receive a failing grade or zero. **NO SCHOOL WORK WILL BE ISSUED BEFORE THE SUSPENSION IS SERVED.**

EXPULSION: Expulsion involves the removal of a student from school for more than 10 days because of major or repeated disciplinary concerns. The actual expulsion can be from 1 day to 2 years in length. Also, if a student has reached his/her 10-day suspension limit, an expulsion from school will be recommended to the School Board. Any student recommended for expulsion from school will receive a hearing before the Board of Education and may have legal counsel present. In order to expel a student, the Board must find that the student's continuing presence in school poses a threat to the safety of other students, staff, or members of the school community or would substantially disrupt, impede, or interfere with the operation of the school. School officials will take reasonable steps to resolve such threats, address such disruptions, and minimize the length of any removal from school. Moreover, the Board will make the determination that other appropriate and

available behavioral and disciplinary measures have been exhausted. The Board may refer students who are expelled to appropriate and available support services.

Expulsion Procedures - Board Policy 7:210

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the Board of Education to expel a student for a definite period not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.

- d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.: 105 ILCS 5/10-22.6(a).
Goss v. Lopez, 95 S.Ct. 729 (1975).

CROSS REF.: 5:100 (Staff Development); 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: April 14, 2016

The School will facilitate the re-engagement of students who have been suspended or expelled.

Note: Komarek School holds an annual discipline/bullying committee meeting every year. The meeting date will be shared via our robo call system and on our website.

The School Code of Illinois requires the District to provide parents and guardians with notice of its discipline, search, and bullying-prevention policies. These important policies are found below:

MAINTAINING STUDENT DISCIPLINE – BOARD POLICY 5:230

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that all teachers, other certificated employees, and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the Board of Education policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and administrative procedures.

Teachers shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

LEGAL REF.: 105 ILCS 5/24-24.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: April 11, 2017

Prevention of and Response to Bullying, Intimidation, and Harassment - Board Policy 7:180

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

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

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

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs in order to keep students in school.

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

Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

<p>Nondiscrimination Coordinator: Name: <u>Dr. Brian J. Ganan</u></p>	<p>Complaint Manager: Name: <u>Jamie Kleinschmidt</u></p>
<p>Superintendent 8940 W. 24th St., North Riverside, IL 60546 Email: bganan@komarek94.org</p>	<p>Social Worker 8940 W. 24th St., North Riverside, IL 60546 Email: jkleinschmidt@komarek94.org</p>
<p>Telephone: 708-447-8030</p>	<p>Telephone: 708-447-8030, ext. 144</p>

- 4 Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired) and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;

- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

405 ILCS 49/, Children's Mental Health Act.

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220

(Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

ADOPTED: February 13, 2018

Teen Dating Violence Prohibited

Board Policy 7:185 prohibits teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation. Anyone with information about incidents of teen dating violence should report it as provided for in the policies prohibiting harassment of students (7:20) and bullying, intimidation, and harassment (7:180).

Search and Seizure – Board Policy 7:140

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

The Superintendent or designee shall 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/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
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.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.

Right to Privacy in the School Setting Act, 105 ILCS 75/.

Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir., 1993).

People v. Dilworth, 661 N.E.2d 310 (Ill., 1996), cert. *denied*, 116 S.Ct. 1692 (1996).

People v. Pruitt, 662 N.E. 2d 540 (Ill.App.1, 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).

T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).

Vernonia School Dist. 47J v. Acton, 115 S.Ct. 2386 (1995).

Safford Unified School Dist. No. 1 v. Redding, 129 S. Ct. 2633 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

ADOPTED: February 9, 2016

Equal Educational Opportunities - Board Policy 7:10

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education 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 appropriate Intermediate Service Center (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

LEGAL REF.:

20 U.S.C. §1681 *et seq.*, Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.

29 U.S.C. §791 *et seq.*, Rehabilitation Act of 1973.

42 U.S.C. §11431 *et seq.*, McKinney-Vento Homeless Assistance Act.

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

Ill. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60 (P.A.s 100-29 and 100-163, final citations pending), 5/10-22.5, and 5/27-1.

775 ILCS 5/1-101 *et seq.*, Illinois Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

23 Ill.Admin. Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance)7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: February 13, 2018

Discrimination and Sexual Harassment

Discrimination and sexual harassment are strictly 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. See Board Policy 7:20.

Reports of discrimination or sexual harassment should be made to the District's Nondiscrimination and Title IX Coordinator, Dr. Brian Ganan (708-447-8030; bganan@komarek94.org), or Complaint Manager, Gail Anderson (708-447-8030; ganderson@komarek94.org). The District's Uniform Grievance Procedure is found in Board Policy 2:260. Additionally, 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.

Transportation

Free transportation service is provided to special education students if included on the student's individualized educational program. Free transportation is also provided to homeless students in accordance with the Education for Homeless Children Act. Transportation may also be provided to and from school-sponsored activities.

Students must follow the Code of Conduct while riding the bus and may be suspended from the bus for conduct prohibited in Board Policy 7:190 (Student Discipline), injury or threat of injury to a bus driver or another rider, defacement of the bus, repeated use of profanity, disobedience of a directive from a bus driver or other supervisor, other behavior that threatens the safe operation of the bus and/or its occupants. The District's regular suspension procedures will be used to suspend a student's privilege to ride the bus.

Electronic visual and audio recordings may be used on school buses to monitor conduct and promote and maintain a safe environment. Notice of electronic recordings will be displayed on the exterior and interior of the bus.

See Board Policies 4:110 and 7:220.

School Passes

A student must have a pass from a teacher or the school secretary when they are out of class during the school day. Students must also have a written pass to be in the building before 8:10 AM and during the lunch periods. Students are not allowed to enter an empty classroom without direct permission from a teacher, school secretary, or administrator. Violations of the above will result in a detention or suspension.

Snack/Treat Guidelines

"The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) requires all local educational agencies participating in federal Child Nutrition programs to establish and implement, for all schools under its jurisdiction, local school wellness policies that meet minimum standards designed to promote sound nutrition, student health, reduce childhood obesity, and provide transparency to the public on the school nutrition environment."

The following are examples of healthy snacks that can be brought to school.

- Raw vegetables (no dip)
- Fresh fruits (no canned fruit or fruit with syrup)
- Pretzels
- Cheese
- Plain popcorn
- Crackers (graham, saltines, Ritz, Goldfish only)
- Raisins, dried fruit (i.e., trail mix), dry cereal, or cereal bars
- Sandwich crackers (peanut butter or cheese)

- Fruit roll-ups

Students who bring an unhealthy snack can be asked to find choose a snack that meets Komarek's guidelines. In addition, due to some students having nut allergies, you will be made aware if the homeroom your child is in is a nut-free zone.

Water bottles are allowed in the classrooms but must only contain water.

Birthday Treats: *If you send birthday treats, please make sure that the treats are individually packaged. The following are approved treats:*

Pretzels or Goldfish crackers

- animal crackers
- 100 calorie snack packs
- granola bars
- sandwich crackers
- rice krispie treats
- fruit snacks

Note: Any treats that do not meet these guidelines will be sent back home.

2018 – 2019



Dear Parents and Guardians;

The 2018 - 2019 school year will begin our fifth year with Quest Food Management Services. Komarek receives hot lunches cooked daily at Riverside Brookfield High School by cooks from Quest Foods. The 2018 – 2019 school year will also kick-off our brand - new breakfast program. Breakfast and lunch will be served daily beginning on the first day of school, Monday, August 20th. Breakfast will be served in the cafeteria on the lower level of the west building. Students will enter through the Principal's office doors 7:45 am. The program is open to all Komarek students in grades Kindergarten through 8th, at the cost of \$2.00 per day. Students with waived lunch will also receive waived breakfast, as students who receive reduced lunch for **.40¢** a day will receive breakfast at the reduced cost of **.30¢** a day. Breakfast will begin at 7:45 a.m. daily and students will

be dismissed to their classrooms at 8:10 am. Below you will find directions on setting up an account with MEALTIME, our lunch and breakfast program software vendor.

This information below is for parents of PAID STUDENT, REDUCED STUDENTS and FREE STUDENTS. There is a separate section depending on your child's breakfast/lunch status. Please take the time to read the appropriate section below. We do realize you may not know your child's lunch status at this point, waivers of registration fees and lunch fees will be available at both registrations, on July 19th and August 2nd and by contacting Kathy Gibson at 708-447-8030, extension 109.

PAID STUDENT SECTION

Students in grades Kindergarten – 4th grades receive an ID card that a parent may put money on to purchase a **breakfast w/milk for \$2.00 and/or a lunch w/milk for \$4.00 or milk alone for .40¢**. The ID cards are used only at lunch and do not go home with the students. The Lunch Program does not take money during lunch. It becomes very time consuming in the lines and difficult for the little ones to handle money and their food. Students in grades 5-8 will use a keypad to enter their Lunch Program ID #. We have all but eliminated misplaced lunch money by stopping this practice and implementing the Mealtime computerized system.

To set up an account:

1. Go to the www.komarekschool.org website, click on the Mealtime icon and create a profile, username, password, and the ability to set up a low balance threshold reminder. Setting up an account will also allow you to look up what your child chose for lunch each day. You will need your student's Customer ID#, which is their PowerSchool computer number, this is the same number as last year and the number you used to pre-register your child this school year. Please call Mrs. Gibson at 708-447-8030, option 5 if you do not know your student's ID#. After you complete the profile, log back in and click on the button "Make a Deposit".
2. At the bottom of the next page, you will see "Add Student", choose Illinois, then "Komarek School" and click the box next to Komarek to get another drop-down and click "Komarek" there. These steps are necessary of other districts with multiple schools, a little repetitive for us. Finish adding your student by name and Customer ID#. You must enter each student separately.
3. At this point, you may add funds by credit or debit card, there is a \$25.00 minimum and a 4.9% fee, which equate to only \$1.23 on \$25.00, and \$4.92 on \$100.00. The funds are available within minutes of being added. If you want to avoid the fee and/or put a smaller balance on their account, simply, send the

amount in a **sealed** envelope with their **name** and **Lunch/Breakfast Program written on it**. Instruct them to give it to their teacher, who will forward it to the Office to be added to their account. By setting up the account originally you can always check on their balance, add funds if need be or simply continue to send in money periodically. We do encourage parents to use the online payment method, as this is the safest way to make sure the funds get on the account in real-time.

During the 2017-2018 school year, we had an issue with a few students using their cards to purchase milk by itself, without their parents putting money on the cards, and the parent not being aware that is what their student was doing. Check with your child.

We also have students that purchase two milks a day, which raises the daily cost. Please check with your student. If this is the case, you may need to add additional funds each time. Please note, all lunch program checks are to be written to Komarek School.

Breakfast for a five-day week is \$ 10.00 and Lunch for a five-day week is \$20.00. We recommend that you put more than \$50.00 on your child's account so you will not have to add money as often. You may pay for one month or two, or a half year, it is up to you. Below are a couple examples.

Breakfast one week – 5 days x \$2.00 = \$10.00

Lunch one week – 5 days x \$4.00 = \$20.00

Breakfast August through September – 29 days x \$2.00 = \$58.00

Lunch August through September – 29 days x \$4.00 = \$116.00

Breakfast – October - December 20

56 days x \$2.00 = \$112.00

Lunch October – December 19 (Winter Break, 20th is a half day)

55 days x \$4.00 = \$200.00

Milk Only - \$0.40 x 29 days, August through September = \$11.60

August	10 lunch days	10 breakfast days
September	19 lunch days	19 breakfast days
October	20 lunch days	21 breakfast days
November	17 lunch days	17 breakfast days
December	13 lunch days	14 breakfast days
January	18 lunch days	18 breakfast days
February	18 lunch days	18 breakfast days
March	16 lunch days	16 breakfast days
April	21 lunch days	21 breakfast days
May	20 lunch days	20 breakfast days

REDUCED STUDENT SECTION

For all those who have been approved for the .30¢ a day for breakfast and .40¢ a day for lunch, please remember your child gets a **complete lunch.** which includes milk for .40¢.

If they just get milk, it is also .40¢.

Please follow the instructions for Paid Parents above, numbers 1 – 3.

Examples of lunch costs for 2018-2019

Breakfast one week – 5 days x .30¢ = \$1.50

Lunch one week – 5 days x .40¢ = \$2.00

Breakfast August through September – 29 days x \$.30¢ = \$8.70

Lunch August through September – 29 days x .40¢ = \$11.60

Breakfast – October - December 20

56 days x .30¢ = \$16.80

Lunch October – December 19 (Winter Break, 20th is a half day)

55 days x .40¢ = \$22.00

FREE STUDENT SECTION

For those with students approved for Free Breakfast and Lunch, you do not have to put money on their account. However, you can set up an account which will allow you to look up what your child chose for lunch each day and if your child wants to purchase extra milk, which is .40¢ you can put money on the account just for the milk, if not; there is nothing you need to do. You will need your child's ID number which is the same number you used to pre-register your child for school this year. If you have questions about your student's lunch status during the year please, email me at kgibson@komarek94.org, or call 708-447-8030, option 5, or stop by the District Office.

IMPORTANT: A student approved for Free Breakfast and Lunch must take an entire lunch, not just milk. If they take only milk, there is a charge of .40¢ because it is not considered a reimbursable meal. In addition, if your child gets a 2nd lunch, that lunch is not waived and current cost of \$4.00 is due for the 2nd lunch. Please discuss these procedures with your child.

Thank you. We appreciate your time!

Sincerely,

Kathlene Gibson

Business Coordinator

Komarek School Dist. 94

708-447-8030 ext. 109

kgibson@komarek94.org

Lunch Schedule

Times	Lunch	Recess
11:26-11:46	Kindergarten, 1 st Grade, and 2 nd Grade	3 rd Grade and 4 th Grade
11:48-12:08	3 rd Grade and 4 th Grade	Kindergarten, 1 st Grade, and 2 nd Grade
12:11-12:31	5 th Grade and 6 th Grade	7 th Grade and 8 th Grade
12:33-12:53	7 th Grade and 8 th Grade	5 th Grade and 6 th Grade

STUDENT GUIDELINES FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES (ACADEMIC/BEHAVIOR ELIGIBILITY)

EXTRA CURRICULAR AREAS AFFECTED BY ELIGIBILITY:

*Soccer *Volleyball *Boys Basketball *Girls Basketball *Track *Cheerleading *Student Council
*Chorus *Junior High Dances *Student/Faculty Games *Assemblies *Any School Sponsored Event held after school hours

These guidelines are applicable to all school-wide, extra-curricular programs. **Participation as a spectator at the above activities is prohibited for students who are ineligible.**

The purpose of these guidelines is to establish cooperation between administrators, teachers, parents, students, and moderators/coaches in an attempt to solve academic concerns by using extra-curricular programs as an incentive. The Salt Creek Valley Conference requires an academic eligibility system to be in place in each school.

Student Behavior: In order for a student to be eligible for try-outs, the student must have no multiple day suspensions the quarter of try-outs or the quarter prior to the sport try-outs. Behavior eligibility for fall sports will be based on the 4th quarter of the prior school year.

Academic Performance:

Rosters of all students participating in specific activities will be submitted to the principal by the coach, moderator, or sponsor of any team or program within two days of the beginning of the activity.

Students must be doing satisfactory work (defined below) in their school subjects as indicated by a weekly report. A cooperative effort by teachers, coaches, sponsors, and the administration should be used in determining which students are doing poorly.

Students not performing satisfactorily in their academic subjects will be informed by the homeroom teacher of their placement on probationary status. Parents will be informed of their child's status through a written report mailed to the home.

Probation 1, Probation 2, and Probation 3 status. **Each probationary period (weeks 1, 2 & 3) runs from Tuesday morning to Tuesday morning of the following week.** At the end of the probationary period, if satisfactory work is attained, the probationary status will be lifted. If academic work is still unsatisfactory after 3 weeks, the student will become **ineligible** and dropped from the extra-curricular program. Parents will be notified through a letter home. **Students declared "ineligible" for activities cannot participate from Tuesday morning until at least Tuesday morning of the following week.** Due to school holidays and shortened weeks, the "Ineligibility Week" may be lengthened. Students remain ineligible until satisfactory academic work is attained.

Parents are **strongly encouraged** to contact their child's teacher(s) during the probationary and/or ineligibility period to arrange for additional academic assistance.

SATISFACTORY WORK CRITERIA:

Students will be placed on probation if they are doing unsatisfactory work (D, D-, or F average) in two or more subject areas. The grade is based on a cumulative average of the child's work to date.

After the probationary period, students will be removed from a team/activity if they are doing unsatisfactory work in two or more academic areas. They will be checked weekly as to their status and reinstated if their academic status is acceptable.

Students will be permanently removed from a team/activity for the season if they are doing unsatisfactory work in four or more academic areas. Removal is automatic, with no probationary period.

SPORTS INTEREST SURVEY

A sports interest survey is provided at registration and should be completed by parent(s) and student(s).

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. See Board Policy 8:70.

CPR and AED Training

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

SCHOOL ISSUED TEXTBOOKS AND MATERIALS

Each year, students are issued school-owned textbooks and materials. The children complete a textbook contract which outlines the books and materials they are to receive and the condition of those books and materials.

When the books are collected at the end of the year, all books and materials are expected to be returned in the same condition as they were issued, other than normal wear and tear. **Students must reimburse the school district for any books returned in “poor” or “unsatisfactory” condition, based on the original cost of the book.** Parents are advised to inspect all school issued books and materials at the beginning of the school year and notify the teacher if any book is in unsatisfactory condition. To help eliminate problems later in the year, record the number of each book received along with the condition of each book for your future reference. If the book has any damage to it or writing on it, please make note and contact the principal’s office. Parents will be given the opportunity to inspect all issued books and sign the textbook use contract.

Fees and Fee Waivers

The Superintendent will recommend to the Board of Education a schedule of fees to be charged for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. A student is eligible for a fee waiver when the student lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program. Additional consideration will also be given to the following factors: illness in the family; unusual expenses such as fire, flood, storm damage, etc.; unemployment; emergency situations; when one or more parents are involved in a work stoppage. Applications for fee waivers are available [include information regarding how to obtain the application]. See Board Policy 4:140.

PERMISSIBLE USE OF DISTRICT-ISSUED DEVICES AND USE OF DISTRICT INTERNET AND WIFI

In making decisions regarding student access to the Internet, Komarek School District 94 considers its own stated educational mission, goals, and objectives. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access to Internet resources should be structured in ways that point students to those resources that have been evaluated prior to use.

The Board of Education denies any responsibility for any information, including its accuracy or quality obtained or transmitted through use of the Internet. Further, the board denies responsibility for any information that may be lost, damaged, altered, or unavailable when using the District's network. Students and their parents shall be solely responsible for any unauthorized charges or fees resulting from a student's access to the Internet.

While in school, the District will implement technology protection measures on each District computer with Internet access, including filtering devices to block user access to visual depictions of material that is obscene, pornographic, or otherwise harmful to minors as defined by the Children's Internet Protection Act (CIPA). The Superintendent or designee will implement procedures to allow users to make requests, including anonymous requests, to disable the filter for bona fide research or other lawful purposes

Authorized use of the School District's network and the Internet shall be governed by administrative procedures developed by the Superintendent.

Access to Electronic Networks – Board Policy 6:235

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) cyber-bullying 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 administrative procedure, *Acceptable Use of the District's Electronic Networks*, 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. 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 Electronic Network Access

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* 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 District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.

Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).

Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.

47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.

720 ILCS 5/26.5.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Restrictions on Publications; Elementary Schools)

ADOPTED: February 12, 2013

Orders to Forgo Life-Sustaining Treatment – Board Policy 7:275

Written orders from parent(s)/guardian(s) to forgo life-sustaining treatment for their child must be signed by the student's physician and given to the Superintendent. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act. 755 ILCS 40/.

Whenever an order to forgo life-sustaining treatment is received, the Superintendent shall convene a multi-disciplinary team that includes:

1. The student, when appropriate;
2. The student's parent(s)/guardian(s);
3. Other medical professionals, e.g., licensed physician, physician's assistant, or nurse practitioner;
4. Local first responders for the building in which the student is assigned to attend school;

5. The school nurse;
6. Clergy, if requested by the student or his or her parent(s)/guardians(s);
7. Other individuals to provide support to the student or his or her parent(s)/guardian(s); and
8. School personnel designated by the Superintendent.

The team shall determine guidelines to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event. The Superintendent or designee will monitor the effectiveness of the guidelines established during the multi-disciplinary meetings at times the multi-disciplinary team determines are necessary.

The District personnel shall convey orders to forgo life-sustaining treatment to the appropriate emergency or healthcare provider.

LEGAL REF.:

Health Care Surrogate Act, 755 ILCS 40/. Cruzan

v. Director, Missouri Dept. of Health, 497 U.S. 261 (1990).

In re C.A., a minor, 236 Ill.App.3d 594 (1st Dist. 1992).

ADOPTED: February 13, 2018

HEALTH RELATED DOCUMENTS

In order to maintain the privacy of their child or children, parents should send all health-related documents to school in a sealed envelope.

Student Records – Board Policy 7:340

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.
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.

State and federal law grants students and parents/guardians' certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex*

parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

LEGAL REF.:

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).

Family Educational Rights and Privacy Act, 20 U.S.C. §1232g implemented by 34 C.F.R. Part 99.

Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.

105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.

105 ILCS 10/, Illinois School Student Records Act.

50 ILCS 205/7.

750 ILCS 5/602.11.

23 Ill.Admin. Code Parts 226 and 375.

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct)

ADOPTED: February 13, 2018

Student and Family Privacy Rights

Board Policy 7:15 provides a comprehensive policy regarding student and family privacy rights. You can access the policy on the District's website or upon request from the general administrative office. Surveys are periodically used in the District when they advance or relate to the District's educational objectives or to assist students' career choices. Parents may inspect such surveys and evaluations, as well as instructional materials, upon request. Parents should contact [insert contact] to review such materials and/or to request that their student be opted out of a survey requesting personal information. [Also include the approximate dates when a survey requesting personal information is scheduled or expected to be scheduled.

RETURNED CHECKS FOR NSF OR ACCOUNT CLOSED

All checks that are returned to Komarek for “non-sufficient funds” (NSF) or indicate “Account Closed” will be accessed a \$20.00 per returned check fee.

Please be advised that upon receipt of a second NSF or Account Closed check we will no longer be able to accept checks from you. All future payments to Komarek must then be made in cash or by money order only; this includes, but is not limited to, Registration Fees, Lunch fees, Before/After Care Fees, etc. Parents can use credit cards through E-Pay. Check the district web site for details.

SCHOOL DAY AND TARDIES

The student day at Komarek School begins at 8:13 AM. Students are expected to arrive at school between 8:00 AM and 8:10 AM daily. **Supervision is not provided on the school playground before 8:00 AM.**

Students entering the classroom after morning announcements have begun are considered “tardy.” The classroom teachers keep a record of tardy students and student absences.

INSTRUCTION

6:280 Grading and Promotion

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois *Partnership for Assessment of Readiness for College and Careers* (PARCC) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Promotion and Retention

Grades One and Two:

Promotion/Retention for grades one and two will be determined by the following criteria:

- a. Standardized Testing: The complete battery score for students on the latest test taken during the school year must be no more than 6 months below grade level.

- b. Report Card - The student must achieve 70% or higher "Satisfactory" and/or "Excellent" in the main academic areas: Reading, Mathematics, and Language Arts, for the entire school year.
- c. Teacher Recommendation - The homeroom teacher must recommend in writing that the student should be promoted to the next grade.

The following will be in effect regarding promotion/retention at the end of the four quarters of the school year for grades one and two:

1. If a student satisfies two or more of the above criteria, he/she will be promoted to the next grade.
2. If a student satisfies one of the above criteria, he/she will be promoted to the following grade after successfully completing a Mandatory Komarek Summer School session with a summative passing grade. Failure to complete the Mandatory Komarek Summer School with a passing grade will result in grade retention for the following school year. Tuition for the Mandatory Summer School will be the responsibility of the child's parent or guardian.

Grades Three through Eight:

The Grade Point Average, or GPA, is comprised of all core and specials subjects averaged together. The below point scale is used to calculate the GPA.

A+, A, A- 4.0

B+, B, B- 3.0

C+, C, C- 2.0

D+, D, D- 1.0

F 0

Mandatory Summer School:*

A student will qualify for attendance in Mandatory Summer School if he/ she:

- Has a GPA for the last 4 quarters of 1.5 - 1.99 (not rounded up or down), or
- Has a GPA for the last 4 quarters of 1.49 or below and scores at or above grade level on the standardized achievement test.

*All deadlines for registration in the Mandatory Summer School must be met. All Mandatory Summer School tuition must be paid by the last day of MSS classes. Students facing their second retention will automatically qualify for Mandatory Summer School. Mandatory Summer School requirements must be met for the child to be promoted to the next grade.

MANDATORY SUMMER SCHOOL REQUIREMENTS:

- Parents must register the student during the designated week.
- No tardies are allowed.
- All absences must have a doctor's note acknowledging the illness.
- Parent/Student Handbook rules are enforced.
- Any removal from the program will result in retention.

Retention in the Same Grade:

A student will be retained in the same academic grade if he/she:

- Has a cumulative GPA of 1.49 or below (not rounded up or down), and
- Scores below grade level on NWEA's MAP Assessment in reading and mathematics.

Grading:

Each teacher shall maintain an evaluation record for each student in the teacher's classroom. A District Administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.:

105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.:6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: October 9, 2007

REVISED: February 12, 2013; November 10, 2015; June 12, 2018, September 11, 2018

Komarek SD 94

HONOR ROLL (Grades 3-8)

Komarek School has traditionally had a strong academic curriculum and high academic standards. To reward those students who maintain an exceptional level of academic integrity and achievement, the Komarek Honor Roll system has been developed. The system is based on the student's grade point average (GPA) at the end of each quarter of the school year. All the letter grades on the report card are averaged in order to achieve a student's grade point average for Honor Roll.

Honor Roll will be determined as follows:

High Honor Roll (Gold) - 3.50 -4.00 GPA (all subject areas included)
Honor Roll (Blue) - 3.00-3.44 GPA (all subject areas included)

Honor Roll GPAs should be rounded to the nearest tenth place (i.e., a GPA of 3.45 would be rounded to 3.50 and would qualify for Gold Honor Roll status).

*** A STUDENT CANNOT BE CONSIDERED FOR HONOR ROLL IF HE/SHE HAS A "D" OR LOWER IN ANY SUBJECT.**

NOTE: A junior high student (grades 6, 7, or 8) can qualify for the spring Honor Student Field Trip by being on the **High Honor Roll** for the first, second, and third quarters of the school year consecutively.

Alternative Learning Opportunities

The Superintendent or designee will develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program will include education and support services addressing individual learning styles, career development, and social needs. See Board Policy 6:110.

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. Parents/guardians of English Learners will be given an opportunity to provide input to the program and provided notification regarding their child's placement in, and information about, the District's English Learners program. Contact the Superintendent for additional information. See Board Policy 6:160.

Students with Disabilities

The District will provide a free, appropriate, public education in the least restrictive environment to all students with disabilities, as required by the Individuals with Disabilities Education Act (IDEA), Section 14 of the Illinois School Code, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and their implementing regulations. Contact [insert contact] for additional information about the identification, evaluation, placement, and services for students with disabilities. See Board Policy 6:120.

Education 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 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. Contact the District's Homeless Liaison, [contact name and information] for additional information about supports available to homeless children. See Board Policy 6:140.

SUMMARY OF PROCEDURES ON THE USE OF BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES

In accordance with Public Act 89-191 and in consideration of the recommended guidelines developed by the Illinois State Board of Education (June 1994) on the use of behavioral interventions for students with disabilities, LaGrange Area Department of Special Education, and its member districts shall:

Create a committee designated to implement and monitor the district policy on the use of behavioral interventions in schools for students with disabilities. This committee shall include parent representation along with school staff. The committee will review and monitor incidents involving the emergency use of restrictive behavioral interventions and procedures, advice regarding staff development needs and issues related to the use of restrictive interventions, identify qualified behavioral intervention consultants, maintain student confidentiality, and maintain a system for school staff to notify the committee of the need for review.

Maintain a list of Behavioral Interventions by levels of restrictiveness. The categories of Nonrestrictive Interventions, Nonrestrictive Interventions with Caution, Restrictive Interventions, Highly Restrictive Interventions, and Prohibited Interventions are recommended. Designate at least one staff member with documented training to serve the community as Behavioral Intervention Consultant.

Develop a written behavioral management plan for any student who requires the use of a restrictive behavioral intervention. This plan should be based on information obtained from functional analysis of the target behavior of concern. The Behavioral Intervention Consultant can provide information on this procedure.

Establish that an IEP meeting should be convened when a student experiences emergency use of restrictive interventions more than twice in a thirty-day period or when a team member deems a pattern of behavior interferes significantly with learning. The team may conduct a functional analysis prior to this meeting and consider a new behavior management plan.

Maintain notice to parents of procedural safeguards.
 Develop a plan to ensure the ongoing professional training of all teachers and staff in the use of behavioral intervention.

2018- 2019 STAFF EMAIL & PHONE EXTENSIONS LIST

Below are the current e-mail addresses and phone extension numbers for staff member’s classrooms and offices.

NAME	POSITION	EMAIL ADDRESS	EXT.
Mrs. Christine Albores	Kindergarten Teacher	calbores@komarek94.org	149
Mrs. Gail Anderson	District Secretary	ganderson@komarek94.org	101

Elio Anfuso	Building Director	eanfuso@komarek94.org	147
Mrs. Danielle Bagdzius	Reading Specialist	dbagdzius@komarek94.org	127
Ms. Leslie Banas	Physical Education	lbanas@komarek94.org	146
Mrs. Patrice Basile	EL/6th, 7th & 8th Grade Spanish	@komarek94.org	150
Mrs. Amy Beggs	Breakfast Program	abeggs@komarek94.org	153
Mrs. Patrice Blackburn	Speech & Language Pathologists	pblackburn@komarek94.org	142
Mrs. Patricia Boguslaw	JH Science	pboguslaw@komarek94.org	184
Mrs. Jennifer Brandt	5th Grade Teacher	jbrandt@komarek94.org	122
Mrs. Geana Chapp	School Nurse	gchapp@komarek94.org	120
Mrs. Michelle Cole	Pre-School Teacher	mcole@komarek94.org	108
Mrs. Melissa Corlett	Home Ec. Teacher	mcorlett@komarek94.org	123
Mrs. Heather Day	2nd Grade Teacher	hday@komarek94.org	111
Mrs. Caitlin DiLallo	Assistant Principal	cdilallo@komarek94.org	115
Mrs. Sheila Donoghue	Intermediate Cross-Cat Teacher	sdonoghue@komarek94.org	117
Ms. Kylie Dunn	Jr. High Math/Science	kdunn@komarek94.org	102
Mr. Adam Endriukaitis	1st Grade Teacher	aendriukaitis@komarek94.org	114
Ms. Marika Floros	Jr. High Social Studies	mfloros@komarek94.org	141
Mrs. Teresa Frey	P.E./Health Teacher	tfrey@komarek94.org	132
Dr. Brian Ganan	Superintendent	bganan@komarek94.org	103
Mrs. Jennifer Georgopoulos	Lunch Program		153
Mrs. Kathlene Gibson	Business Coordinator	kgibson@komarek94.org	109
Mr. Jason Gold	Principal	jgold@komarek94.org	104
Mrs. Birgit Hillmer	Spec. Ed. Resource	bhillmer@komarek94.org	151

Mrs. Maria Igelman	School Secretary	migelman@komarek94.org	100
Ms. Meghan Irle	Jr. High Math/Science	mirle@komarek94.org	163
Mrs. Kelly Jankowski	Jr. High Language Arts	kjankowski@komarek94.org	139
Mr. Dan Kartje	Computer, Industrial Arts	dkartje@komarek94.org	148
Mr. John Klempir	TBE/ESL Substitute Teacher	jklempir@komarek94.org	137
Mrs. Jamie Kleinschmidt	Social Worker	jkleinschmidt@komarek94.org	144
Mrs. Kelly Kopp	3rd Grade Teacher	jkleinschmidt@komarek94.org	134
Ms. Emma Kornhauser	Social Worker	ekornhauser@komarek94.org	164
Ms. Meghan Lane	2nd Grade Teacher	mlane@komarek94.org	113
Mrs. Sandra Lid	1 st Grade Teacher	slid@komarek94.org	152
Mrs. Anne Lovera	5th Grade Teacher	alovera@komarek94.org	130
Mrs. Caroline Mastandona	3 rd Grade Teacher	cmastandona@komarek94.org	160
Mrs. Juliet Miglieri	Special Education Teacher	jmiglieri@komarek94.org	133
Mrs. Diane Michelini	Math Interventionist	dmichelini@komarek94.org	135
Ms. Sandy Mizia	Jr. High Math	smizia@komarek94.org	136
Mr. Dan Moffett	Band	dmoffett@komarek94.org	107
Mrs. Maria Mullen	Special Ed. Coordinator	mmullen@komarek94.org	124
Mr. Jeff Norris	P.E. Teacher.	jnorris@komarek94.org	129
Ms. Karen O'Doyle	Library Media Specialist	kdoyle@komarek94.org	143
Ms. Lousie Osborn	Reading Interventionist	losborn@komarek94.org	145
Mrs. Mary Ann Parolin	3 rd Grade Teacher	mparolin@komarek94.org	138
Mrs. Stephanie Pedersen	5 th Grade Teacher	spedersen@komarek94.org	118
Mr. Javier Perez	4 th Grade Teacher	jperez94@komarek94.org	189

Ms. Vanessa Possidoni	1st Grade Teacher	vpossidoni@komarek94.org	155
Mrs. Renee Ricchio	Jr. High Cross Cat Teacher	rricchio@komarek94.org	162
Mr. Philip Riegle	Vocal Music Teacher	priegle@komarek94.org	131
Ms. Danae Rodea	TBE/ESL Teacher	drodea@komarek94.org	137
Mrs. Lori Sandoval	4 th Grade Teacher	lsandoval@komarek94.org	125
Mrs. Rose Santoro	Kindergarten Teacher	rsantoro@komarek94.org	181
Ms. Mary Schmit	Jr. High Reading/LA	mschmit@komarek94.org	140
Mrs. Jamie Scriba	Kindergarten Teacher	jscriba@komarek94.org	182
Ms. Patrice Smetana	Speech & Lang. Pathologist	psmetana@komarek94.org	106
Ms. Johannah Tomita	Art Teacher	jtomita@komarek94.org	121
Mr. Alex Trakas	Technology Director	atrakas@komarek94.org	119
Ms. Nicole Truesdale	4 th Grade Teacher	ntruesdale@komarek94.org	126
Mrs. Lee Ann Wach	Primary/Int. Cross-Cat	lwach@komarek94.org	110
Mrs. Victoria Wilson	Stem Teacher	vwilson@komarek94.org	145
<i>Before/After Care</i>			
Ms. Ashley Anderson	Before/After Care Director	District Fax 708-447-9546	
Mrs. Mina Ruiz	Assist. Before/After Care Director 708-447-5927	School Fax 708-443-5859	

2018-2019 District 94 Calendar of Events

Thu
16-Aug

05:00 pm | Special Board Meeting
06:00 pm - 08:00 pm | Open House
Teacher Institute Day

Fri
17-Aug

Teacher Institute Day

Mon
20-Aug

1st Day of School

Tue
21-Aug

06:30 pm - 08:00 pm | One-to-One Tech Boot Camp

Wed
22-Aug

06:00 pm - 07:00 pm | 7th Gr. Outdoor Education
Information Night

Thu
23-Aug

06:30 pm - 08:00 pm | One-to-One Tech Boot Camp

Fri
24-Aug

03:15- 05:00 pm | SoliVoce First Rehearsal

Mon
27-Aug

03:15 - 04:30 pm | Beginning Chorus First Rehearsal
03:30 - 05:00 pm | Volleyball Tryouts
03:30 - 05:00 pm | Soccer Tryouts

Tue
28-Aug

03:30 - 05:00 pm | Soccer Tryouts

03:30 - 05:00 pm | Volleyball Tryouts

Thu
30-Aug

07:00 pm | Beginning Band Registration in the Gym
07:15 am - 08:10 am | Concert Choir First Rehearsal

Mon
3-Sep

Labor Day No School

Thu
6-Sep

Fall Picture Day

Tue
11-Sep

07:00 pm | School Board Meeting

Wed
12-Sep

GVB @ Lindop
Soccer vs. Lindop

Thu
13-Sep

GVB vs. Hillside
Soccer @ Hillside

Tue
18-Sep

GVB @ Albright
Soccer vs. Albright

Thu
20-Sep

7th Gr. Outdoor Ed Trip to Covenant Harbor

Fri
21-Sep

2018-2019 District 94 Calendar of Events

7th Gr. Outdoor Ed Trip to Covenant Harbor

Mon
24-Sep

GVB vs. Hauser
Soccer @ Hauser

Wed
26-Sep

07:00 pm - 08:30 pm | Parent Forum
Auditorium East Building
GVB @ Gross
Soccer vs. Gross

Thu
27-Sep

06:30 pm - 08:00 pm | 8th Grade Information Night
Auditorium West Building
Preschool Not in Session Due to Preschool Screening
Preschool Screening Call for an Appointment

Mon
1-Oct

GVB vs. Forest Park
Soccer @ Forest Park

Wed
3-Oct

Soccer @ Lindop

Thu
4-Oct

GVB @ Lindop

Mon
8-Oct

Columbus Day No School

Tue
9-Oct

07:00 pm | School Board Meeting

Wed
10-Oct

GVB @ Hauser
Soccer vs. Hauser

Thu
11-Oct

02:30 pm | Early Dismissal
03:30 -07:30 pm | Parent/Teacher Conferences

Fri
12-Oct

11:00 am - 06:00 pm | Parent/Teacher Conferences
No Pupil Attendance

Tue
16-Oct

GVB @ Albright
Soccer @ Albright

Thu
18-Oct

GVB @ Hillside

Thursday, October 18
Jr. High Choir Festival RBHS Field Trip & Evening
Performance
Soccer vs. Hillside

Wed
24-Oct

1st Quarter Ends

Thu
25-Oct

06:30 pm | Fall Band Concert Main Gym All Bands
2nd Quarter Begins

Wed
31-Oct

2018-2019 District 94 Calendar of Events

12:00 pm | Dismissal
PTA Parties in Morning
Teacher In-Service in Afternoon

Mon
5-Nov

GBB vs. Hauser

Thu
8-Nov

GBB vs. Lindop

Sun
11-Nov

Veteran's Day

Tue
13-Nov

07:00 pm | School Board Meeting

Wed
14-Nov

GBB @ Gross

Thu
15-Nov

GBB @ Forest Park

Mon
19-Nov

No Pupil Attendance
Teachers Institute Day

Tue
20-Nov

Thanksgiving Break

Wed
21-Nov

Thanksgiving Break

Thu
22-Nov

Thanksgiving Break

Fri
23-Nov

Thanksgiving Break

Mon
26-Nov

GBB vs. Albright

Thu
29-Nov

GBB @ Hillside

Tue
4-Dec

GBB @ Hillside

Thu
6-Dec

GBB @ Lindop

Fri
7-Dec

Concert Band Holiday Music Tour

Mon
10-Dec-18

GBB vs. Forest Park

Tue
11-Dec-18

07:00 pm | School Board Meeting
GBB vs. Gross

Wed
12-Dec-18

2018-2019 District 94 Calendar of Events

07:00 pm | Kdg. & 1st Gr. Music Program

Thu
13-Dec-18

Thu
27-Dec-18

Winter Break

06:30 pm | Winter Band Concert Main Gym All Bands

Fri
14-Dec-18

Fri
28-Dec-18

Winter Break

01:00 pm - 03:00 pm | Geography Bee

Thu
20-Dec-18

Sat
29-Dec-18

Winter Break

No Pupil Attendance in PM
Teachers Institute in Afternoon
Winter Parties in Morning

Fri
21-Dec-18

Sun
30-Dec-18

Winter Break

Winter Break

Sat
22-Dec-18

Mon
31-Dec-18

Winter Break

Winter Break

Sun
23-Dec-18

Tue
1-Jan-19

Winter Break

Winter Break

Mon
24-Dec-18

Wed
2-Jan-19

Winter Break

Winter Break

Tue
25-Dec-18

Thu
3-Jan-19

Winter Break

Winter Break

Wed
26-Dec-18

Fri
4-Jan-19

Winter Break

Winter Break

Sat
5-Jan-19

2018-2019 District 94 Calendar of Events

Winter Break

Sun
6-Jan-19

Winter Break

Mon
7-Jan-19

School Resumes

Tue
8-Jan-19

07:00 pm | School Board Meeting
BBB vs. Forest Park

Thu
10-Jan-19

BBB vs. Gross

Tue
15-Jan-19

BBB vs. Albright

Wed
16-Jan-19

07:00 pm | Vocal Music Program Gr. 2 & 3
2nd Quarter Ends
BBB @ Forest Park

Thu
17-Jan-19

02:30 pm | Early Dismissal
3rd Quarter Begins

Mon
21-Jan-19

Martin Luther King's Birthday No School

Tue
22-Jan-19

BBB @ Hillside

Thu
24-Jan-19

BBB vs. Hauser

Tue
29-Jan-19

BBB vs. Lindop

Wed
30-Jan-19

07:00 pm | Winter Vocal Music Concert

Wed
6-Feb-19

BBB @ Gross
BBB @ Gross

Thu
7-Feb-19

02:30 pm | Early Dismissal

Tue
12-Feb-19

07:00 pm | School Board Meeting
BBB @ Hauser

Wed
13-Feb-19

BBB @ Albright

Thu
14-Feb-19

Valentine's Day

2018-2019 District 94 Calendar of Events

Fri
15-Feb-19

No Pupil Attendance
Teacher Institute Day

Mon
18-Feb-19

President's Day No School

Tue
26-Feb-19

BVB vs. Hillside

Tue
5-Mar-19

BVB vs. Gross

Thu
7-Mar-19

02:30 pm | Early Dismissal
BVB vs. Albright

Tue
12-Mar-19

07:00 pm | School Board Meeting

Thu
14-Mar-19

BVB vs. Hauser

Tue
19-Mar-19

BVB vs. Gross

Thu
21-Mar-19

06:30 pm | Spring Band Concert Main Gym All Bands
BVB @ Albright

Thu
21-Mar-19

06:30 pm | Spring Band Concert Main Gym All Bands
BVB @ Albright

Fri
22-Mar-19

3rd Quarter Ends

Mon
25-Mar-19

Spring Break

Tue
26-Mar-19

Spring Break

Wed
27-Mar-19

Spring Break

Thu
28-Mar-19

Spring Break

Fri
29-Mar-19

Spring Break

Mon
1-Apr-19

4th Quarter Begins

Wed
3-Apr-19

BVB @ Lindop

Thu
4-Apr-19

2018-2019 District 94 Calendar of Events

BVB @ Forest Park

Tue

9-Apr-19

07:00 pm | School Board Meeting

Spring Pictures Day

Wed

10-Apr-19

BVB @ Lindop

Sat

13-Apr-19

08:00 am - 12:00 pm | Band Solo Festival

Thu

18-Apr-19

02:30 pm | Early Dismissal

Fri

19-Apr-19

No School

Fri

3-May-19

8th Gr. Chicago Tour

Wed

8-May-19

07:00 pm | Spring Choir Concert

Fri

10-May-19

SoliVoce Spring Tour

Sun

12-May-19

Mother's Day

Tue

14-May-19

07:00 pm | School Board Meeting

Wed

15-May-19

8th Grade Springfield Trip

Thu

16-May-19

8th Grade Springfield Trip

Fri

17-May-19

01:30 pm | Honors Day Assembly

Komarek Gym East Building

10:30 am | Honors DAY Assembly Gr.

Komarek Gym Est Buldiing

Thu

23-May-19

06:30 pm | Final Band Concert Main Gym All Bands

Fri

24-May-19

4th Quarter Ends

Mon

27-May-19

Memorial Day No School

Wed

29-May-19

8th Grade Graduation at RBHS

Thu

30-May-19

Fun Fair

Thursday, May 30, 2019

Last Day of School

2018-2019 District 94 Calendar of Events

Thu

6-Jun-19

Tentative Last Day of School (with snow days)

Tue

11-Jun-19

07:00 pm | School Board Meeting

KOMAREK SCHOOL DISTRICT 94 2018-2019 SCHOOL CALENDAR

AUGUST 2018					
Mon	Tue	Wed	Thu	Fri	Total
		1	2	3	0
6	7	8	9	10	0
13	14	15	TI	TI	2
☺20	21	22	23	24	5
27	28	29	30	31	5
Total					12

SEPTEMBER 2018					
Mon	Tue	Wed	Thu	Fri	Total
H	4	5	6	7	4
10	11	12	13	14	5
17	18	19	20	21	5
24	25	26	27	28	5
Total					19

OCTOBER 2018					
Mon	Tu	Wed	Thu	Fri	Total
1	2	3	4	5	5
H	9	10	E	PT	3
15	16	17	18	19	5
22	23	24	25	26	5
29	30	♦31			3
Total					21

NOVEMBER 2018					
Mon	Tue	Wed	Thu	Fri	Total
			1	2	2
5	6	7	8	9	5
12	13	14	15	16	5
TI	20	21	H	23	1
26	27	28	29	30	5
Total					18

DECEMBER 2018					
Mon	Tue	Wed	Thu	Fri	Total
3	4	5	6	7	5
10	11	12	13	14	5
17	18	19	♦20	21	4
24	H	26	27	28	0
31					0
Total					14

JANUARY 2019					
Mon	Tue	Wed	Thu	Fri	Total
	H	2	3	4	0
7	8	9	10	11	5
14	15	16	E	18	5
H	22	23	24	25	4
28	29	30	31		4
Total					18

FEBRUARY 2019					
Mon	Tue	Wed	Thu	Fri	Total
				1	1
4	5	6	E	8	5
11	12	13	14	TI	4
H	19	20	21	22	4
25	26	27	28		4
Total					18

MARCH 2019					
Mon	Tue	Wed	Thu	Fri	Total
				1	1
4	5	6	E	8	5
11	12	13	14	15	5
18	19	20	21	22	5
25	26	27	28	29	0
Total					16

APRIL 2019					
Mon	Tue	Wed	Thu	Fri	Total
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	E	19	4
22	23	24	25	26	5
29	30				2
Total					21

MAY 2019					
Mon	Tue	Wed	Thu	Fri	Total
		1	2	3	3
6	7	8	9	10	5
13	14	15	16	17	5
20	21	22	23	24	5
H	28	29	30	31	4
Total					22

JUNE 2019					
Mon	Tue	Wed	Thu	Fri	Total
3	4	5	I 6	7	0
10	11	12	13	14	0
17	18	19	20	21	0
24	25	26	27	22	0
25	26	27	28	29	0
Total					0

JULY 2019					
Mon	Tue	Wed	Thu	Fri	Total
1	2	3	H	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			
Total					

☺ First day of student attendance -

August 20

H PUBLIC SCHOOL HOLIDAYS

I Last day of student attendance -

June 6

With snow days

Labor Day

September 3

No student attendance

Columbus Day

October 8

Thanksgiving Day

November 22

Christmas Day

December 25

New Year's Day

January 1

M. L. King, Jr.'s Birthday

January 21

Presidents Day

February 18

Memorial Day

May 27

♦ Half Day Inservice (No student attendance in afternoon) -

October 31

December 20

TI Teacher Institutes -

August 16

August 17

November 19

E Early Dismissal Days

(Students dismissed at 2:30 p.m.)

Lunch at 11:35-12:45)

- *February 15*