

**WEST HARVEY-DIXMOOR SCHOOL  
DISTRICT 147  
Student-Parent Handbook 2022 – 2023**



Lincoln Early Learning Center  
14100 S. Honore Avenue  
Dixmoor, IL 60426

Martin Luther King Elementary  
14535 Seeley Avenue  
Dixmoor, IL 60426

Rosa L. Parks Middle School  
14700 S. Robey Avenue  
Dixmoor, IL 60426

West Harvey-Dixmoor District 147 Administrative Offices  
191 W. 155th PL  
Harvey, IL 60426

“Creating Excellence, Empowering All”

**Mission Statement**

The purpose of West Harvey-Dixmoor School District 147 is to create a climate of excellence by empowering all students and stakeholders to attain their highest potential both academically and socially.

**Vision**

The vision of the West Harvey-Dixmoor Public School District 147 is to create a positive learning environment in which to educate all students. Each student will achieve a higher level of academic performance as well as exhibit good personal character while functioning effectively in the community and contributing to the broader society.

**West Harvey-Dixmoor School Board of Education**

- Mr. Micheal Smith.....President
- Mrs. Hazel Bowman.....Vice President
- Mrs. Mable Chapman.....Secretary
- Mrs. Bonnie Rateree.....Member
- Mr. Kenneth Henderson..... Member
- Mrs. Pamela Cudjo-Kelly.....Member

**District Administration**

- Dr. Jerry Jordan, Interim Superintendent of Schools
- Dr. Creg E Williams, Interim Superintendent of Schools
- Ms. Camille Robinson, Assistant Superintendent of Schools
- Mr. Ernest Clark, Chief Business Officer
- Dr. Leslie Yanders, Director of Curriculum
- Mrs. Reese Jo Neal, Director of Student and Community Support
- Mr. Robert Lininger, Director of Bilingual Instruction
- Mr. Luis Quinones, Director of Technology
- Mr. Eric Lee, Director of Buildings and Grounds
- Mrs. Lorraine Porter, Director of Food Service

**Lincoln Early Learning Center School**

Ms. Emika Canty, Principal  
(708) 597-4160

**Martin Luther King Elementary**

Dr. Ayana Hartzol, Principal  
Dr. Sarah Midlock, Assistant Principal  
(708) 385-5400

**Rosa L Parks Middle School**

Dr. Jacqanai Gipson, Principal  
Dr. Katina Tolbert, Assistant Principal  
Mr. Jason Grey, Dean of Students  
(708) 371-9575

**Foreword:**

This Student-Parent Handbook was developed to answer many of the commonly asked questions that students and/or their parents may have during the course of a school year. This handbook contains important information for parents and students. It is the responsibility of all parents and students to become familiar with the contents of this handbook. Should you have any questions that are not addressed in this handbook, contact the main office of your child's school. This handbook supersedes all prior handbooks.

**Distribution Policy:**

Copies of the Code of Student Conduct will be furnished to the parents/guardians of each student at the beginning of the school year or within fifteen (15) days after the school year begins, or within fifteen (15) days after a new student begins classes in District 147.

## **IMPORTANT DATES**

### **END OF QUARTER DATES**

1 <sup>st</sup> Grading Quarter	October 19, 2022
2 <sup>nd</sup> Grading Quarter	December 22, 2022
3 <sup>rd</sup> Grading Quarter	March 15, 2023
4 <sup>th</sup> Grading Quarter	June 2, 2023

### **EARLY DISMISSAL DATES**

	August 31, 2022	
September 14, 2022		September 28, 2022
October 12, 2022		October 26, 2022
November 9, 2022		November 30, 2022
December 14, 2022		December 22, 2022
January 11, 2023		January 25, 2023
February 8, 2023		February 22, 2023
March 8, 2023		March 22, 2023
April 5, 2023		April 19, 2023
May 10, 2023		May 24, 2023

### **TEACHER INSTITUTE DAYS** **NON ATTENDANCE DAYS FOR STUDENTS**

January 9, 2023                      April 6, 2023

### **HOLIDAYS** **NON ATTENDANCE DAYS FOR STUDENTS**

September 5, 2022	Labor Day
October 10, 2022	Columbus Day
November 8, 2022	Election Day
November 11, 2022	Veteran's Day
November 23, 2022 - November 25, 2022	Thanksgiving Holiday Break
December 23, 2022 - January 6, 2023	Winter Break
January 16, 2023	M.L. King Holiday
March 6, 2023	Casimir Pulaski Day
April 10, 2023 - April 14, 2023	Spring Break
May 29, 2023	Memorial Day

### **PARENT/TEACHER CONFERENCE DATES**

October 27-28, 2022                      March 23-24, 2023

## WEST HARVEY-DIXMOOR SCHOOL DISTRICT 147

### SHARED RESPONSIBILITIES

We ask students to assume responsibility for:

- Arriving at school on time, well rested, fed, and ready to learn.
- Following the direction of teachers, administration, and staff.
- Treating teachers, staff, peers, volunteers, and self with respect and dignity.
- Respecting the rights and property of others.
- Attending classes on time, being prepared, and participating actively in lessons.
- Completing and turning in all class assignments and homework on time.
- Informing the teacher if you do not understand the lesson or assignment.
- Asking for help with assignments when needed.
- Striving toward academic excellence.
- Behaving in a safe, responsible, and appropriate manner at all times.
- Following the District Uniform Policy and use proper hygiene.
- Asking a teacher, staff member, or parent for help with a problem/conflict.
- Avoiding fighting and/or the use of violence/profanity to solve problems/conflicts.
- Taking ownership of your behavior.
- Taking care of books, supplies, and school property.

We ask parents to assume responsibility for:

- Encouraging your child to have high expectations for learning.
- Sending your child to school daily, on time, well rested, fed, and ready to learn.
- Stressing the importance of education to your child and encouraging academic excellence.
- Getting involved with your child's educational program and study skills.
- Parents are encouraged to monitor their child's academic development. This can be done by logging in to PowerSchool via your Parent Portal. If parents have questions or concerns regarding their child's academic performance, they can make an appointment to meet with their child's teacher and/or the principal, if needed.
- Attending Parent/Teacher Conferences and requested meetings by the teacher. However, if the parent would like to request a conference with the teacher, then conferences may be held outside of school hours or during the teacher's planning time.
- Assisting your child with homework.
- Keeping the lines of communication open with the administration and staff.
- Keeping the school up-to-date on telephone or address changes, medical problems, and/or social or emotional problems that may affect your child's school performance.
- Encouraging your child to talk with a teacher or an administrator when a problem/conflict arises.
- Supporting the school's disciplinary actions and assisting the school with discipline when needed.
- Requiring your child to follow the District Uniform Policy.
- Making sure your child has up-to-date immunizations and physical examinations.
- Encouraging respectful communications with staff and peers and respect for individual differences.
- Teaching your child to refrain from fighting and the use of profanity as a means to resolve conflict.

- Being a positive role model for your child. Speaking positively of your child's teacher and the school in the presence of your child and treating your child and school personnel with respect and dignity.

## ATTENDANCE

West Harvey-Dixmoor School District 147 operates under the authority, policies, and laws set forth in the Illinois School Code. Illinois law requires that any child between six (6) and seventeen (17) years of age must attend school in the district in which he or she resides, during the entire time school is in session.

**Chronic Truancy:** A child may not be absent from a public school without a valid cause. Illinois Law prohibits a child from being absent from a public school for ten (10) percent or more of the one hundred and eighty (180) regular attendance days, or eighteen (18) days.

In the event of any absence, the student's parent or guardian is required to call the school office before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school on the day of the student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required on the next day of attendance to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so will result in an unexcused absence. When a child has a total of **three** (3) or more unexcused absences, the building administrator will contact the parent/guardian to discuss his/her attendance. Chronic truancy could result in grade-level retention.

Absences of three (3) or more days **due to illness** require a doctor's note that must be given to the secretary or School Nurse upon the student's return to school. However, prearranged absences and early dismissals (medical appointments, etc.) must be requested in writing in advance of the appointment date.

For the safety of the student, only the parent/legal guardian or emergency contact as designated on the registration form will be permitted to remove a student from school. Individuals retrieving students from the school will be required to sign the student out, present a valid ID and be at least 18 years old. If all the above criteria are not met, the student will not be released.

Excused absence for illness may include absence for mental or behavioral health for up to five (5) days with no medical note needed. The administration must be notified of these absences. Students will receive the opportunity to make up for missed work. After a student is absent for two (2) mental health days, the student may be referred to appropriate school personnel.

## ABSENTEE ASSIGNMENTS

Requests for class assignments due to absences are to be made at the time the parent or legal guardian reports the absence to the School Office. Requests made after 9:00 am may not be available until the next school day. In the case of any absence, the student will be given an opportunity to make up the work missed which is equivalent to the number of days out. If requests are not made by the parent or legal guardian, the student will be responsible for obtaining the missed assignments from his or her teachers.

## RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Principal at least five (5) calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirements for a written excuse when the student returns to school.

## TARDY PROCEDURES

*The Illinois School Code requires all schools to record students who arrive at school twenty (20) minutes after school begins as a half-day attendance. The same requirement applies to students who are signed out of school twenty (20) minutes before school ends.*

All students who arrive at school after 8:15 a.m. must report to the main office to obtain a tardy pass. The following procedures will be followed for students that are excessively tardy:

- Students who accumulate five (5) tardies will receive a letter from the school office.
- Students who accumulate eight (8) tardies will be issued a thirty-minute detention and a second letter will be sent home from the school office.
- **Parents of students who accumulate ten (10) or more tardies will be required to attend a face-to-face conference with school officials and truancy will be filed with legal authorities.**

## SUICIDE PREVENTION

Contact information for suicide prevention is as follows:

- National Suicide Prevention Lifeline: 800-273-TALK or Text 988
- Safe2Help Illinois: 844-4723345 or Text SAFE(72332) or email HELP@Safe2helpIL.com
- Crisis Text Line: text HOME to 741741
- <https://suicidepreventionlifeline.org>

## EMERGENCY SCHOOL CLOSING

It is sometimes necessary to close the schools due to severe weather or other local emergencies. In any case, listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced upon the Superintendent and School Boards' approval. If severe weather or other emergency occurs during the day, a Robo Call Announcement will be sent out to all parents informing them of the change. For your child's safety, make certain your child knows ahead of time where to go in case of an emergency early dismissal. If we dismiss early for an emergency, **all after-school activities are automatically canceled.** The official District Calendar may be extended to make up any days lost due to an emergency closing. School Closings are announced on:

WGN-AM 720

WBBM-FM 96

WBBM-AM 780

WFYR-FM 103.5

WMAQ-AM 680

WGN-TV Channel 9

WFLD-TV Channel 32

WLS-AM 890

## **RESIDENCY OF STUDENTS**

### **Section I: Residency of Students**

#### A. Residency of Students

In order to attend District 147 schools on a tuition-free basis, a PK-8th grade student must be a legal resident of District 147. Only students who are residents of District 147, may attend District 147 schools without payment as outlined in Section 10-20.12a of the Illinois School Code. In determining residency, the residence of the person who has legal custody of a student is deemed to be the residence of the student. The residency of a homeless student(s) for the purpose of determining what school the student will attend on a tuition-free basis shall be determined in accordance with the "Education for Homeless Children Act." The residency of students eligible for special education and related services shall be determined consistent with Article 14 of the Illinois School Code.

#### B. Proof of Legal Custody and Residency

At the time of enrollment, the adult enrolling the child must establish that he/she has legal custody of the child and that he/she is a resident of District 147. The determination of legal custody and residency shall be made in accordance with Section II of this policy.

#### C. Students Determined to be a Nonresident

If the Superintendent or designee determines that a PK-8 grade student who is attending school in District 147 on a tuition-free basis is a nonresident of District 147 for whom tuition is required to be charged, the Superintendent or designee shall notify the individual who enrolled the student of the amount of tuition due and owing or the student may be transferred out of the district. The individual may request a hearing to review the determination of the Superintendent or designee in accordance with Section III of this policy.

#### D. Nonresident Students

Resident parents/custodians of PK-8 grade students who become non-residents of District 147 during a school term will not be charged a tuition fee for the remainder of the school term during which they become non-residents. At the end of the school term, the nonresident(s) must be transferred out of the district.

#### E. New Residents

Parents/guardians who are purchasing or having residences constructed within the District 147 boundaries, but are not officially residing in the home, shall pay tuition at the time they wish to enroll their child. Tuition shall be reimbursed to these parents/custodians if they close on the



purchase of their residence and take occupancy within sixty (60) days of registering their child (children) in the District. Should their closing and occupancy occur sixty-one (61) days or more after registration of the child (children), no tuition payments shall be reimbursed. They shall, however, not make any further payments once they have closed and have taken occupancy of their home within the District's boundaries.

F. Fraudulent Enrollment

It is against the law to enroll a pupil who is not a resident of the District:

A person who knowingly or willfully presents false information to a school district regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in that district without the payment of a nonresident tuition charge or who knowingly enrolls or attempts to enroll in the schools on a tuition-free basis a pupil known by that person to be a non-resident is guilty of committing a Class C misdemeanor. (105 ILCS 5/10-20.12b(e)-(f))

State law also allows for perpetrators to also be sued for the current school year's tuition or 110% of the tuition charge per (105 ILCS 5/10.12b).

**Section II: Procedure for Determining Residency of Students**

A. General Enrollment Procedures

A certified copy of the child's birth certificate must be furnished at the time of enrollment. The adult enrolling the student must also have established residency in School District 147 and legal custody of the student if the adult is not the parent or legal guardian.

B. Establishment of Residency

Before a child can be enrolled, proof of residency must be established by presenting the required number of documents. Any agreements, judgments, decrees, or other documents (e.g. joint purchasing agreements) awarding or giving custody of the student to any person may be used to establish residency from each of the following categories:

**ALL PARENTS MUST HAVE THE FOLLOWING:**

- Original Birth Certificate (new student)
- Certified Minor Guardianship Order (if applicable)
- Current 906 Placement Form from the DCFS Services (if applicable)

**Proof of Residency- HOMEOWNERS**

- Current valid Illinois driver's license or State ID Card (within SD147 boundaries) or Other identification card issued by a federal or state agency or a foreign government consulate, such as a Matricula Consular
- Current (within 45 days) utility bill (electric, gas and water only) matching rental agreement/mortgage statement
- Current Deed, Mortgage statement, Payment statement, and/or Current lease with all resident names who reside in household

**Proof of Residency- RENTERS**

- Current valid Illinois driver's license or State ID Card (within SD147 boundaries) or Other identification card issued by a federal or state agency or a foreign government consulate, such as a Matricula Consular
- Current Lease showing the date of expiration, the name, address and telephone number of the landlord.

**Proof of Residency- Living with Resident**

- Current valid Illinois driver's license or State ID Card (within SD147 boundaries) or Other identification card issued by a federal or state agency or a foreign government consulate, such as a Matricula Consular
- Three documents of the following: W2 and/or pay stub or Illinois state aid check/social security check, MediPlan/Medicaid card, Current Court documents, Illinois Department of Public Aid card, and unemployment pay stub with current address on it.

**C. Establishment of Legal Custody**

In determining the residency, the residence of the person who has legal custody of a student is deemed to be the residence of the student. In order to establish legal custody, the individual enrolling the student must present proof of one of the following:

1. Custody exercised by a natural or adoptive parent with whom the student resides.
2. Custody granted by order of a court of competent jurisdiction to a person with whom the student resides for reasons other than to have access to the educational programs of District 147.
3. Custody exercised under a statutory short-term guardianship, provided that within sixty (60) days of the student's enrollment a court order is entered to establish a permanent guardianship and grants custody to a person with whom the student resides for reasons other than to have access to the educational programs of District 147.
4. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the student who resides with that adult caretaker relative for purposes other than to have access to the educational programs of District 147.
5. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercised legal responsibility for the student and provides the student with a regular fixed

night-time abode for purposes other than to have access to the educational programs of District 147.

### **Section III: Residency Determination Challenge Procedure**

If the Superintendent or designee determines that a student who is attending school in District 147 on a tuition-free basis is a nonresident of District 147 for whom tuition is required to be charged, the following procedure will be implemented:

- A. The Superintendent or designee will notify the person who enrolled the student of the amount of the tuition charged that is due to District 147 for the nonresident student's attendance in District 147 schools. The notice shall be given by certified mail, return receipt requested.
- B. Within ten (10) days after receipt of the notice, the person who enrolled the student may request a hearing to review the determination of the Superintendent or designee. The request shall be sent by certified mail, and the return receipt requested must be sent to the Superintendent.
- C. If a hearing is requested, the student may, at the request of the person enrolling the student; continue attendance in District 147 schools pending a final decision of the Board following the hearing. However, attendance of the student in District 147 schools shall not relieve any person who enrolled the student of the obligation to pay the tuition charged for that attendance if the final decision of the Board is that the student is a nonresident of District 147.
- D. Within ten (10) days after receipt of the request for a hearing, the Board shall notify, by certified mail, return receipt requested, the person requesting the hearing of the time and place of the hearing. The hearing shall be held not less than ten (10) days, not more than twenty (20) days after the notice of hearing is given.
- E. The Board or a hearing officer designated by the Board shall conduct the hearing. The Board and the person who enrolled the student may be represented at the hearing by representatives of their choice. At the hearing, the person who enrolled the student shall have the burden of going forward with the evidence concerning the student's residency.
- F. If a hearing officer conducts the hearing, then within five (5) days after the conclusion of the hearing, he/she shall send a written report of his or her findings by certified mail, return receipt requested, to the Board and to the person who enrolled the student.
- G. The person who enrolled the student may, within five (5) days after receiving the findings, file written objections to the findings with the Board by sending the objections by certified mail, return receipt requested, addressed to the Superintendent of Schools of District 147.
- H. Whether the hearing is conducted by the Board of Education or a hearing officer, the Board shall within fifteen (15) days after the conclusion of the hearing, decide whether or not the student is a resident of District 147 and the amount of any tuition required to be charged as a result of the student's attendance in District 147 schools.

## DRESS CODE

School District 147 believes that classrooms are centers of learning and that good grooming and appropriate attire have a positive effect on student behavior; that in turn contributes to a more productive educational environment. Personal dress habits for school directly impact the quality and extent of education that any student obtains. Each student is expected to observe basic standards of cleanliness, good grooming and appropriate dress for school. Each student is to wear clothing and footwear that do not interfere with personal safety and the overall educational climate. Certain conditions (Science, Physical Education, special events, etc.) may require additional dress restrictions. Clothing that interferes with or detracts from the learning process, or is not safe or healthy will not be permitted.

### Uniform Dress Code

The uniform policy consists of the following:

- **Bottoms:** Students may wear navy blue or khaki bottoms. Pants, skirts, jumpers, and shorts (all of which must be knee length) and capris are all permissible. **However, yoga pants, athletic shorts, blue jeans, and sweatpants are not permissible on regular uniform days. Pants cannot be mesh, see-through, split, ripped, or highly slit clothing that shows bare skin.** All pants are to be worn on the waist.
- **Tops:** Students may wear a solid navy, solid white, or solid sky blue polo style shirt (long or short sleeve) or button-down style blouse with a collar. Girls cannot wear halter/tube or bareback tops or spaghetti strap tops or dresses. *Boys are not required to tuck in their shirts;* however, if the pants are hanging too low, this requirement will no longer be optional.
- **Sweaters:** Solid light blue, solid black, solid navy blue, or solid white sweater, fleece, hoodies, or vest. No track jackets on regular uniform days. Tops/sweaters may not have writing/logos larger than a quarter and must be worn appropriately at all times.
- **Shoes:** Dress shoes or athletic shoes are permissible. However, no open-toe shoes, flip flops, crocs, house slippers, or “Heelys” are permitted. Be advised of any shoe type that is in question, the decision as to whether or not the shoe is appropriate will be determined by the school administration.
- **Tights/Leggings:** are permissible provided that they are worn under a knee-length skirt and are not see-through (i.e. fishnet).
- **Belts:** Belts are required for pants that have belt loops and do not fit properly at the waist. Girls choosing to wear belts must wear them appropriately (in the belt loops) and not on the waist.

### Out-of-Uniform Expectations:

On special occasions when students are allowed to come out of uniform, students must adhere to the following stipulations:

1. Each student must be covered from the neck to the top of the knees.
2. No tube, halter, spaghetti, one strap, strapless, off-the-shoulder, bareback tops.

3. Tank tops must have straps that are at least two inches wide. Boys are not permitted to wear sleeveless shirts.
4. No mesh, see-through, split, ripped, or highly slit clothing that shows bare skin.
5. No shorts, skirts, or dresses that rise above the top of the knee may be worn to school.
6. No tight, form-fitting, or stretch clothes (i.e. leggings, yoga pants).
7. No oversized, baggy clothing that begins below the waistline or drags on the floor.
8. No studded clothing or footwear, hanging chains, large rings or pieces of jewelry, double finger rings, dog collars, or noisy bracelets.
9. No clothing, shoes, or accessories with pictures or messages that contain objectionable material: gang, alcohol, tobacco, drug, sexual or violent, profane, obscene, publicly inappropriate or generally distasteful (as determined by school personnel).
10. No hats, caps, sweatbands, athletic bands, bandanas, visors, scarves or other types of head coverings while in the school building.
11. No earrings, toothpicks, straws, strings, or other piercing spacers (including adhesive bandages) on male students during school hours or at any school-sponsored event.
12. No right or left signaling with single earrings, rolled up sleeves or pant legs, different color or missing shoelaces, or different shoes.
13. No display of permanent or temporary tattoos, including writing on oneself.
14. No visible body piercing with the exception of double pierced female ears.
15. No rubber banded or banded pant legs.
16. No bare feet. Shoes must be worn at all times for safety and hygiene reasons. (Refer to Uniform Dress Code p.14)
17. No outerwear (coats, jackets, hats, gloves, and scarves) should be worn in school. All outerwear should be stored in the hall or locker.
18. No pajama/lounge pants may be worn to school or at school-sponsored events.
19. No book bags, purses, knapsacks, or pouches may be carried during school hours. These items should be kept in the student's locker. Exceptions will be made for **SCHOOL PROVIDED** iPad cases **ONLY**.
20. No cell phones, cell phone clips, or cell phone cases are to be carried on the student while in the school building. Cell phones must be stored in the student locker.

Whenever a student's religious beliefs or health needs are reasonably believed to require any deviation from the uniform requirements, the student's parents shall consult with the principal. The Principal shall determine whether a genuine conflict exists between the uniform requirements and the student's religious beliefs or health needs and what accommodations if any, should be made for the student in a manner least disruptive to the school. The Principal may set aside special out-of-uniform days, with the approval of the District Superintendent.

**Sanctions:** All staff are authorized to enforce the school uniform dress code. Appropriate disciplinary action will be taken in accordance with the School District 147 Discipline Policy.

## **Uniform Violation:**

Students who come to school in violation of school policy will be given a temporary uniform shirt or pants to wear during the school day and will be allowed to call home. The original clothing will be held in the office and returned to the student when the borrowed uniform attire is returned.

## **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review instructional material used as part of the educational curriculum. Any parent who wishes to review materials or observe instruction is to contact the school principal. You may access a summary of your rights here:

[https://studentprivacy.ed.gov/sites/default/files/resource\\_document/file/20-0379.PPRA\\_508\\_0.pdf](https://studentprivacy.ed.gov/sites/default/files/resource_document/file/20-0379.PPRA_508_0.pdf)

## **GIFTED/HONORS IDENTIFICATION AND SERVICES**

Students are entitled to an education that will maximize their learning potential and stimulate growth intellectually, socially, emotionally, and physically. West Harvey-Dixmoor School District 147 is committed to educational programs that provide opportunities for all students to fully develop their learning capabilities.

In this effort, West Harvey-Dixmoor School District is committed to recognizing, challenging, and fostering high student ability, achievement, and task commitment with Gifted/Honors Identified students. West Harvey-Dixmoor School District 147 acknowledges that these students require intellectual stimulation and plan to provide differentiated instruction that is rigorous and challenging.

West Harvey-Dixmoor School District 147 does not offer a formal Gifted Instructional Program, but we do offer Academic Honor Classes, if applicable, taught by teachers who will have extensive training. The Academic Honors Program is available for students in grades 3-8. Lincoln Early Learning Center and Martin Luther King Honors Program follow a self-contained cohort group model, providing instruction in reading and math. Rosa L Parks' "High Program" follows a departmentalized model, providing instruction in reading and math in grades six through eight.

### **Identification Process**

Cognitive ability measures, standardized achievement tests, classroom grades, and a teacher rating scale are instruments that will be used to determine eligibility. Students, who fall within the top 90<sup>th</sup> percentile on the local assessment in the areas of Reading and Math, will be provided honors instruction or placed in an honors class if one exists.

Students will be evaluated based on the following:

- State Assessment – Exceeding in Reading and/or Math
- Benchmark Interim Assessments- 90<sup>th</sup> Percentile in Reading and/or Math
- Teacher Recommendation
- Report Card grades in Reading and Math and maintain a “B” Average or Above

## **Appeal**

Students must meet a set of criteria to be eligible to participate in the Academic Honors Program. In the event that a student does not meet the eligibility criteria, the parent may file an appeal, if he/she feels that their child can successfully complete the classes. The Principal will review the student/parent explanation of the extenuating circumstances before granting or denying the appeal.

## **Appeal Process**

- The parent contacts the Principal and has an informal conversation about the honors placement concern.
- If the parent feels his/her concern needs to be further addressed, the parent may prepare a written letter outlining the rationale for considering a change in the child's placement.
- Upon receipt of the letter, the Principal will arrange a meeting with the parent to review data and discuss placement options.
- The Principal will send a written letter informing the parent of the placement outcome.

## **Honors Program Requirements**

It is the expectation that honors program students maintain a "B" average or above each quarter. During the 1<sup>st</sup> and 2<sup>nd</sup> quarters if a student's grade falls below a "C" average, he/she will be reassigned and placed in a regular academic class for the following quarter. Parents will be notified in writing by the Principal. Grades will be reviewed each quarter.

## **Acceleration Placement Policy 6:135**

"Accelerated placement" is the placement of a student at the instructional level that best matches that student's needs by allowing access to a curriculum that is usually reserved for children who are older or in higher grades than the student. Accelerated placement options must include, but need not be limited to, early entrance to kindergarten and first grade, individual subject acceleration, or whole grade acceleration. Accelerated placement is not limited to those students who have been identified as gifted and talented, but rather is open to all students who demonstrate high ability and who may benefit from the accelerated placement. Eligibility for accelerated placement shall also be open to all students regardless of race, ethnicity, gender, religion, sexual orientation, disability, English language proficiency, or socioeconomic status.

1. "**Early Entrance to Kindergarten**" is the admission of a student to kindergarten who will not yet be five-years-old by September 1 of that school year. Student maturity may be taken into consideration.
2. "**Early Entrance to First Grade**" is the admission of a student to first grade who will not yet be six years old by September 1 of that school year and who has not completed kindergarten. Students who are younger than six upon starting first grade but who were admitted early to kindergarten and completed it successfully may not need to be reevaluated prior to admission to first grade. Student maturity may be taken into consideration.

3. “**Whole Grade Acceleration**” is the practice of assigning a student to a higher grade level than is typical given the student’s age on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities. Student maturity may be taken into consideration.
4. “**Individual Subject Acceleration**” is the practice of assigning a student to specific content at a higher instructional level than is typical given the student’s grade for the purpose of providing access to appropriately challenging learning opportunities in one or more academic subject areas.

If you have questions regarding Acceleration Placement, feel free to contact the Office of Specialized Services at 708-339-9500.

### **SPECIAL EDUCATION**

It is the intent of West Harvey-Dixmoor School District 147 to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational services. The district is committed to providing a free, appropriate public education (FAPE) as defined under IDEA.

The District and its schools provide a free, appropriate public education in the least restrictive environment and provide necessary related services to all children with disabilities enrolled in the school. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

These services are provided in a full continuum of offerings and are designed by those persons most familiar with the student's needs and are in compliance with Federal and State law. Our programs cover all disability areas and range from total inclusive placement to residential placement.

A copy of the publication “**Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities**” may be obtained from the Office of Specialized Services. Student with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act (IDEA) and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is evaluated as having a physical or mental impairment.

If a parent/guardian suspects that his or her child is in need of identification, assessment and placement services for a child that is or may qualify as a student with a disability, the parent/guardian is to contact his or her child’s Principal or:

Mrs. Camille Robinson, Assistant Superintendent of Specialized Services  
191 W 155th Place  
Harvey, IL 60426  
(708) 339 - 9500  
[crobinson@whd147.org](mailto:crobinson@whd147.org)



Any parent who is deaf or who does not typically communicate in spoken English who participates in a Section 504 meeting or an IEP meeting is entitled to the services of an interpreter.

All students receiving special education services are required to have an Individualized Education Plan (IEP) specifically outlining the extent, duration, and intensity of services. The IEP is written and reviewed at least annually. As special educators in District 147, we are aware of the need to provide our challenged students with an education that prepares them for successful adult life. We provide opportunities for students to learn the necessary skills to pursue further education or to obtain employment.

### **Right to Request Related Service Logs**

The District will make logs that record the delivery of related services administered under a student's Individualized Education Program available to a parent or guardian at any time upon the request of the parent or guardian. Related service logs are made for speech and language services, occupational therapy services, physical therapy services, social work services, school counseling, school psychology services, and school nursing services.

### **Section 504/American with Disabilities Act**

Under Section 504 The Americans with Disabilities Act (ADA) and the federal Rehabilitation Act require the school district to ensure that no individual will be discriminated against based upon a disability. Under federal law, qualified students with disabilities may be entitled to certain services or accommodations related to their school programming.

### **Early Childhood**

West Harvey-Dixmoor School District 147 offers an integrated and non-integrated early childhood program at Lincoln Early Learning Center. A child-centered, multidisciplinary team approach is utilized in providing services for children, 3 - 5 years of age with disabilities and non-disabilities.

### **Preschool Program**

The “**Preschool For All**” program is designed for children who are at-risk, according to indicators established by the Illinois State Board of Education. Children who meet the criteria are given first preference for enrollment. If the program is full, the student may be placed on a waiting list, which does not guarantee placement. Parents interested in enrolling their child in the program should contact the Office of Specialized Services.

Preschool-aged children with significant developmental delays are eligible for an evaluation and may qualify for special education services. Parents who have serious concerns about their preschool-aged children should call the Office of Specialized Services at 708-339-9500 for additional information or set up a screening appointment. If your child is determined eligible, your child may receive services such as speech and language therapy, occupational therapy, physical therapy, and/or preschool programming. Students with disabilities served by District 147 must be at least three years of age.

## English Language Services

West Harvey-Dixmoor School District 147 provides services to students who are identified as Limited English Proficient. We want all English language learners to become competent in the understanding of, reading, listening, speaking, and writing of the English language through the development of literacy and academic skills in grade-level content areas.

The program focuses on

- Developing English skills while learning grade-appropriate academic content.
- Developing academic English language proficiency to assist students in meeting Illinois Learning Standards as well as the Illinois English Language Proficiency Standards.

## Vision and Hearing Screening Mandates

Vision screening must be provided annually for preschool children 3 years of age or older and for school-age children in kindergarten, second and eighth grades; who are in special education; have been referred by a teacher, or are transfer students.

Hearing screening must be provided annually for preschool children 3 years of age or older, and for all school-age children grades kindergarten, first, second and third grades; are in special education classes; have been referred by a teacher, or are transfer-in students.

If the student does not pass the vision or hearing screening the parent/guardian will receive a referral letter to take their child to the health care provider for further assessment and return the written results from the provider to the school nurse.

The vision and hearing screening is conducted by a vision and hearing screening technicians and/or nurses trained and certified by the Illinois Department of Public Health.

Should you have questions regarding any of the above programs or services, feel free to contact the Office of Specialized Services, at 708-339-9500.

## GRADE SCALE

The following point ranges and subsequent letter grades have been established to bring overall uniformity to our grading system across the district. **The following scale is applicable to all students in grades four through eight:**

**A = 100 – 90%**

**B = 80 - 89%**

**C = 70 - 79%**

**D = 60 - 69%**

**F = 0 - 59%**

## HONOR ROLL

We have **three** (3) honor roll levels: **Distinguished Honor Roll, High Honor Roll and Honor Roll**. The primary goal of an Honor Roll system is to recognize and encourage academic excellence in our students. We believe that positive reinforcement inspires all of our students to succeed. Honor Roll recognition also supports any long-range educational goals that students and their families may have established. Such recognition could lead to acceptance into national programs such as the National Junior Honor Society.

We will be adding value to the specials (non-core subjects) by making it a secondary part of the determination for the honor roll. In order to be eligible for honor roll recognition, a student cannot earn a letter grade of “D” or “F” in any core subject or special class. Each letter grade for core subjects and special classes will be given the following point value: **“A” = 4 points; “B” = 3 points; “C” = 2 points; “D” = 1 point; “F” = 0 points.**

### Distinguished Honor Roll

In order to qualify for the Distinguished Honor Roll, a student must earn a cumulative grade point average of 4.0 in the core subjects: Mathematics, Literature, Language Arts, Science, and Social Studies, and Physical Education. In addition, the student must also earn a cumulative grade point average of 4.0 in the special classes. Any student not meeting the said above criteria will not be considered for Distinguished Honor Roll recognition.

### High Honor Roll

In order to qualify for the High Honor Roll, a student must earn a cumulative grade point average of 3.5 in the core subjects: Mathematics, Literature, Language Arts, Science, Social Studies and physical education. In addition, the student must also earn a cumulative grade point average of 3.5 in the special classes. Any student not meeting the above criteria will not be considered for High Honor Roll recognition.

### Honor Roll

In order to qualify for the Honor Roll, a student must earn a cumulative grade point average of 3.0 in the core subjects: Mathematics, Literature, Language Arts, Science, Social Studies, and physical education. In addition, the student must also earn a cumulative grade point average of 3.0 in the special classes. Any student not meeting the above criteria will not be considered for Honor Roll recognition.

## HOMEWORK

Homework is an important part of the overall learning process. It helps to reinforce, enrich and extend the learning experiences begun in the classroom. District 147 staff members believe that homework is an important part of the educational process. For each student, homework serves three (3) fundamental objectives:

1. Assists in learning through reinforcement, practice, and enrichment;
2. Helps develop study skills and habits essential to academic learning and growth;
3. Contributes to the development and growth of responsibility, self-direction, organization, and independent learning.

Each student is accountable for homework assignments. Teachers evaluate all assignments and assign credit in some manner. In some cases, a letter or numeric grade is given; in other instances, an assignment is recorded as completed through a check or other device. In every case, each teacher has an established method of grading and recording homework assignments. Thoroughness and accuracy as well as presentation are important aspects of the homework completion grade.

Important:

- Each student in grades 2 - 8 receives an Assignment Notebook.
- The replacement cost for an Assignment Notebook is \$5.00.
- Students are required to have their assignment notebooks daily.
- All homework must be completed and submitted to the classroom teacher by the due date.
- In the event of a planned absence, homework is to be requested prior to the absence to prevent the student from falling behind the pace of his/her class.

### **HOMEWORK RESPONSIBILITIES**

Students' Responsibilities:

1. To know that homework is part of the course requirements.
2. To ask for help from teachers and/or parents, if needed.
3. To attempt activities with maximum effort.
4. To return the homework to the teacher(s) when due.

Parent Responsibilities:

1. To understand that homework is essential to support learning.
2. To provide encouragement and support for homework efforts.
3. To provide a comfortable, quiet, well-lit area for homework away from distractions.
4. To provide the necessary school supplies.
5. To communicate with teachers often or as needed.
6. To monitor distractions such as electronic devices and any other activities that will hinder the completion of homework.

### **HOMEWORK STANDARDS AND PROCEDURES**

- Generally, homework will be accepted one day after the due date. (Teachers' discretion may be used.)
- When a student is absent or suspended for any reason, he/she is to be given an equal number of days to make up homework or missing assignments.
- Parents requesting homework for an absent student may call or provide written notification (emails are accepted).
- Homework is worth 10% of the quarter grade.
- Homework that is one day late may be reduced by one letter grade or 10%.
- During a typical week, the recommended time for completion of homework assignments should be:

**Kindergarten** - an average of 30 minutes per day

**Grades 1-3** - an average of 40 minutes per day

**Grades 4-5** - an average of 1 hour per day

**Grades 6-8** - an average of 1.5 hours per day

## **PROMOTION/RETENTION PROCEDURES**

### **I. Proficiency Requirements for Grade Promotion – Elementary Students**

- A. Kindergarten – A preponderance of the ratings of student performance should demonstrate overall satisfactory/improving performance or better in: Behavioral/Social, Reading Readiness, Mathematics, Language Arts and Motor Skills.
- B. Grades 1-4 – There are seven (7) courses each quarter, including five (5) core courses: Reading, Language Arts, Mathematics, Science, and Social Studies. Students must pass four (4) of the five (5) core courses with a minimum cumulative grade average of “D” or better (preferred) each quarter.

### **II. Procedures for Retention Consideration – Elementary Students**

- A. For each of the first three (3) quarters, parent/guardian(s) will be contacted by telephone and notified in writing at mid-term and no later than two (2) weeks after issuance of the report card each quarter when the student failed to demonstrate satisfactory performance in
  - 1. Behavioral/Social, Reading Readiness, Language Arts and Mathematics skills for Kindergarten.
  - 2. Two (2) of the five (5) core courses that include Reading, Language Arts, Mathematics, Science, and Social Studies in Grades 1-5.
- B. The MTSS committee will meet at the end of each quarter (1-3 if required) to discuss intervention strategies and the appropriateness of possible retention for identified students.
- C. Parent/guardian(s) of students who have not improved each quarter will be notified in writing of possible retention.
- D. Parent/guardian(s) will be officially notified by certified mail, by May 1<sup>st</sup> if retention will occur.
- E. If a student is retained, the MTSS committee will write a formal *Learning-for-Success Plan* at the beginning of the next school year. The plan must be designed to meet the academic needs of the student and provide academic support.

### **III. Proficiency Requirements for Grade Promotion – Middle School Students**

- A. Grades 5 to 8 – There are five (5) courses each quarter, including four (4) core courses: English/Language Arts, Mathematics, Science, and Social Science. A student must pass three (3) of the four (4) listed core courses with a minimum cumulative grade average of “D” or better (preferred) each quarter.

- B. If a student has not passed the required three (3) core courses, he/she may participate in the District's approved summer school program (if offered) in order for promotion to be considered. It is possible that participation in the District's approved summer school program may have no bearing on the promotion or retention of a student. The intent is academic support.
- C. A student who is retained may be re-evaluated for promotion consideration if he/she successfully completes the approved summer program.

#### **IV. Procedures for Retention Consideration – Middle School Students**

- A. Parent/guardian(s) of a student who receives two (2) grades of "F" by mid-term or in any given marking period will be immediately notified by telephone and in writing by an administrator.
- B. Parent(s)/guardian(s) of students who have not improved academically must be notified in writing no later than May 1<sup>st</sup> if retention will occur.
- C. If a student is retained, the MTSS committee will write a formal *Learning-for-Success Plan* no later than the beginning of the next school year. It will be designed to meet the academic needs of the student and provide academic support for learning.

### **GRADUATION REQUIREMENTS**

Each Rosa Parks Middle School student will earn a diploma by meeting standards set forth by the State of Illinois, the Board of Education of West Harvey-Dixmoor School District 147, and Rosa Parks Middle School administration and staff. A diploma is awarded to each student who has successfully completed a regular course of study prescribed by the faculty and approved by the Board of Education:

When a student earns a diploma in accordance with the standards set forth by the State, District and School, it is his/her right to receive that document. **However, the Graduation Ceremony is a privilege reserved for those students who have earned an invitation through demonstrating good citizenship, cooperation, effort, and determination to achieve, grow, develop and accept responsibility for their actions under the guidance of their teachers, staff, and administration.**

The Graduation Ceremony is a formal and solemn event commemorating the hard work, diligence, perseverance, and cooperation among students, staff, and family; therefore, the following precautions will be taken to insure the dignity of the event:

- Students must wear dress attire to the ceremony. Inappropriate attire includes clothing items such as jeans, sweat pants, shorts, gym shoes, flip flops, etc. Failure to dress appropriately may result in your child being excluded from the graduation ceremony. If the parent has any questions regarding appropriate attire, contact the Principal's office.
- Each graduate will receive a limited number of tickets to ensure audience decorum and safety.
- Every guest must have a ticket – including babies and small children.
- No additional tickets will be printed. Non-ticketed guests will not be admitted.

- No gifts, balloons, flowers, or other items will be permitted in the gymnasium/auditorium prior to or during the Ceremony. There will be ample time for retrieving those items from cars while the graduates receive their diploma inserts.
- A camera and videotaping area will be established and enforced to permit the recording of life-long memories for some, and an unblocked view of the Ceremony for others.
- A handicapped-seating area will be provided only for those guests requiring special seating. All other guests will be seated in the general seating area.
- Audience decorum standards dictate that yelling, calling out, whistling, hooting, loud displays, and other non-formal, outdoors behaviors disrespect the graduates, the Ceremony, and the staff who helped them achieve their goals.
- Audience members who do not comply with formal decorum standards will be escorted from the Ceremony. They will not be readmitted.
- During, and at the end of the Ceremony, the audience will be provided with appropriate times to display their pride and vent their enthusiasm for the graduates.

The Graduate Roll Call during the award of the diplomas requires absolute silence, so each family member may share the joyous moment when his/her graduate's name is announced. One family's outburst robs the next family of its joy.

### **ANNUAL PARENT MEETING**

Annually, West Harvey-Dixmoor School District 147 has a meeting for interested parents/guardians each school year to review and discuss the District Handbook. During this meeting, parents/guardians will have an opportunity to ask questions, make suggestions, and learn more about the district's programming and discipline policy.

### **MCKINNEY-VENTO ACT**

When a child loses permanent housing and becomes homeless as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school in the attendance area in which the child is actually living and is eligible to attend.

All questions pertaining to assistance and support for homeless families may be directed to the District Superintendent and Homeless Child Liaison at the district office. You may reach the district office at 708-339-9500.

Additional information and a summary of the rights of homeless students can be accessed at the following ISBE link: [www.isbe.state.il.us/homeless/default.htm](http://www.isbe.state.il.us/homeless/default.htm)



## **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall based on sex or sexual orientation, 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 or parent/guardian with a sex equity or equal opportunity concern is to contact the Principal.

## **PESTICIDE/LAWN CARE TREATMENT NOTICE**

The district is required by law to maintain a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides and or chemicals to school grounds during the school day. To be added to the list, contact your respective school's main office. However, written and telephone notification will be given to all parents/guardians prior to any pesticide application or chemical treatment during the school day whether or not you are on the list.

## **SAFETY DRILL PROCEDURES AND CONDUCT**

The staff of District 147 understands that a student cannot maximize his/her developmental potential when he/she is afraid. As a result, four (4) specific safety drills are conducted at various times during the school year. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. Classroom teachers review the policies, guidelines, and procedures for establishing personal safety before, during, and after each drill. The lessons learned during these drills will serve each child throughout his or her life. Since these drills are mock trials for genuine disasters, any student disrupting, ignoring, or disregarding the seriousness of the drills will be subject to appropriate disciplinary consequences.

## **FINES, FEES, AND FEE WAIVERS**

The school establishes fees and charges to fund certain school activities. Students will not be denied educational services or academic credit due to the inability of their parents or guardian to pay fees or certain charges. The school will not lower grades, exclude a student from class, or withhold student records, transcripts or diplomas if a parent or guardian is unable to bear fees. Students whose parent/guardian is unable to afford student fees may request a fee waiver (documentation is required). Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee for registration. The Principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. If denied, parents will have the option of being placed on an approved payment plan. Questions regarding the fee waiver application process are to be addressed to the Principal.

A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Failure to pay fees/fines will result in automatic placement on non-academic social/activity restrictions until all fees/fines have been paid.

### **MANDATED REPORTERS**

All school personnel, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **SEXUAL HARASSMENT**

Under Federal and State law, sexual harassment is against the law. Sexual harassment is making another person feel uncomfortable as a result of words (comments, expressions), gestures or touches, facial expressions, or sounds that are sexual in nature. There is no age minimum for sexual harassment consequences. If a student feels sexually harassed, he/she is to report the harassment to a parent, teacher or administrator. No alleged incident of sexual harassment will be overlooked or disregarded. Additionally, a Complaint of Sexual Harassment may be filed with the District's Title IX Coordinator. The District's Title IX Coordinator is:

Camille Robinson  
191 W 155th Place  
Harvey, IL 60426  
708-339-9500  
crobinson@whd147.org

### **HOMEBOUND INSTRUCTION**

A student who is absent from school for an extended period of time or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home. For information on homebound instruction, contact the Department of Specialized Services at 708-339-9500.

### **ANIMALS ON SCHOOL PROPERTY**

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

### **PERSONAL PROPERTY**

Students are discouraged from bringing large amounts of money, expensive jewelry, or other valuable items to school. Students are responsible for keeping track of their personal property that is brought to school. To avoid the risk of loss, no money or valuable items are to be left unattended, placed in an unsecured locker, student desk, or out in the open. Should a student forget and bring a valuable item to school, he/she can either carry it with him/her throughout the day, can ask the office to secure the item until the end of the day. The

school is not responsible for investigating or compensating students for the loss of personal or school-issued properties.

### STUDENT ASSESSMENTS

Students in District 147 are administered a state assessment in grades 3 - 8 in the spring. In addition, all students are given local assessments in reading and mathematics; at the beginning of the year, mid-year, and at the end of the year. Results are sent home along with information on how to interpret the data. If you have any questions or concerns, do not hesitate to contact your child's teacher or building administrator(s).

### SCHOOL MEALS

The district participates in the federal National School Lunch and Breakfast program. All students are eligible for free breakfast and lunch. Breakfast is served every school day from 7:45 am to 8:15 am. Lunch is served during the student's scheduled lunch period.

### LUNCHROOM RULES

Students are required to adhere to the Lunchroom Rules below and understand that consequences for misconduct will be handled accordingly.

1. All students are required to stay on school premises for lunch.
2. Follow the directions of all lunchroom supervisors.
3. Remain seated at the assigned homeroom table, unless authorized to get your lunch or discard trash.
4. Keep hands, feet, and objects to yourself; sit with both feet under the table.
5. All students are required to clean up their area--the table and the floor.
6. Do not take food or drink outside of the lunchroom.
7. The sharing of food is not permitted.
8. Glass bottles or containers are prohibited.
9. **Due to the COVID-19 PANDEMIC; outside food and/or treats, such as pizza, chicken, cupcakes, etc. are prohibited.**
10. Food delivery services for students are not permitted. School District 147 does not accept food deliveries for students. The delivery person will not be allowed in the building. (Rationale: School safety, strangers in our buildings, and food consumed by these strangers cause major safety concerns).

### PLAYGROUND SAFETY RULES

1. Unless participating in the breakfast program at **7:45 a.m.** Students are **not** to arrive at school before **8:00 a.m.**
2. Upon arrival at school, always remain on the blacktop area or the playground.
3. Line up immediately and quietly for school start time, or when the bell rings.
4. During inclement weather (for example rain, temperatures lower than 30 degrees, severe wind chills, or snow) at the administrator's discretion, students will be allowed to enter the building at 8:00 a.m.
5. Climbing is acceptable only on climbing equipment.
6. Do not play under children who are on climbing equipment.

7. Only one student is permitted to slide at a time. Slide only when you are sitting feet to the front and moving forward.
8. Sliding backward, head first, or walking up the slide is not permitted.
9. Use jump ropes only for permissible jumping activities.
10. Picking up snow and/or throwing snow is not permitted.
11. Students may only return to the building during recess or dismissal with the teacher's permission.
12. Problems/conflicts must be brought to the attention of the **teacher/monitor on duty**.
13. Fighting (play-fighting), wrestling, horseplay, and rough play are **not** permitted.

### **FIELD TRIPS**

Participating in field trips is a privilege for students. Students must abide by all school procedures, during transportation and field trip activities. Failure to abide by all rules may result in disciplinary action.

All students who wish to attend a field trip must get written permission from a parent/guardian. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to complete appropriate coursework;
2. Behavioral or safety concerns;
3. Unpaid fees;
4. Other reasons as determined by the administration.

### **HALLS AND STAIRS**

Halls and stairs allow each student to get from one area in the building to the next. They can also be areas where a student may be hurt. For safety purposes, each student must:

- Walk on the right side of the hallways and stairways at all times.
- Maintain a normal inside-speaking voice.
- Have a PASS issued by a staff member to be in the hallway.

### **INDOOR RECESS OR GYM EXCLUSION**

If a student has been ill or injured, a parent may request, in writing, a maximum of a two-day exclusion from outdoor recess or physical education class. A request for an extended exclusion requires a note from a doctor.

### **LOCKS, LOCKERS, and DESKS**

Each student is advised that all lockers and desks are the property of School District 147. Students are required to keep lockers and desks neat, clean, and free from litter, old food, and prohibited items.

Each 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>-grade student will be issued a lock that must be kept in school and on the student's assigned hallway locker at all times. Each 7<sup>th</sup> and 8<sup>th</sup>-grade student will receive a district-issued lock for Physical Education. No outside locks will be allowed for any locker. Any lost lock must be replaced for a fee of \$5.00. A student must not share his/her locker combination with any other student. It is also essential that

each student carefully closes his/her locker, spins the dial, and tests the handle to be sure that the locker is securely closed and personal property is safely secured.

## **SEARCH AND SEIZURE**

In order to maintain order, safety, and security in the schools, a school administrator or designee are authorized to conduct reasonable searches of school property and equipment. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. Additionally, a student's personal property may be searched if the school has a reasonable suspicion that the District Discipline Code has been violated.

### **School Property and Equipment**

Any administrator or designee may inspect and search school property and equipment owned or controlled by the school, i.e. desks or lockers as well as personal effects left by a student. This can occur without notice or getting consent from the student or parent.

Administration may request the assistance of law enforcement to conduct student searches and inspections of lockers and desks for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students**

Administration may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, backpacks, lunch boxes, electronic devices, etc.) when there is reasonable grounds of suspicion of violation of the law or the school/district's rules or policies. The search will be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

### **Social Media Searches**

School officials may not request or require a student or his or her parent or 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. However, 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.

### **Seizure of Property**

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

## **DROP OFF AND PICK UP PROCEDURES**

Safety in the school parking lot has become a serious concern. For the safety of our students, staff, parents and visitors, observe the following regulations:

### **Lincoln Early Learning Center:**

Doors will open at 7:45 a.m. Students will enter at the main door on Honore Avenue.

### **Martin Luther King Elementary:**

Doors will open at 7:45 a.m. Students will enter door 4. After 8:15 a.m., students will enter at the main entrance-Door 1.

### **Rosa L Parks Middle School:**

Doors will open at 7:45 am. The Students who arrive before 8 am, must enter at the main door on Robey Avenue. Students who arrive after 8 am should enter through the gym doors.

All car riders must be dropped off at the main doors located on Robey Avenue. For the safety of our students, cars will only be allowed to travel south on Robey Avenue from 7:30 a.m. - 8:30 a.m. and 3:00 p.m.- 4:00 p.m.

## **ELECTRONIC NETWORK ACCESS AUTHORIZATION**

Each student and his/her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. We strongly encourage you to read this document carefully before signing. Any and all reference herein referred to the district or School District, shall mean School District 147.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Networks Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### **Acceptable use**

Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the district, or (b) for legitimate business use.

### **Privileges**

The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The technology department will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time, his or her decision is final.

## **Terms and Conditions**

### **Responsible Use Policy**

Students are responsible for their actions and activities involving the network. Some examples of unacceptable uses are

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virus;
3. Downloading copyrighted material for other than personal use;
4. Wastefully using resources, such as file space;
5. Gaining unauthorized access to resources or entities;
6. Invading the privacy of individuals;
7. Using another user's account or password;
8. Posting material authored or created by another without his/her consent;
9. Posting anonymous messages;
10. Using the network for commercial or private advertising;
11. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material;
12. Using the network while access privileges are suspended or revoked.
13. Using electronic devices to make video/sound recordings or digital images of others without the consent of those being recorded is strictly prohibited. Restrictions against inappropriate language apply to all communication throughout the district network, including but not limited to public messages, private messages, and material posted on web pages. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.

### **Netiquette**

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite; do not become abusive in your message to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal the personal information of other students, i.e., passwords, telephone numbers, or addresses.
4. Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

### **Plagiarism**

Use of another individual's documents and files without proper authorization is prohibited.

## **No Warranties**

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via electronic networks is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **Indemnification**

The user agrees to indemnify the district for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of any breach of this Authorization.

## **Network Security and Privacy (student data)**

Network security is a high priority. If you can identify a security problem on the electronic networks, you must notify the technology department or building principal. Do not demonstrate the problem to others. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the electronic networks, as an administrator will result in the cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

## **Vandalism**

Vandalism will result in the cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the electronic networks, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

## **Telephone Charges**

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

## **Copyright and Ownership of Work**

Copyright law and District policy prohibit the republishing of tests or graphics on the web or on the District websites or files servers without explicit written permission from the superintendent or her designee.

1. For each republication (on a website or file server) of a graphic or a test file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.



2. Students and staff engaged in producing web pages must provide the library media specialists with e-mail or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and the student.

### **Use of Electronic Mail**

1. The District’s electronic mail system and its constituent software, hardware, and data files are owned and controlled by the District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
2. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
3. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
4. Electronic messages transmitted via the District’s Internet gateway carry with them identification of the user’s Internet “domain.” The domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
5. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the technology department. Downloading any file attached to any internet-based message is prohibited unless the user is certain of the message’s authenticity and the nature of the file is so transmitted and requires written permission from the system administrator.
6. Use of the District’s electronic mail system constitutes consent to these regulations.
7. Compensation for Losses, Costs, and/or Damages The student and his/her parents are responsible for compensating the School District for any losses, costs, or damages incurred by the school district for violations of Board policies/procedures and school rules while the student is using Computers and/or Computer Services, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by a student while using Computer and/or Computer Services. The student and his/her parents/guardians are similarly responsible if the student takes any action with a Computer that has the purpose or effect of voiding any warranty in effect covering such Computer or of providing students access to apps that are available other than at the app source authorized for use by the school.

## **System Security**

The security of the Computers and/or Computer Services is a high priority. Any student who identifies a security problem must notify his/her teacher, supervisor, or technology department immediately. The student shall not demonstrate the problem to others or access unauthorized material.

## **Filtering and Monitoring**

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by the Children's Online Privacy Protection Rule (COPPA) and the Children's Internet Protection Act (CIPA) when installing filtering/monitoring software devices on District equipment. The District does not supervise individual email accounts.

1. The District reserves the right to review any email sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in school policy.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

## **INTERNET SAFETY: Internet Safety (privacy, inappropriate content, unwanted contact)**

Students must take steps to ensure their safety on the internet, including, but not limited to, the following rules:

- Students should never give out identifying information such as a home address, school name, or telephone number to others on the Internet or by email, including in a public message such as chat room or newsgroups. If a person asks for such personal information, students must have the approval of their parent or guardian before providing the information.
- Students should not post photographs of themselves on social media or websites that are available to the public.
- Students should not arrange a face-to-face meeting with someone they “meet” on the Internet or by email without parental/guardian permission. If a meeting is arranged, the meeting must be in a public place and the student’s parent/guardian must attend.
- Student Users should not respond to messages that are suggestive, obscene, belligerent, threatening or make a student user feel uncomfortable. If a student receives such a message, he or she should provide a copy of the message to his or her parent or guardian immediately. If the message requires school action (e.g., bullying) the student’s parent should provide a copy to the school principal.

The District recommends that parents/guardians read and follow the U.S Department of Justice Guidelines for Parents/Guardians on Internet Safety located at:

<https://www.justice.gov/criminal-ceos/children-internet-safety>

## **Social Media Usage**

Students may not use social networking sites at school unless directed by a teacher. In addition, online chatting or video conferencing with classmates during class is dependent on teacher's permission. Using videoconferencing or messages at home can be useful for working with your peers, but can also sidetrack you from being productive. Agree on guidelines with your parents about how you might use these tools at home.

## **Password Confidentiality**

Students are required to maintain password confidentiality by not sharing their passwords with others. Students may not use another person's school accounts.

## **Disciplinary Action**

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

Student(s), parent(s)/guardian(s), and teachers need only sign this Authorization for Electronic/Network Access, once while enrolled or employed by the School District.

## **STUDENT ONLINE PERSONAL PROTECTION ACT (SOPPA)**

West Harvey-Dixmoor School District 147 takes the privacy of our student's data seriously. This section of the handbook is dedicated to making our work transparent, and to our diligence in obtaining and retaining compliance with Illinois' Student Online Personal Protection Act (SOPPA) as amended effective July 1, 2021. Student Online Personal Protection Act

### **What is SOPPA?**

SOPPA is a state law that governs and protects the privacy and security of student data when it is shared with and collected by educational technology companies. [SOPPA](#) regulates these companies that provide web-based sites, services, and online and mobile applications that are used primarily for K to 12 purposes.

Currently, [SOPPA](#) provides various prohibitions and responsibilities to these companies. The law has important provisions which prevent companies from engaging in targeted advertising to students, amassing a profile on students, selling or renting student information, or using student information except in limited ways. Additionally, companies must meet certain security requirements when storing student data, delete student data when requested by the district, and maintain a public privacy policy.

SOPPA also places responsibilities on school districts, including requiring data-sharing agreements with many of these companies. SOPPA also gives parents certain rights when it comes to their children's data.

### **How Does the District Comply with SOPPA?**

SOPPA requires that all companies that design, develop, and market technology specifically for K-12

education with which the District shares covered information as defined by SOPPA must sign a Data Sharing Agreement that outlines what data is being shared, the purpose of collecting the data, and how the data will be used and protected. Further, such agreements include attestations from the vendors as to their efforts to secure such information and specific requirements to respond should a data breach occur. Data Sharing Agreements between the District and qualifying companies are entered into the Student Data Privacy Consortium's database. The Consortium creates a web page that lists the agreements, to which the District provides links for students and parents from its website. As part of the listing process, the Consortium also extracts the data elements that the vendor has indicated may be part of the data accessed by their software and makes that list available on the website it creates. You can see all the outside agreements with the District vendors and the data elements subject to being shared with each vendor on the web page that the Consortium has created [here](#).

Finally, the District always uses robust security measures to protect the student data in its care.

### **How Can Parents View and Correct Student Data?**

Parents may request to inspect and review their student's covered information. Requests for reviewing records must be made in writing and include the date of the request, the parent's name, address, phone number, student's name, and the name of the school from which the request is being made. Parents will be required to provide proof of identity and relationship to the student before access to the covered information is granted. If the covered information you request includes your child's school student records, the District will permit you to inspect and review any school student records of your child in accordance with the District's procedures for student records requests.

The District shall provide an electronic copy of the records within 45 days of receiving a request for the covered information. A parent may make a request to review and receive copies of covered information no more than two requests per student per quarter.

Parents may request corrections of factual inaccuracies contained in their student's covered information. If the covered information you are requesting be corrected including your child's school student records, the District will follow its procedures for amendment of student records with respect to those school student records. The District will review the request, determine if an inaccuracy exists and if so, will make any necessary corrections within 90 days of the request. If the correction needs to be made by the Illinois State Board of Education or a District's vendor, any necessary corrections will also be made within 90 days of the request and the District will notify the parent of any necessary corrections within 10 days after receiving confirmation of the corrections.

If a parent/guardian requests the deletion of any covered information, the District will review the request to determine whether such a deletion would violate the law or result in the student being unable to participate in the District's curriculum.

### **What Happens if Data is Breached?**

In the unlikely situation that a vendor experiences a potential data breach, the District will be notified. After receiving notice of a potential breach, we will evaluate the report and if confirmed, provide notifications to parents. Information on any breach that impacts more than 10% of our students will be publicly displayed. The District will also notify parents and post information in the event the District's data systems are breached.

*Note: A notice of breach may be delayed if a law enforcement agency determines that the notification will interfere with a criminal investigation.*

If you would like more information on SOPPA, contact [privacyofficer@whd147.org](mailto:privacyofficer@whd147.org).

## **ATHLETIC RULES AND CODE OF CONDUCT**

The Athletic Code applies to all students who want to participate in competitive sports and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student-athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student-athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with terms of this Athletic Code.

### **IESA**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

### **Eligibility**

1. All contestants shall be in grades five through eight and shall not have exceeded eighth-grade eligibility requirements.
2. A student shall be passing with a letter grade of D or better in **all** school subjects.
3. For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. Students must be passing each subject each week to be eligible. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity.
4. The eligibility check shall be the same day each week unless the school is not in session; then it must be taken on the last day of student attendance that week.
5. Grades shall be cumulative for the school's grading period.

### **Requirements for Participation**

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current pre-participation physical examination for try-outs and the report must be completed by a licensed health care provider in Illinois to practice medicine in all its branches which finds that the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
5. All fees must be paid before a student can participate in athletic programs.

### **Student-Athlete Concussion and Head Injuries**

West Harvey-Dixmoor School District 147 will comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return-to-Play Policy. Link for more information:

[https://www.cdc.gov/headsup/providers/return\\_to\\_activities.html](https://www.cdc.gov/headsup/providers/return_to_activities.html), as well as the CDC guidelines.

These specifically require that:

- a. A student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
- b. A student-athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a licensed health care provider to practice medicine in all its branches in Illinois or a certified athletic trainer.
- c. If not cleared to return to that contest, a student-athlete may not return to play or practice until the student-athlete has provided his or her school with written clearance from a licensed health care provider to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a licensed health care provider to practice medicine in all its branches in Illinois. Please review the CDC guidelines for more information:  
[https://www.cdc.gov/headsup/providers/return\\_to\\_activities.html](https://www.cdc.gov/headsup/providers/return_to_activities.html)

### **Cardiopulmonary resuscitation(CPR) and Automated External Defibrillator/(AED) Public Act 097-0714**

A student who has been shown a video on cardiopulmonary resuscitation (CPR) may be in a better position to save a life in school, at home or in the community. The training is recommended for students in grades 6 through 8 as part of the school's safety education curriculum.

The state law requires each school to provide a CPR/AED video link on their school/district website for parents and students. For more information review the following videos or log on to [www.whd147.org](http://www.whd147.org).

Adult American Red Cross First/Aid/CPR

Pediatric American Red Cross First/Aid/CPR/AED

Pediatric First aid/CPR/AED

### **Behavioral Conduct**

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Exhibition of bad sportsmanship; or
- f. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

### **Drugs, Alcohol, and Tobacco**

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase, or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school-sponsored or school-related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student-athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

### **Absence from School on Day of Activity**

An athlete who is absent from school on the day of an activity is ineligible for any activity on that day unless the absence has been pre-approved in writing by the principal. Exceptions may be made by the coach: 1) for a

medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by the administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

### **Travel**

All athletes shall travel to athletic events and return home from athletic events with the team by use of school-approved means of transportation. This rule may be waived provided the parent or guardian appears and accepts custody of the athlete.

### **SPECTATOR CONDUCT AT SCHOOL EVENTS**

Any individual, who behaves in an unsportsmanlike or disruptive manner during any school event or meeting, including Board meetings, may be ejected from the event or meeting and the individual is also subject to being denied admission to future school events or meetings for up to one calendar year. Examples of unsportsmanlike or disruptive conduct include, but are not limited to

1. Using vulgar or obscene language
2. Possessing or being under the influence of alcohol or illegal substance
3. Possessing a weapon, or any object that can reasonably be considered a weapon
4. Possessing a look-like weapon
5. Fighting / striking or threatening another person
6. Failing to obey the instructions of a District employee
7. Engaging in any activity that is illegal or disruptive

### **STUDENT BEHAVIOR 7:190**

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 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 substance/vaping 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 a 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 (see below, regarding medical cannabis)
  - b. Any anabolic steroid unless it is being administered in accordance with a physician 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 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 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.

Students who are qualifying patients registered with the Illinois Dept. of Public Health, have written authorization from their parent or guardian of specific times or special circumstances under which the medical cannabis must be administered, provide a registry identification card as a qualifying patient and provide a registry identification card of the parent as a registered designated caregiver, may use medical cannabis-infused product at school. However, the school may refuse to allow the administration of medical cannabis, if, in the opinion of the school, administration of the medical cannabis-infused product would create a disruption to the educational environment or would cause exposure of the product to other students.

1. 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.
2. 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.

3. “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.
4. Drug paraphernalia, including devices that are or can be used to:
  - a. ingest, inhale, or inject cannabis or controlled substance 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/activities and are treated as though they had the prohibited substance, as applicable, in their possession.

1. 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.
2. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
3. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
4. **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.
5. 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.
6. 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.
7. 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.
8. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
10. Entering school property or a school facility without authorization.
11. In 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.
12. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

13. 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.
14. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
16. 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 as a student inside the school.
17. 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.
18. 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 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 with students.
3. Disciplinary conference with parent/guardian and students.
4. Withholding of privileges.
5. Temporary removal from the classroom.
6. Return of property or restitution for lost, stolen, or damaged property.
7. Detention or Saturday detention provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the 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 parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board Policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school functions/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 shall also be restricted from being on school grounds and school functions/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-alike," 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/or available, and the only reasonable and practical way to resolve the threat and/or addressing the disruption is removal from school.

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.

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

### **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), firearms as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in 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. 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 Principal in the event that he/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 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/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, Assistant Superintendent, Principal, Assistant 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 ten (10) consecutive days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (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 student's parents/guardians within fifteen (15) days of the beginning of the school year or a student's enrollment.

## **SUSPENSION PROCEDURES 7:200**

### **In-School Suspension**

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

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

### **Out-of-School Suspension**

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.
    - iii. For a suspension of five (5) or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may

appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. Any ongoing criminal investigation or proceeding, or the absence of criminal charges, criminal investigation or proceedings will not be a factor in the Board's decision. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above. In any suspension review hearing, a student may disclose any factor to be considered in mitigation, including his or her status as a parent, expectant parent, or victim of domestic or sexual abuse.

Additionally, a representative of the parent's choice may represent the student throughout the suspension review hearing and may address the Board or the hearing officer appointed by the Board. With parent approval, a support person may accompany the student at the suspension review hearing. However, if the representative or support person violates hearing procedures or engages in behavior that harasses, abuses or intimidates a party, witness, or anyone else at the hearing, the representative or support person shall be prohibited from further participation in the hearing. If the suspension review hearing involves allegations of sexual violence by the student subject to discipline, neither the student nor his representative may question or have direct contact with the alleged victim, but may suggest questions to be posed to the alleged victim by the Board or the hearing officer appointed by the Board.

### **EXPULSION PROCEDURES 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/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. That 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 of time not to exceed two (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 are to be provided.
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. Any ongoing criminal investigation or proceeding, or the absence of criminal charges, criminal investigation or proceedings will not be a factor in the Board's decision. 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. During the expulsion hearing, a student may disclose any factor to be considered in mitigation, including his or her status as a parent, expectant parent, or victim of domestic or sexual abuse.

Additionally, a representative of the parent's choice may represent the student throughout the expulsion hearing and may address the Board or the hearing officer appointed by the Board. With parent approval, a support person may accompany the student at the expulsion hearing. However, if the representative or support person violates hearing procedures or engages in behavior that harasses, abuses or intimidates a party, witness, or anyone else at the hearing, the representative or support person shall be prohibited from further participation in the hearing. If the expulsion hearing involves allegations of sexual violence by the student subject to discipline, neither the student nor his representative may question or have direct contact with the alleged victim, but may suggest questions to be posed to the alleged victim by the Board or the hearing officer appointed by the Board. 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 school.
  - 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 agencies for support services.

### **SUSPENSION GUIDELINES FOR STUDENTS WITH DISABILITIES**

The District complies with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. School officials may suspend students with disabilities and cease educational services for up to 10 consecutive or 10 cumulative school days in one school year without providing special education procedural safeguards.

When school officials anticipate a referral for expulsion or to an alternative school, or anticipate that suspensions may exceed ten (10) cumulative school days, the following apply:

Conduct a Manifestation Determination Meeting. Provide written notice to the parent/guardian or surrogate parent of the disciplinary action being considered and the date of the meeting that must be held within ten (10) school days of the date of this misconduct.

- A. The Manifestation Meeting will determine whether the misconduct is related to the student's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the student and the student's IEP and placement.
- B. The Manifestation Meeting will determine whether the misconduct is related to the student's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the student and the student's IEP and placement.
- C. The team will review and revise, if necessary, the behavior intervention plan or, as necessary, conduct a functional behavior assessment and develop a behavior intervention plan to address the misconduct.
- D. Determine the appropriateness of an interim alternative educational setting, and as indicated, include in the IEP those services and modifications that will enable the student to continue to participate in the general curriculum and address the behavior so that it will not recur.

The behavior is a manifestation of the student's disability if:

1. The behavior has a direct and substantial relationship to the student's disability; or
2. The behavior is a result of the school's failure to implement the student's IEP.

If a student's behavior is not a manifestation of the disability, school officials may apply whatever disciplinary actions are in place for students without disabilities, taking into consideration the student's special education and disciplinary record.

### **EXPULSION GUIDELINES FOR STUDENTS WITH DISABILITIES**

Students with disabilities, even if expelled for more than ten (10) consecutive or cumulative school days in a school year, must be provided with an appropriate education in an alternative education setting. Principals must contact the Director of Specialized Services, if considering a suspension in excess of ten (10) days per school year.

### **BUS CONDUCT 7:220**

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

#### **School Bus Safety Rules**

The School District 147 Discipline Code rules and regulations apply to students when they are being transported on school buses. Transportation on school buses is a privilege that is extended to students living 1.5 miles or more from the school. Your child's bus number and stop will be given to you at registration. Students are not permitted to ride a bus other than the bus to which they have been assigned. In the interest of safety and state compliance students are expected to observe the following rules:

1. Carry your bus pass at all times. No guest riders will be allowed on school buses.
2. Wait in an orderly line and do not damage or destroy private property.
3. Board and disembark the school bus at the assigned location.
4. Proceed directly to their seat and avoid disturbing other passengers.
5. Depending upon the size, two (2) – three (3) students per seat.
6. Lincoln Early Learning Center should sit three (3) students per seat.
7. Students who get off the bus last are to take seats toward the rear of the bus.
8. Be courteous to fellow students, the bus driver, and the bus monitor.
9. Promptly obey requests from the bus driver and monitor
10. Do not extend arms and other parts of the body outside of the window.
11. Do not consume food, gum, or liquids while on the bus.
12. Do not throw any objects inside or outside of the bus.
13. Remain seated while the bus is in motion.
14. Speak at a reasonable volume to avoid distracting the driver.
15. Smoking on the bus is prohibited.
16. Refrain from the use of obscene language at all times.
17. Keep the aisle clear of clutter and body parts.
18. Use the emergency door only in an emergency.
19. Never tamper with, damage, or deface anything on the bus

We ask Bus Drivers and Monitors to assume responsibility for:

- Treating students with dignity and respect, especially, when a reprimand is necessary.
- Creating a bus environment that promotes the safety and welfare of students.

- Making sure that each student disembarks the bus at his/her assigned stop.

### **School Bus Suspensions**

The Superintendent, designee or administrator as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to ten (10) consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in the Board policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent, designee or administrator deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the student from riding the school bus for a period in excess of ten (10) days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride the school bus.

### **Academic Credit for Missed Classes during School Bus Suspension**

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

### **Electronic Recording on School Buses**

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

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

## **DEFINITIONS, PROCEDURES AND EXAMPLES**

Although this list is not all-inclusive, this information serves to further clarify rules and procedures regarding our Discipline Code that exists to provide for the safety of our students and the advancement of the educational environment.

## **Prohibited Conduct**

Examples of PROHIBITED CONDUCT include, but are not limited to:

- Participating or Instigating: fighting, pushing, shoving, slapping, kicking, hitting, harassing, bullying, rough-housing, play-fighting, throwing objects, tripping, pulling out chairs, standing on/jumping off furniture, counters, etc.
- Disrespecting, causing fear or discomfort in other students by: using negative or threatening verbal comments or written words, racial or ethnic slurs, obscene or profane language, inappropriate or offensive comments or gestures, name calling, sexual harassment, general harassment, etc.
- Disrespecting the school staff—teachers, aides, bus drivers, custodians—visitors, or administration, etc., (*this includes all adults in the building*) by: refusing to follow directions, ignoring directions, disrupting class, talking back, defying reasonable requests
- Endangering safety, security or order by: initiating a false 911 call, issuing a bomb threat, loitering on school grounds, disrupting school sponsored events, disrupting to and from school, making violent verbal threats, starting/spreading rumors designed to frighten students or staff members use of electronic device for accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- Destroying, damaging, defacing or stealing property belonging to: the school, other students, staff members or residents who reside along school bus/walking routes (graffiti, carving, fire damage, plant damage trampling, picking, breaking, and removing from ground) .

## **Prohibited Items**

Problems can arise when a student brings an item to school that is hazardous, dangerous or causes concern to his/her own safety, the safety of others, property, or can disrupt the educational environment. Parents/Guardians are urged to help each student understand the hazardous potential of such items.

Prohibited items include, but are not limited to:

- Knives or sharp bladed instruments.
- Guns (B-B, dart, cap, CO2 cartridge, air rifles, etc.) or items that shoot projectiles.
- Explosives (M80's (or higher caliber), firecrackers, stink bombs, caps, etc.).
- Cigarettes (E-cigarettes/Vaping), cigars, tobacco or tobacco products.
- Matches, lighters or incendiary (flammable) devices.
- Hoverboards and/or motorized scooters/segway.
- Laser pointers, shock pens or other harmful devices.
- Harmful sprays, liquid or solid chemical mixtures.
- Non-prescription inhalants, including the use of another student's prescription inhalant.

If a student is in possession of a prohibited item, the item will be confiscated and appropriate disciplinary action will be taken in accordance with the School District 147 Student Discipline Policy.

**Disruptive** items include, but are not limited to,:

- Cameras—reusable, disposable, digital, etc. (Violation of First Amendment Privacy Rights)
- Any food item thrown, flung or used as a projectile on school property.
- Hard balls, water toys, footballs, fidget/hand spinners, etc.
- Skateboards, roller blades or shoes, roller or inline skates, scooters, pogo sticks, etc. may not be used on school property.
- Electronic devices—walkie-talkies, two-way radios, recorders, CD/DVD/IPOD/MP3 players, noisemakers, Bluetooth speakers and cell phones **from 8:15 am to 3:15 pm. unless teacher-directed.**
- Gambling tools (playing cards, dice, games, etc. unless used in a teacher directed educational activity)
- Pornographic or sexually objectionable material (pictures, music, recordings, etc.)
- Inappropriate clothing (See Student Dress Code in this Handbook)

Staff members are instructed to confiscate **disruptive** items. These items may be returned to a parent or guardian only after a face-to-face meeting. However, illegal items will not be returned. If a student is in possession of a disruptive item, the item will be confiscated and appropriate disciplinary action will be taken in accordance with the School District 147 Student Discipline Policy. Once confiscated, District 147 and its personnel assume no responsibility for any lost, damaged, or stolen disruptive item.

Note: IEP students may use electronic devices as specified in their programs. Non-IEP students, under some circumstances, may be permitted to bring or use an electronic device for educational purposes. The school administrator must approve the possession or use an electronic device for educational purposes prior to its use.

Be advised that the district policy is an attempt to generally identify expected or prohibited behaviors and possible consequences. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code and cannot be punished. The district cannot describe or list every possible behavior that may be engaged in by a student. Discipline may be appropriate for any misconduct or disobedience.

### **Parent Responsibilities**

Parents/guardians are responsible for the actions of their children. Thus, the School Board of District 147 may require parents to meet with them in cases of severe or repeated offenses to rectify the problem(s).

### **VIDEO SURVEILLANCE ON SCHOOL GROUNDS**

To promote the health, safety and well-being of students and staff, the district reserves the right to video record public access and areas in and outside the school buildings.

### **BULLYING**

Bullying, intimidation, and sexual or other forms of harassment are not acceptable and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting

incidents of bullying, intimidation, or sexual or other forms of harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity or expression, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, visual, or electronically that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with their classroom teacher or building administrator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district discipline policy. Parents/guardians of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences as well.

### **ASSEMBLY RULES**

Students have the opportunity to attend various assemblies throughout the school year. Each student is expected to follow appropriate audience rules – quickly and quietly:

1. Walk to the assembly location with the teacher.
2. File into assigned seating as directed.
3. Conduct themselves and respond to the presentation in an appropriate and courteous manner.
4. Remain seated until directed when and how to exit the assembly location.
5. Walk with the teacher back to the classroom.

Inappropriate assembly behavior reflects poorly on every student in the district. A student who demonstrates the inability to follow assembly rules will be removed and may lose future privileges.

### **BICYCLES**

Any student who rides a bicycle to school does it at his/her risk. The bicycle is to be dismounted once arriving on school property and walk his/her bicycle to the designated area. The student is responsible for

properly securing his/her bicycle with a sturdy lock to ensure its safety. District 147 is not responsible for damage or loss of a student bicycle. We strongly recommend bus riders not to ride bikes to school.

### **SOCIAL/ACTIVITY RESTRICTION**

Students who exhibit frequent misbehavior may be excluded from attending or participating in special school days, after school activities or events, dances, athletic events, non-curricular assemblies, etc.

#### **Procedures**

##### **Rosa L Parks Middle School:**

- The Administration will: 1) monitor demerits and restriction; 2) notify the student of restriction; and 3) notify the parent/guardian in writing of student restriction.
- Administration determines restriction and notifies the teacher/grade level team and activity sponsor.
- A student who successfully completes restriction regains social privileges; the demerit policy begins at Zero.
- Placement on restriction can occur as often as demerits accumulate.
- Multiple detentions issued the same day will accumulate penalty demerits in excess of the detention single demerits and served on the date issued.
- An eighth grade student who is on restriction may forfeit end-of-the-year activities and/or Graduation Ceremonies.

##### **Lincoln/King Elementary School:**

- An administrator can place any student in Grades K-4 on restriction or restrict privileges on a case-by-case basis.
- Any student who is on restriction may forfeit attendance at any educational experience or activity.

### **CARE OF SCHOOL PROPERTY**

It is the responsibility of each student and staff member to keep District 147 schools clean and free from litter, stray marks on walls or floors, and other types of graffiti and vandalism. A student is not to mark school furniture, books, materials, walls, ceilings, floors, bulletin boards, windows, restroom stalls/walls or equipment with pen, pencil, marker, paint or other instruments.

Any student discovered vandalizing any school property will be responsible for any and all custodial, maintenance and any outside vendor bills incurred to reverse the damage from the vandalism. In case of severe vandalism, the school will involve the Harvey/Dixmoor Police Department.

The Board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property. A student must NEVER tamper with any fire safety devices such as alarms or extinguishers.



## **STUDENT RECORDS**

Each student's record will be properly maintained by the school as confidential, subject to access as provided by law. The information in a student's record file will be available for review by the parents/guardian of a student.

### **Records**

Permanent student records are maintained by the district for at least sixty (60) years. These records are those containing basic identifying information, including student's name, address, birth date, gender, names and addresses of student parents/guardians, academic information, attendance and medical records.

Temporary records are maintained by the district for no less than five years. These records consist of all other recorded information, by which a student can be personally identified, that is not a part of the permanent record. Examples include disciplinary information, special education records, test scores, psychological evaluations, honors, awards and family background.

### **Notification of Rights of Parents/Guardians and Students**

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health records, record of the release of permanent information and other information. The permanent record shall be kept for sixty (60) years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records and disciplinary information. The temporary record will be reviewed every four years for destruction of out-of-date information and will be destroyed entirely upon graduation or permanent withdrawal.

Parents have the right to:

1. Inspect and copy any and all information contained in the student record. There may be a charge for copies. A request to inspect or copy school student records shall be made in writing and directed to the Principal. Access to the records shall be granted within ten (10) business days after the receipt of such a request. The District may extend this timeline by up to five (5) additional business days if one or more of these six (6) reasons applies: (1) the requested records are stored in whole or in part at other locations than the office having charge of the requested records; (2) the request requires the collection of a substantial number of specified records; (3) the request is couched in categorical terms and requires an extensive search for the responsive records; (4) the requested records have not been located in the course of a routine search and additional efforts are being made to locate them; (5) the request for records cannot be complied with by the school district within the ten business day timeline without unduly burdening or interfering with the operations of the school district; or (6) there is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district among two or more components of a public body or

school district having a substantial interest in the determination or in the subject matter of the request. The District and the person requesting records may also agree in writing to extend the timeline for response.

2. Challenge the contents of the records on the basis of accuracy, relevancy or propriety, by notifying the principal of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If not resolved, the parent may request a hearing regarding the specific record entry or entries challenged.
3. Receive copies of records to be destroyed. The destruction schedule listed in 1 and 2 above will be followed.

Local, state and federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other person. Disclosure without parent consent is also permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member or may also include a volunteer, contractor or consultant who, although not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personal, identifiable information from education records, i.e., an attorney, auditor, medical or other consultant, therapist or educational technology vendor. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or contractual obligations with the district. Other releases of information require written consent of the parent/guardian of eligible students.

1. A parent/guardian or student may not be forced, by any person or agency, to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

### **Directory Information**

This is also to notify parents/guardians and students that the district will make certain general information about students, for release without parent/guardian consent, absent parent/guardian objection. This limited information is known as “directory information.” The release of directory information is generally not considered harmful or an invasion of the student’s or family’s privacy. If you do not want the district to disclose directory information from your child’s educational records without your prior written consent, you must notify the district in writing by September 15 of the current school year, or within fifteen (15) days of receipt of this Parent/Student Handbook by a student transferring-in.

The U.S. Department of Education has also created a model notification relative to the designation of directory information which can be accessed at the following link:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## **VENDING**

No student, parent or other educational community member, other than authorized District 147 staff members or Board/Superintendent authorized vendors, may sell, exchange or barter goods and/or services at any time on District 147 property.

No student may sell any items including: candy, food, school supplies, electronics, toys, clothing, or any other items at any time on District 147 property. Any and all such property will be permanently confiscated and destroyed upon discovery. District 147 authorized fundraisers are exempt from this provision.

## **VISITORS**

School District 147 has an open door policy; however, for safety purposes, all visitors are required to report to the School Main Office upon entering the school building. All visitors must present a photo ID to receive a visitors pass. The visitor's photo ID will be scanned against our national sexual offender database and your custom banned person background check. Visitors are required to proceed immediately to their location in a quiet and unobtrusive manner. While in the building, the visitor's pass must be worn and visible at all times. All visitors are expected to abide by all school rules. A visitor who conducts him/herself in a manner that is not appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. If a parent/visitor does not have a photo ID, he/she must get permission from the administration to enter. No unauthorized visitors are permitted in the school building.

All staff members have been instructed to stop and question anyone in the building without a visible Visitor's Pass. If a staff member stops you in the building, remember that he/she has been directed to do so and is only concerned about the safety of the students and staff in the building.

## **VOLUNTEERS**

The involvement of parents and citizens in education is encouraged and welcomed. All volunteers must report to the main office of the school upon entrance to the building. The Superintendent shall establish procedures for securing and screening resource persons and volunteers.

The Board encourages the use of volunteers to:

1. Increase student's educational attainment;
2. Provide enrichment experiences for students;
3. Increase the effective utilization of staff time and skills;
4. Give more individual attention to students; and
5. Promote greater community involvement.

Volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students.
2. As supervisors, chaperones, and/or sponsors for school-sponsored or non-academic school activities.
3. To assist with academic programs under a certificated teacher's immediate supervision.

4. As a guest lecturer or resource person under a certificated teacher's direction and with the administrator's approval.

### **VOLUNTEER PROCEDURES**

1. Volunteers must come from all backgrounds and all age groups and may include any persons willing to give their time to help students and school staff.
2. Volunteers may be involved in every facet of the operation of the District—working with students on a one-to-one basis or performing tasks not involving students; may involve services to the libraries, classrooms, music programs, student programs at all grade levels, or assisting on field trips or Board approved class trips in and out of town.
3. School personnel will identify appropriate tasks for volunteers and will provide training, if necessary, so they may become skilled in performing assigned tasks.
4. Volunteers may not evaluate any District employees.
5. Volunteers may not teach, but may reinforce skills taught by the professional staff at the direction of a supervising teacher.
6. Volunteers may not provide transportation to students in their personal automobiles for any school-sponsored activities.
7. Volunteers will be screened at the school level and must be acceptable to the building administrator(s).
8. The administrator or his/her designee will determine the assignment of volunteers.
9. The acceptance and continuation of services of a volunteer will be at the school administrator's and/or Superintendent's discretion.
10. Volunteers are bound by the same code of ethics as the staff.
11. Each volunteer is to acknowledge receipt of this policy.
12. All volunteers are subject to a criminal background check.

### **SEX OFFENDER & VIOLENT OFFENDER NOTIFICATION LAW**

No person who is a "Child Sex Offender", as defined by the **Child Sex Offender and Murderer Community Notification Act** shall be used as volunteers. State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police’s website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender against Youth Registry on the Illinois State Police’s website at: <http://www.isp.state.il.us/cmvo/>.

### **Conduct on School Property and Related Off-Campus School Events**

In addition to prohibitions stated in other District policies, no person on school property or while involved in a school-sponsored event off campus shall:

1. Injure or threaten to injure another person or student.
2. Damage another person’s property or that of the School District.
3. Violate any provision of the criminal law of the U.S., the State of Illinois or municipal or county ordinance.
4. Smoke or otherwise use tobacco products; consume, possess, or distribute alcoholic beverages, illegal drugs, or possess dangerous weapons on school or district property at any time.
5. Impede, delay, or otherwise interfere with the orderly conduct of the District’s educational program or any other activity.
6. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the School Board, or willfully violate other District rules and regulations.
7. “School/District Property” means within school buildings, in vehicles used for school/district purposes, or on school grounds.

As circumstances warrant, the District’s/school’s administrators will take appropriate action.

### **Spectator Conduct and Sportsmanship for Athletic, Academic and Extracurricular Events**

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic, graduation or extra-curricular event, may be ejected from the event the person is attending and/or denied admission to school events for up to one (1) year or longer after a Board hearing.

Examples of unacceptable conduct include:

1. Using vulgar or obscene language;
2. Possession or being under the influence of any alcoholic beverages or illegal substances;
3. Possessing a weapon or look-alike weapon;
4. Fighting or otherwise striking or threatening another person;
5. Failing to obey the instructions of an adult supervisor or District employee; and
6. Engaging in any activity that is illegal or disruptive.

### **Consequences of Unacceptable Conduct**

The Superintendent or designee may deny future admission/attendance to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, at least ten (10) days before the Board hearing date, containing:

1. The date, time, and place of the Board hearing;
2. A description of the unacceptable conduct;
3. The proposed time period that admission to school events will be denied;
4. Instructions on how to waive a hearing.

## **STUDENT HEALTH EMERGENCIES**

### **Health Needs**

For students with particular or unique health care needs, it is the parent's/guardian's responsibility to submit those needs, in writing and with proper documentation by a healthcare provider, to the Principal's and nurse's office. If a parent believes that a student should be evaluated for a Section 504 Plan concerning health needs, the parent/guardian is to contact the Office of Specialized Services at 708-339-9500.

### **Injury and Illness**

If a student suffers an injury or accident at school, he/she must report it promptly to a teacher, the school nurse, or Principal. If the injury is minor, the student will be treated and sent back to class. If medical attention is required, the office will follow the school emergency procedures.

A student who becomes sick during the day at school must ask for permission from the teacher to go to the nurse with a pass. The nurse will determine whether or not the student should remain in school or needs to go home. The parent/guardian or emergency contact will be notified to pick the student up from school if they are sick. No student will be released from school without proper parent/guardian permission.

### **Emergency Medical Authorization**

All students must have an emergency medical authorization form completed and signed by his/her parents/guardians. Such form is also required in order to participate in any field trip or school related activity off school grounds.

## **IMMUNIZATIONS, HEALTH, DENTAL AND EYE EXAMINATIONS**

All children are required to have a health examination and present proof of having been examined in accordance with the Illinois School Code (105 ILCS 5/27-8.1) and the rules and regulations pursuant thereto.

### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof of a new physical health examination and up to date immunizations and screenings prior to:

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

Each student is required to have the immunization required by law or have an authorized waiver. Unless given a waiver, students must have received those immunizations against preventable communicable diseases

as required by the rules and regulations of the Illinois Department of Public Health. Consult your healthcare provider for the appropriate immunizations.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are completed by a physician and presented at the school, subject to certain exceptions. This is for the safety and welfare of all students in accordance with State law. Any questions about immunizations or waivers is to be directed to the school nurse or Principal.

New students who register after the start of school will have thirty (30) days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the parent/guardian of the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional. **All students entering the sixth grade must have one dose of Tdap at age 11 and one dose of meningococcal.**

### **Human papillomavirus vaccine(HPV)**

The District is required by the Illinois State Board of Education to notify all students who are entering the 6th grade and their parents of the link between the Human Papillomavirus (HPV) and cervical cancer and the availability of the HPV vaccine. Please consult your healthcare provider or the Cook County Department of Public Health for further information.

### **Lead Screening**

Lead screening is required for all early childhood/Pre-K and kindergarten students. Consult your healthcare provider for screening guidelines.

### **Dental Examinations**

All students entering kindergarten, second and sixth grades are required to have an oral health examination by a licensed dentist and he/she must sign the Proof of School Dental Examination form. The parent/guardian of the child is required to present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents (1) proof of a completed dental examination, or (2) that a dental examination will take place within sixty (60) days after May 15. The proof of School Dental Examination form and the Dental Examination Waiver form, and related information about these requirements, can be obtained at the following IDPH or ISBE links: [www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf](http://www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf)

### **Eye Examinations**

All students entering kindergarten or school for the first time must present proof by October 15 of the current school year of an eye examination performed by a licensed optometrist (eye doctor) within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents, (1) proof of a completed eye examination or (2) that an eye examination will take place within sixty (60) days after October 15. The school Eye Examination Report Form, Eye Examination Waiver Form and related information about these requirements, can be obtained at the following IDPH or ISBE links:

### **Communicable/Infectious Disease**

The school will observe recommendations of the Illinois Department of Public Health (IDPH) regarding communicable diseases.

### **Communicable Disease**

The school will exercise its long standing authority, as described in the Communicable Disease Code and according to the schools infectious disease policies, to address all infectious disease cases among students and staff. If a student is suspected of having a communicable disease, the parents/guardians will be asked to pick their child up from school to help prevent the spread of a potential disease. Parents/guardians are to notify the school nurse and/or administrator as soon as possible if their child is diagnosed with a contagious disease for further guidance and to consult their health care provider.

In order for the student to return to school, he/she must have started the prescribed medication for at least 24 hours prior to returning to school, free of a fever, diarrhea or symptoms that would further cause discomfort for the child and/or spread of the disease to the student population and staff. It is the parents'/guardian's responsibility to get a letter from the healthcare provider stating that the child is no longer contagious and can return to school. The letter must be signed, dated and include a phone number of the healthcare provider.

### **COVID-19/Pandemic Guidance**

The school district is working closely with the Illinois State Board of Education, Cook County Department of Public Health and the Illinois Department of Public Health to ensure that it provides our school community with guidance on the coronavirus disease outbreak. Please know that this is a rapidly evolving situation and we will continue to share and update information regarding exclusions, isolation, social distancing and masking. The school district will continue to follow best practices and the recommendations of the local health department for confirmed, probable cases and close contacts of COVID-19.

If your child is exhibiting symptoms of COVID-19, please keep him/her home, contact your child's healthcare provider, and get him/her tested for COVID-19 to confirm or rule out the infection. Make sure that you contact your child's school nurse and/or administrator. The school will continue to provide remote learning to any student who is under isolation or quarantine for COVID-19 based on the State Superintendent's Remote Learning Declaration. Vaccination is currently the leading public health strategy to prevent adverse outcomes related to COVID-19. Consult your healthcare provider for further information and guidance.

### **Blood-borne Pathogens**

The district is subject to Federal and State regulations to restrict the spread of Hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the School environment.



Part of the mandated procedures includes a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents/guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

### **Head Lice**

District 147 will follow the guidelines of the Illinois Department of Public Health and the Center for Disease Control regarding head lice.

<https://www.cdc.gov/parasites/lice/head/index.html><https://www.cdc.gov/parasites/lice/head/index.html>

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. If a student at school is found to have live lice, the parent is notified so that treatment may begin as soon as possible
3. The school will provide written instructions to parents or guardians regarding appropriate treatment for the infestation.

### **STUDENT MEDICATION**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, **the parent/guardian must request that the school dispense the medication to the child and have the healthcare provider complete a "School Medication Authorization Form" and the parent/guardian must sign the request as well.**

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

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a Medication Authorization Form. The school nurse and or administration is to be notified immediately after usage of medication to assess the student for further services and well-being. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of

a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic medication such as insulin, glucagon, and conduct glucose testing. Students who are diabetic must also have a Diabetes Management Care Plan on file with the school. The parent/guardian must contact the nurse and or administrator to discuss a 504 plan to make accommodations for diabetes care in the school setting.

All medication will be administered by the School Nurse or authorized School Office personnel in accordance with the doctor's order. The medication(s) will be stored in a locked area designated by the School Nurse. Prescribed and non-prescribed (over-the-counter) medication must be brought to the School Nurse or Office in the original packaging unopened or a legally labeled container with the student's name affixed to the container. Any medication left unclaimed on the last day of school will be destroyed.

### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**

Under this federal Act, the district is required to provide notice of its privacy procedures and policies. Copies of those policies can be obtained by contacting the district office.

### **TEXTBOOKS**

Textbooks are an essential component of each student's educational program. Textbooks are very costly and must be reissued for several school years. Each student is responsible for returning all textbooks, library and other materials issued to him/her in the condition they were received. If textbooks, library and other materials issued to a student are lost or damaged, appropriate replacement and/or repair fines will be assessed. All fines must be paid prior to the end of the school year. For returning students, any carry-over fines must be paid prior to registration for the following school year. Contact the principal's office for the cost of replacing any lost or damaged books.

Each student in School District 147 will receive an assignment notebook. The notebook must be with the student at all times. The purpose of the notebook is to assist with organizational skills. Each student can learn to organize his/her time schedule by recording assignments and reminders in the notebook. The replacement cost for a lost assignment notebook is \$5.00.

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**PARENT/GUARDIAN STUDENT HANDBOOK ACKNOWLEDGEMENT & RECEIPT**

I understand that upon enrolling my student with School District #147, it is my responsibility to become familiar with all the Procedures, Rules and Regulations. I have read the rules of student conduct. I understand the Student/Parent Handbook can also be found on the website at [www.whd147.org](http://www.whd147.org).

My child \_\_\_\_\_ in Grade \_\_\_\_\_.  
(Print Student Name)

I/we \_\_\_\_\_  
(Print Parent/Guardian Name)

have received the West-Harvey Dixmoor School District #147 Student-Parent Handbook.

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*\*Your signature only implies that you have received a copy of the 2022-2023 Student/Parent Handbook; however, for your student's safety and academic success, it is our hope that you will support these procedures, rules and regulations.*

-----  
**\*\*\* SD147 Staff receipt below this line\*\*\***

**Date:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

**West Harvey-Dixmoor School District 147**