

# 2018-2019 STUDENT PLANNER

## WINTHROP HARBOR SCHOOL DISTRICT NO. 1 BOARD OF EDUCATION

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Michelle Good, Vice-President

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#### **DISTRICT OFFICE: 731-3085**

Superintendent Jeff McCartney

Human Res. Manager Grayson Gilbert

Administrative Assistant

Bookkeeper/Purchasing Julie Lippeth

#### **WESTFIELD SCHOOL: 872-5438**

Principal

Summer Poepping

Secretary

Heather Leonard

Health Aide

Luz Seppela

Early Childhood/LD

Maggie Osborn

Self-Contained

Janice Gibbons

LD Teacher (2-4)

Agnes Madrzyk

Kindergarten

Kelly Hoppe

Paula Hyatt

Grade 1

Dawn Morley

Kristi Karner

Shelley Peterson

Grade 2

Susan Ekkela

Alison Woods

Grade 3

Kallyna Hansen

Faye Rivera

Grade ¾ Split

Belinda Shogren

Grade 4

Matt Brooks

Tammy Davis

Fine Arts

Donna Torkelson

PE

Brian Ferraro

Media

Patricia Hudak

Media Aide

Beth McLain

Teacher Aides

Laura Prochaska

Becky Johnson

Nina Hinojosa

Lisa Rickert

Diane Rune

Early Learning

Becky Garrison

Interventionist

Heather Mahoney

#### **MAINTENANCE STAFF**

Mark Furloni

Timothy O'Keefe

#### **NORTH PRAIRIE HIGH: 731-3089**

Principal Carrie Nottingham

Secretary Sharla Kern

Health Aide Alice Smith

ELA/SS Lenora Lambert

Justine Rivlin

Ronda Nissen

Pat Wallace

Michelle Skinner

Math/Science Diane Watson, Joseph Shin

Math Kaitlin Hubbell

MaryAnn Alley

Science

Teresa Hills

Megan Richardt

Band

Dierdre Cook

Fine Arts

Jessica Hoskins

PE

Chris Brooks

Media

Ted Brooks

Aides

Denise Codamon

Laurie Serdar

Kami Yee

#### **PUPIL SUPPORT SERVICES: 872-5438**

Dir. of Students Services

Michele Barkley

LD (5-8)

Mary Castle

Monica Carlson

Self-Contained

Stacey Steuer

Speech Pathologist

Lorraine Neubauer

Social Worker

Andrew Harris

Behavior Specialist

Megan Spaur

Tracy Lang

Occupational Therapist

Kate Jerdee

# HANDBOOK

This handbook is only a summary of board policies. The full policy manual is available through the school website at [www.whsd1.org](http://www.whsd1.org) on the district office page. The handbook may be amended during the year as policy changes occur.

## ATTENDANCE

The administration and teachers of District #1 urge all parents and students to be aware of the value of regular school attendance. Attendance and academic achievement are closely related. Students must attend school regularly according to state law.

In the event a student cannot attend school on a particular day, each school requires a phone call to the attendance hotline for all types of student absences. These calls should be made before 8:30 am. Messages may be left at anytime on the absence hotlines. The hotline numbers for each school are:

Westfield: 731-4223 North Prairie: 731-3089

Any student absent from school can be admitted to class by:

1. A certificate signed by your doctor stating the cause of absence for three or more consecutive days.
2. A statement by the parent that the pupil has had no contagious disease. The parent should state the reason for the child's absence.

The following diseases are considered contagious:

Measles, German measles, chicken pox, whooping cough, scarlet fever, diphtheria, pneumonia, poliomyelitis, ringworm, impetigo, pink eye, meningitis, mumps, influenza, strep throat, or any disease considered reportable by the State Health Department. Some diseases require a doctor's certificate. Consult the health services department for further clarification. Students who are absent all day may NOT attend any after school activities on that day. For more information, see Board Policy 7:280-E2 *Reporting and Exclusion Requirements for Common Communicable Diseases*.

## TYPES OF ABSENCES

Students with absences will be allowed one school day for each day absent to make up work missed while absent. Students will be given a zero on all assignments until the missing work is satisfactorily completed. Parent/guardians are advised to review the following classifications concerning student absences:

### A. Excused Absences

Examples of excused absences include, but are not limited to:

1. Student illness
2. Doctor or dental appointment\*
3. Court appearance
4. Funeral
5. Family emergency
6. Religious holiday
7. Prearranged absences submitted in writing
8. Other requests approved by the administration

\*Students who are absent for medical or dental appointments must bring back an appointment card or note certifying that the appointment was kept.

### B. Unexcused Absences

Examples of unexcused absences include, but are not limited to:

1. Missing school without justification or permission from school official, yet with the permission and knowledge of the student's parent or guardian.
2. Staying home without being ill
3. Undefined personal reasons
4. Babysitting

- 5. Birthdays
- 6. Oversleeping

**C. Perfect Attendance**

To qualify for perfect attendance a student must be present at school every day. A student who misses even one class period in one day will not qualify for perfect attendance. Tardiness will disqualify a student from receiving perfect attendance recognition.

**D. Tardiness**

Students are considered tardy to school if they enter the school building after school begins. The attendance guide below provides a breakdown of the time periods that defines when a student is considered tardy or absent. Tardiness is strongly discouraged and will result in the following consequences: 1<sup>st</sup>-4<sup>th</sup> occurrence=warning, 5<sup>th</sup>=mandatory parent contact/conference, 6<sup>th</sup>-7<sup>th</sup>=detention, 8 or more=administrative detention. We will restart the count second semester if the student has not had 5 or more unexcused tardies in the first semester. If a student fails to attend school on a regular basis, he/she may be referred to Lake County’s Project Pass.

**Attendance Guide**

School	Regular School Day For Students	Students may arrive	Tardy (Arrive After)	Absent (Arrive After or Leave Before)
Westfield	8:00-2:37	7:40	8:00 am	8:50-1:40
North Prairie	7:45-2:22	7:25	7:45 am	8:35-1:40

All students are expected to arrive to school on time for class. Students are asked not to arrive more than 10 minutes before the 1<sup>st</sup> bell. If students arrive earlier, the District cannot furnish the proper supervision or protection from the elements in case of inclement weather. Students are expected to leave immediately at the end of the school day, unless they are under the direct supervision of a staff member. Students who choose to loiter may be subject to disciplinary action.

**ACADEMIC DISHONESTY**

Personal integrity is essential to academic success. Students will reach their full potential only by being honest with themselves and with others, demonstrating they can do quality work as a result of their own efforts, learning to recognize the value of other people’s work, and giving credit to authors and artists whose work they cite (in-text citations are required for all research work and papers submitted and must be written in standard MLA or APA styles).

Plagiarism (copying or paraphrasing material/text from the work of someone else without proper citing) constitutes academic theft and is regarded as a very serious offense. Cheating/collusion (obtaining or attempting to obtain credit for academic work using dishonest means) is prohibited.

Teachers reserve the right to not accept an examination, paper, or project submitted by a student that is suspect in some fashion. Students will be given the opportunity to redo the assignment or complete an alternative assignment in the teacher’s presence. Refusal to complete an assignment of this type will be considered an admission of guilt and the above penalties will apply. For more information, see Board Policy 6:11 *Academic Dishonesty*.

**ADMISSION AND REGISTRATION OF PUPILS**

Children must be five years of age on September 1 to enter kindergarten or six on September 1 to enter first grade. Upon entering school, parents will present a birth certificate as evidence of a student’s age. To register, parents/guardians must show proof of residency and an additional form of ID. A current utility bill or rent receipt and driver’s license will suffice. Falsifying residency will result in the per capita tuition charge being assessed.

**ATHLETIC CODE OF CONDUCT**

If you participate in any athletics, you will be given the code of conduct and need to sign it. <https://goo.gl/8bY2FJ>

**BEHAVIORAL EXPECTATIONS**

Each student is expected to behave appropriately, cooperate with their teachers and classmates, and not interfere with or impede the instructional activities of the classroom. In general, students should abide by the following expectations:

### **BE Respectful**

- Respect yourself and the personal space of others
- Use appropriate language, tone, volume
- Accept decisions and directions from adults
- Keep school clean and free of garbage and graffiti

### **BE Responsible**

- Come to school/classes on-time, prepared, and ready to learn
- Use computer equipment appropriately; only access approved websites
- Clean up after yourself
- Follow dress code
- Cellular phones must be turned off unless given permission to use
- Abide by all school rules

### **BE Safe**

- Report unkind, inappropriate, and unsafe behaviors
- Keep hands, feet, and objects to yourself
- Use lockers to keep personal belonging safe, backpacks may only be used before and after school
- Stay within school boundaries
- Walk while in the building and on the correct side of the hall

## **BICYCLES AND PERSONAL EQUIPMENT**

All bicycles are to be parked in the bike racks. ALL bikes must be locked. Students are not allowed to play around the bike racks. This area is for bike riders only. All bicycles are to be walked while on school property; all skateboards, roller blades, scooters, etc. will be carried while on school property. All personal equipment must be properly stored in lockers at the beginning of the day and must remain in the locker until dismissal at the end of the school day. Any personal item that does not fit in lockers (including oversized backpacks) are prohibited. Students are encouraged to leave all personal equipment (skateboards, rollerblades, balls, bats, etc.) at home. The district does not assume any liability for personal equipment brought to the school in the event of loss or damage.

## **BOARD OF EDUCATION MEETINGS**

The Board, as a representative body of the District, wishes to provide an avenue for citizens to express their interest in and concerns for the schools. Accordingly, the public is cordially invited to attend board meetings. Meetings of the Board are held to carry on the business of the schools and are not public meetings, but meetings held in public.

Meetings are closed to the public only for executive sessions to discuss personnel or student issues that should be confidential by their very nature. All action, however, is taken in public meeting. Results of the executive session will be reflected in the minutes of the public meeting.

In accord with its policy confirming the right and desirability of the public to express its point of view to the Board, delegations or individuals are welcome at regular meetings.

1. Regular meetings shall be held as constituted by board bylaws at North Prairie Junior High School.
2. Individuals or delegations wishing to present petitions or communications to the Board shall do so in the public hearing section of the regular board meeting agenda. The presentations shall be limited to five (5) minutes.
3. Delegates shall indicate whom they represent and may be asked questions from board members or administrators.
4. The Board will take questions and problems under advisement and issue responses after due deliberations, usually at the next meeting.
5. Before the Board can respond to a complaint, all administrative attempts to resolve the problem must be exhausted. For example, if a complaint is voiced about a teacher, the individual must first talk to the teacher to solve the problem. If a satisfactory resolution of the problem cannot be reached, the principal should be asked to address the problem. If the principal is unable to resolve the issue, then the superintendent should be asked to provide a remedy to the problem. If the superintendent cannot resolve the problem, then it is appropriate to request a hearing before the Board for a final determination regarding the complaint. The superintendent will make the arrangements for a hearing before the Board, which may include written documentation and testimony in closed session.

## **BUS RULES**

To provide for the safety of all riders, the District requires the following rules be followed:

- All school rules and district policy be followed;
- Riders must keep themselves and their possessions clear of the aisles;
- Remain seated whenever the bus is in motion;
- Refrain from opening windows without the driver's permission;
- Refrain from putting any part of the body out the window;
- Do not throw anything out the window;
- Defacing or damaging the bus is prohibited;
- Eating or drinking on bus is prohibited;
- Playing radios without audio headsets is not permitted;
- The District is not responsible for the loss or theft of personal items;
- Animals are not allowed on the bus;
- Objects larger than those that can be accommodated on one seat cannot be brought aboard the bus;
- Wait until the bus comes to a completed stop before attempting to disembark or board.

## **CELL PHONES AND NONESSENTIAL ELECTRONIC DEVICES**

Cell phones and other electronic devices must be turned off and out of sight unless otherwise directed by a teacher, specified in a student's individualized educational plan (IEP) or in an emergency situation. Electronic devices include MP3 players, video games. Any violation of this policy will result in an immediate confiscation of the device. For the first offense the device will be returned at the end of the school day. On the second offense the student's parent or guardian must come to the school to retrieve the device. For the third and subsequent offenses the student will be given an administrative consequence or equivalent. For more information, see Board Policy 7:190 *Student Discipline*.

No device shall be used to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting".

## **CLASSROOM VISITATION**

Parents/guardians must notify the school 24 hours in advance of their visit to a classroom for observation purposes. A telephone call to the school office is all that is necessary. Each school reserves the right to limit the number of visitors. Students from other schools, relatives or friends of students are not allowed to visit during the school day except by special permission of the principal.

## **CONCUSSIONS AND HEAD INJURIES – STUDENT ATHLETES**

The school district maintains a policy on student concussions to promote health and safety among its student athletes, which can be found in the Board of Education policy manual on the district website. At any time, staff will notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion. 7:305 *Student Athlete Concussions and Head Injuries*

## **DENTAL/EYE EXAMS**

All children in kindergarten, 2nd grade, and 6th grade must have a dental examination. Each of these children shall present proof of having been examined by a dentist before May 15th of the school year. If a child fails to present proof by this date, the District may hold his/her report card until compliance is attained. The child's dentist has access to the required uniform form for dental exams as prescribed by the Department of Public Health and the State Board of Education. All children entering kindergarten must also have a vision examination.

## **DETENTIONS and MISSING WORK SESSIONS**

Classroom teachers may assign after school detentions for student misconduct. *Detentions are not negotiable, and must be served.* Before, after-school, or lunch detentions may be used with students as a corrective disciplinary measure.

Teachers may also assign a student a missing work session to complete makeup work or for additional academic assistance.

When a student is to be detained after school, the teacher shall notify the parent/guardian in advance via a written notice given to the student, or through other methods of contact (i.e. phone call, e-mail, etc.). If a student fails to serve their detention, other disciplinary actions may be administered by the building principal.

### **DRESS CODE**

According to Illinois law dress, grooming and cleanliness must meet reasonable standards of health, safety, decency, must be appropriate to the school setting, and must not be disturbing or disrupting to the education atmosphere of the school. It is important for students to realize that school is preparation for their life and dress appropriately. The District's dress code requires students to meet the following standards of dress and grooming:

1. Students should not wear anything that will impair their health or safety.
2. Students should not wear anything, which could jeopardize the safety of others or interferes with the educational mission of the school. For example:
  - a. No clothing is allowed which displays drug or alcohol advertisements or names, profane language, vulgar statements, satanic symbols, hate messages, sexual innuendo or double entendres, tobacco ads, death, suicide, or violent messages.
  - b. No masks, hoods, hats, other forms of head cover may be worn at any time in the school building.
  - c. No jackets, coats, or types of outdoor apparel are allowed in the building except when arriving or leaving.
  - d. No bare midriff tops, short shorts, sheer or open mesh clothing (without a proper undergarment) are permitted. Sleeveless tops must be 1 inch or wider at the shoulder. Tops must cover undergarment straps. Tops are to have a modest neckline that does not show excessive cleavage.
  - e. No holes in clothing in inappropriate places are permitted.
  - f. All undergarments must be completely covered at all times. No pants that hang below the natural waistline or that are cut too low and expose undergarments or show skin.
  - g. Shorts, skirts and dresses that are more than 6" above the knees must be worn with non-transparent leggings underneath them.
  - h. No pajamas or pajama pants.
  - i. No large or cumbersome jewelry, heavy chains or spikes allowed.
  - j. Sunglasses are not to be worn during the school day.
3. Shoes must be worn at all times. For safety, close toed shoes are preferred. Slippers or house shoes may not be worn during the school day.
4. Students are not to wear or display any clothing, jewelry, emblem, symbol, sign, signal, or other item commonly associated with membership in or affiliation with a gang or secret society.

In all matters of school dress, the teachers and administration reserve the right to judge the appropriateness for school wear. Students who are dressed inappropriately will be required to change clothes to meet the dress code before returning to class. If students do not have appropriate clothing at school they must either have clothing brought to school. The following penalties will apply for dress code violations:

- 1<sup>st</sup>-2<sup>nd</sup> Occurrence – Change into appropriate clothing.
- 3<sup>rd</sup>- 4<sup>th</sup> Occurrence – Change into appropriate clothing and call home to inform parents. Detention issued.
- 5<sup>th</sup> and all Subsequent Occurrences - Change into appropriate clothing. Administrative detention will be issued.

### **EDUCATION OF CHILDREN WITH DISABILITIES**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined through a case study evaluation that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

### **EDUCATIONAL VISION**

Our vision is to create an exemplary school district which is acknowledged for enthusiastic, engaged learners on the board of education, in the administrative offices, and in teaching and learning in all classrooms. The school district envisioned is characterized by a challenging, innovative learning environment.

The school district we envision:

- Is characterized by a challenging, innovative learning environment.
- Creates 21st century collaborative global learners.
- Nurtures intelligent risk-taking and bold experimentation.
- Is truly accountable both educationally and fiscally.
- Capitalizes on change.
- Works with the community to provide a comprehensive education.

### **EMERGENCY CLOSING OF SCHOOL**

In the event that schools must be closed due to severe weather, information will be given out through the following sources:

Radio - WGN 720, WBBM 780, WKRS-AM 1220; TV channels 2, 5, 7, 9, and 32; Online [www.whsd1.org](http://www.whsd1.org). The district will also send phone call notification via an automated messaging service. The decision to close school will be made by 6:30 a.m. Please do not call the school offices; the announcement will be made over broadcast radio, television stations, and on the district website.

### **EMERGENCY EVACUATION PROCEDURES**

If a school must be evacuated for emergency reasons, students will be transported to the Schlader Building on 9<sup>th</sup> Street for pick up by parents. If you are notified that a school is being evacuated please go directly to the Schlader Building. Please do not call the school so that communication lines remain open for emergency personnel. Emergency information will be given through a automated phone messaging service, and [whsd1.org](http://whsd1.org).

### **EMERGENCY PROCEDURES**

Fire, tornado and disaster drills are held at regular intervals during the school year to familiarize students with safety procedures. Schools are kept informed of possible severe weather through the national weather service. In the event of severe weather or civil defense emergency, no child will be dismissed early unless a parent or guardian comes to school.

### **ENGLISH LEARNERS**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

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

### **EQUAL EDUCATIONAL OPPORTUNITIES & SEX EQUITY**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. No student shall, based on sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. For additional information, please refer to Board Policy 2:260 *Uniform Grievance Procedure*.

### **EXPULSION**

When a student is accused of gross disobedience or misconduct sufficiently severe to warrant expulsion, the expulsion may not take place until after the parents have been requested to appear at a meeting of the Board, or with a hearing

officer appointed by it, to discuss the student's behavior. Notice of hearing must be made by registered or certified mail and must state the time, place, and purpose of the meeting. The Board or a hearing officer appointed by it must state the reasons for the expulsion and the date on which the expulsion is to become effective. If a hearing officer is appointed by the Board, they must report to the Board a written summary of the evidence heard at the meeting and the Board may take such action thereon as it finds appropriate. For additional information, please refer to Illinois School Code, Section 10-22.6a.

### **EXTRACURRICULAR ACTIVITIES**

The superintendent will approve all District-sponsored extracurricular and co-curricular activities. Building administrators are responsible for scheduling and announcing student extracurricular and co-curricular activities. Non-school sponsored student groups are governed by the District's policy on the use of school buildings. To participate, students must satisfy all academic standards and must comply with the activity's rules and the student conduct code. For additional information, please refer to Board Policy 6:190 *Extracurricular and Co-Curricular Activities*.

### **FEE WAIVER**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Parents or guardians who are unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

- The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
- The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

### **FREE AND REDUCED LUNCH**

Eligibility for free or reduced lunches is determined by the federal poverty guidelines, which are released annually by the U.S. Dept. of Agriculture. Students will bring home a form which explains the income guidelines and application process on the first day of school. For more information on the district's free and reduced lunch program contact the district NSLP Administrator, Grayson Gilbert at (847) 731-3085 or [ggilbert@whsd1.org](mailto:ggilbert@whsd1.org).

### **GRADING**

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

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

For additional information, please refer to Board Policy 6:280 *Grading & Promotion; Retention*.

### **GRIEVANCES**

Students, parents, guardians, employees, or community members should notify a district complaint manager if they believe that the Board, its employees, or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, or board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act;
5. Title VI of the Civil Rights Act;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act);

7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs; or
10. Provision of services to homeless students.

The complaint manager will attempt to resolve a complaint prior to implementing the District's *Uniform Grievance Procedure*. Should this effort prove unsuccessful, a three step procedure is followed including: (1) formal written complaint, (2) investigation, (3) decision, and if need be, appeal. For additional information, please refer to Board Policy 2:260 *Uniform Grievance Procedure*.

### **GUIDANCE AND COUNSELING PROGRAM**

The District provides social work services to students when needed as its form of a guidance and counseling program. A qualified school social worker, guidance specialist, or any certificated staff member, as described by state law, may perform school counseling services. For additional information, please refer to Board Policy 6:270 *Guidance and Counseling Program*.

### **HARRASSMENT, BULLYING, SCHOOL VIOLENCE POLICY**

No person, including a district employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, immigration status, military status, gender-related identity or expression, status of being homeless, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, bullying, cyber bullying, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Complaints of harassment or intimidation are handled according to the provisions on sexual harassment, below.

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

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of
  - a. substantially interfering with a student's educational environment;
  - b. creating an intimidating, hostile, or offensive educational environment;
  - c. depriving a student of educational aid, benefits, services, or treatment; or
  - d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the building principal, or district complaint manager (contact the District Office, 731-3085). 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. An allegation that one student was sexually harassed by another student shall be referred to the building principal for appropriate action.

Any district employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent

with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students

### **HEALTH EXAMINATIONS AND IMMUNIZATIONS**

In compliance with the IL School Code, Chapter 122, new par. 27-8.1---Health Examinations and Immunizations:

1. Every child shall have a health examination within 1 year prior to entering kindergarten or 1st grade, and upon entering the 6th grade and enrolling in an Illinois school for the first time, regardless of the student's grade. Immediately prior to or upon entrance into school, each child shall present proof of examination in accordance with this policy and the rules and regulations promulgated hereunder. Additional health examinations may be required when deemed necessary by school authorities.
2. Every parent shall present to the local school proof of having received such immunizations against preventable communicable diseases as the Department of Public Health shall require. Every pupil must be immunized against diphtheria, tetanus, pertussis (whooping cough), poliomyelitis (oral polio vaccine), measles, mumps, rubella (German measles), chicken pox, and Hep B before a child enters school. Boosters should be administered prior to school entrance as so needed. New students entering the District have two weeks to submit proof of physical examinations and immunizations. All students participating in extracurricular sports must also have a recent (less than one year old) physical on file.
3. Every child in kindergarten, 2<sup>nd</sup> grade, and 6<sup>th</sup> grade must have a dental exam by October 15<sup>th</sup> of the school year.
4. The district will provide hearing and vision screening on a yearly basis for the state mandated grade levels. Parents will be notified if the screening recommends further testing by a physician.

*For requirement exemptions, please refer to policy 7:100, Health, Eye, and Dental Examinations: Immunizations; and Exclusion of Students.*

### **HEALTH SERVICES**

Health services staff may be contacted at the following phone numbers:

Westfield           872-5438  
North Prairie      731-3089

### **HOMELESS CHILD'S RIGHT TO EDUCATION**

When a child loses permanent housing and becomes a homeless person 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: 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 enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. Assistance and support for homeless families includes:

Educational organizations and schools  
Food bank and meal programs  
Local service organizations (Goodwill, Salvation Army, etc.)  
Family shelters  
Medical services

### **HOMEWORK**

The purpose of homework is to help students develop good study habits, reinforce what was learned in class, or to apply skills or concepts already learned. Homework assignments generally follow materials covered in class. The teacher is responsible for deciding when, what, and how much homework is given. Homework may frequently be started in the classroom and completed at home. This will vary with the assignment and other activities scheduled for the day. Students shall follow specific directions given by the teacher as to how the assignment should be completed and returned when it is due.

Homework will not be accepted late or incomplete without some penalty assessed by the teacher on the assignment. If a child is ill, work assigned can be picked up at the parent's request. Generally, a student will have as many days as he/she was absent, excused, or suspended to make up missed assignments, including tests, for full credit. The student is responsible for obtaining assignments given during their absence.

Teachers will frequently give homework assignments, which are due some date in the future. This allows the student sufficient time to collect materials, find information or other requirements at their own pace and schedule. The purpose of such assignments is to help students learn the importance of pacing and not putting off school work until the last minute. Requirements for this kind of homework are the same as for all others. Students are expected to spend time each school day on homework or related learning activities. Parents should insure that this time is set aside regularly without interruption by chores, telephone, loud music, or TV. They are also encouraged to use this time to read to their children or to listen to them read. Average times for assigned homework or related learning activities are as follows:

Kindergarten-Grade 2	15-20 minutes
Grade 3 - Grade 5	30-60 minutes
Grade 6 - Grade 8	60-120 minutes

For additional information, please refer to Board Policy 6:290 *Homework*.

### **INSURANCE FOR STUDENTS**

The school district has purchased a student accident insurance policy that covers all enrolled students for injuries incurred while participating in school sponsored and supervised activities, including all sports. The policy pays benefits up to \$5,000,000 with no deductible. Because accidents also occur away from school additional 24 hour coverage may also be purchased. For brochures and applications contact the district office. These plans provide secondary coverage and will pay benefits after your primary health insurance has concluded its participation on a claim. If you have any questions please call the plan administrator, Zevitz-Redfiled & Associates at (847) 374-0888.

### **LOCKS AND LOCKERS**

All students grades 5-8 will be assigned a hall locker ~~and gym locker~~ for their belongings. Students are expected to keep their lockers neat and clean. Graffiti will not be tolerated. The District reserves the right to search lockers at any time.

### **LOST & FOUND**

A lost and found box for textbooks, materials, keys and jewelry is located in each building. Items not claimed from the lost and found will be donated to a local charity at the end of each semester. Please check these areas for lost items before and after school. Students should check with the PE office for items lost during PE class.

### **LUNCHESES**

Cold lunches are to be carried by the students and eaten during the lunch period. Hot lunches are served daily. Students must sign up for hot lunches in advance using the monthly forms provided by the office. Forms for free and reduced priced lunches are available in the school office. All students are required to remain at their respective school during lunch.

### **LUNCHROOM CODE OF CONDUCT**

The following rules governing the lunch program are for the safety and welfare of all students:

1. The lunchroom supervisor is in complete charge, and must be obeyed at all times.
2. Students must remain at school during the lunch periods.
3. All students will keep their lunches in their hall lockers. At lunch time, students will pick up their lunches and proceed directly to the lunchroom and be seated.
4. Students may converse in normal tones, but shouting and unruly conduct will not be tolerated.
5. Students must remain at their assigned table. Table-hopping is not permitted. Students may not get out of their seats without the permission of the lunchroom supervisor.
6. No food or drink is to be taken out of the lunchroom.
7. Soda and energy drinks are not permitted.
8. Glass bottles are not permitted. Plastic bottles and cans are allowed.
9. After being dismissed from lunch at NP, students may use the restroom, go to their lockers, and proceed to class or recess.

**Failure to obey the lunchroom rules may result in disciplinary actions being taken.**

## **MATERIALS AND SUPPLIES**

Each student is required to have necessary materials in class daily. Students and parents are given a school supply list at the time of registration. Individual teachers may require other reasonable supplies to be obtained or replenished throughout the year. Students must plan their day so that they arrive to class with needed materials with few stops at their locker. At a minimum, students should have any needed textbooks, a pen and a pencil, notebook and paper.

## **MEDICATION (DISPENSING)**

Only district personnel are authorized to give over the counter and prescribed medicines to students, and a doctor's statement of approval along with a parent's signature is required. The statement must note dosage and time. The District discourages dispensing medications during school hours. When buying medicine that is to be taken in school and at home, parents must request a second labeled bottle which lists the name of the medication, the dosage, and the doctor's name. All medications should be delivered to the school's health aid at one time to eliminate the need for a student to carry medication on a daily basis. Students are never to take any type of medication at school unless it is supervised by the health aide or designated staff unless a doctor's note is on file.

## **PARENT-TEACHER CONFERENCE REQUESTS**

Parent-Teacher conferences are scheduled twice each year (see District calendar for dates). If a parent/guardian would like to have an additional conference with a teacher, please telephone the school 24 hours in advance. A conference will be scheduled as quickly as possible.

## **PARENT-TEACHER COMMUNICATIONS**

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by phone, note, or e-mail. If a parent calls during the school day, the office will leave a note with the teacher to return the parent's call. If a parent wishes to have a conference with the teacher, they are to call ahead to make an appointment. The teachers' schedules may not allow for a walk-in conference.

## **PESTICIDE APPLICATION**

Notice will be given to students and their guardians and employees in a school building, at least two business days before a pesticide application in or on school buildings or grounds occurs.

## **PHYSICAL EDUCATION**

All students must participate in regular physical education as prescribed by law. Students at both North Prairie and Westfield must have gym shoes. Failure to change into appropriate shoes and actively participate will result in a lower grade and may result in disciplinary action. All valuables are to be left in the hall locker before going to the PE class. The health aide may excuse a student from health for up to three school days with a note from the parent/guardian. Students who need to be excused from participation for health reasons should report to the health aide to obtain a pass. A doctor's statement will be required for more than three days. Emergency one day excuses may be issued by the health aide or PE teachers at their discretion. Students who miss PE for health reasons may be required to make up missed time through alternative PE classes or written work.

## **PROMOTION**

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, grade level state standards, performance on state standardized tests, performance on the Measurement of Academic Progress Test (MAP), DIBELS, and other classroom specific forms of assessment and testing. Additional factors such as attendance, health issues, and personal tragedies will also be considered when making these decisions. A student shall not be promoted based solely upon age. Academic and other support services will be put in place to prevent academic failure or dropping out of school. For additional information, please refer to Board Policy 6:280 *Grading and Promotion; Retention*. Final report cards and/or diplomas will not be issued if outstanding fees or other balances are due to the District.

Parents or licensed educators with knowledge of student's abilities may refer a student for possible evaluation for accelerated placement. Students can be referred for early entrance into kindergarten or first grade, accelerating a student in a single subject, and grade acceleration.

## **REPORT CARDS**

Report cards are issued to pupils four (4) times each year. Report cards will be sent home approximately one week after the end of each grading period. See district calendar for exact dates.

#### Grading Scale

98 - 100 = A+    89 - 91 = B+    80 - 82 = C+    71 - 73 = D+  
95 - 97 = A    86 - 88 = B    77 - 79 = C    68 - 70 = D  
92 - 94 = A-    83 - 85 = B-    74 - 76 = C-    65 - 67 = D-    64 / below = F

#### Honor Roll Requirements

There are two classifications for honor roll based on an average of the student's grade:

3.0 - 3.49 = Regular Honor Roll    3.5 - 4.0 = High Honor Roll

If a student is given an incomplete in any subject, that student WILL NOT make the honor roll for that quarter. An "F" in any subject will also prohibit a student from making the honor roll.

#### **RESIDENCY**

Students must be residents within the geographic boundaries of the Winthrop Harbor School District. Residency is established by presenting evidence that a student resides at a regular fixed night time abode within the district. A student cannot have a permanent residence in two places at the same time. The Board of Education has a statutory duty to identify falsely enrolled non-resident students. The District does accept non-resident students on a paid tuition basis based on availability. For additional information, please refer to Board Policy 7:60 *Residency Requirement*.

#### **REQUEST TO LEAVE DURING THE SCHOOL DAY**

Whenever a child needs to leave during the school day, the parent/guardian (or designated adult) MUST come to the principal's office to sign the child out. The date, time, and reason must be stated. Whenever possible, parents are encouraged to plan vacations and medical appointments that will not interrupt the child's school year. Arrangements to go home early due to illness, must be done through the school health aide. Students may not make their own arrangements.

#### **SEX EDUCATION INSTRUCTION**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. The district will provide notice of instruction in recognizing and avoiding sexual abuse. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

#### **SEXUAL HARRASSMENT**

See the *Harassment* provision listed previously in this manual.

#### **SEX OFFENDER COMMUNITY NOTIFICATION**

Information concerning sex offenders can be found by visiting [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

#### **SPECIAL EDUCATION**

Special education instructional programs and support services are available for children between the ages of three and twenty-one who are experiencing difficulties that significantly affect expected or potential academic achievement or development. Classes and services are provided for children with difficulties in vision, hearing, communication, behavior, learning, health or physical development. Depending on the nature and severity of the educational need, programs are provided at a district school, in a neighboring district, or the Special Education District of Lake County (SEDOL). The District shall comply with the provisions of the Individuals with Disabilities Act when disciplining students with disabilities.

Any parent who has questions or concerns about the development of their preschooler should contact the Pupil Personnel Services Coordinator at: (847) 746-5438 to discuss the possibility of a screening or evaluation.

#### **STUDENT & FAMILY PRIVACY**

The District is occasionally required to conduct surveys among students for a variety of reasons. All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy 6:10 *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. Parents/guardians have the right to inspect all survey materials and refuse to allow their child to participate in the survey.

Parents/guardians have the right to inspect any instructional material used as part of their child's curriculum. The District is prohibited from subjecting students to non-emergency, invasive physical examinations or screenings, nor can any school official sell or market personal information regarding students. For additional information, please refer to Board Policy 7:15 *Student and Family Privacy Rights*.

### **STUDENT ATHLETES**

The school district maintains a policy on student concussions to promote health and safety among its student athletes, which can be found in the Board of Education policy manual on the district website. At any time, staff will notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion. 7:305 *Student Athlete Concussions and Head Injuries*

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

### **STUDENT FEES**

Student fees for one year = \$120.00. Students registering for only a portion of the school year will be charged a prorated fee to the nearest attendance quarter. Additional fees for sports, clubs, band, and other activities will be assessed based on fees set annually by the board and student participation in the activities.

### **STUDENT RECORDS**

Student records are confidential and information from them will not be released other than provided by law. The information contained in a student's permanent record includes:

- Basic identifying information, including student and parent names, addresses, and telephone numbers; birth date and
- Place, and gender;
- Academic transcript, including grades, graduation date, and grade level achieved;
- Attendance record;
- Record of release of permanent record information;
- Intelligence test scores, group and individual;
- Reports of psychological evaluations including information on intelligence, personality, and academic ability;
- Elementary achievement level test results;
- Any verified reports or information from non-educational persons, agencies, or organizations; and
- Other verified information of clear relevance to the education of the student

The parent or guardian has the right to:

- Examine their child's records, within 15 days of request.
- Obtain a copy of their child's records (at 20¢ per page-unless a fee waiver is on file)
- Control access and release of school student records and request a copy of information released. NO RECORDS will be released without a signed parental/guardian release form.
- Request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
- Permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

- Complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue.  
 SW Washington, D.C. 20202-4605

### **SUBSTITUTES**

Students are expected to fully cooperate with substitute teachers. Penalties for student misbehavior are likely to be increased when a substitute is in charge of the class. The regular teacher has prepared lessons and assignments for the substitute and carries the same importance as if assigned by the regular teacher.

### **SUICIDE AND DEPRESSION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. *For more information, reference school board policy 7:290.*

### **TECHNOLOGY/NETWORK USE POLICY**

In order for students to use the Internet, students and their parents or guardians must read and understand the following acceptable use policies. *Parents/Guardians and Students must sign the Acknowledgement and Pledge.*

The Winthrop Harbor School District offers Internet access to students for educational purposes. The District has taken precautions to eliminate controversial material and inappropriate materials. However, it is impossible for the District to restrict access to all controversial and inappropriate materials. By agreeing to the Acceptable Use Policy, parents/guardians will hold harmless the District, its employees, agents, or Board members for any harm caused by materials or software obtained via the network. Parents/Guardians accept full responsibility for supervision if and when the student's use is not in a school setting. Students also release the School District and its Board members, employees, and agents from any claims and damages arising from the use of, or inability to use the District's electronic networks, including the Internet.

#### Acceptable Uses

1. Students have access to the Internet via any computer or mobile device connected to the school network. Student access is limited to times when they can be properly supervised by staff members and receives the appropriate permission of staff.
2. Network users must respect resource limits. The network administrator will set an allotted amount of storage space for student use. Students may need to delete their files if they are using an excessive amount of space.
3. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of the handbook letter, which acts as our acceptable use policy.
4. Material created and/or stored on the system and on school issued devices should not be considered to be private. District staff or their designees may review the system and school issued devices from time to time to ensure that the technology is being used properly. For this reason, students should expect that emails, material placed on personal Web pages, and other work that is created on the network may be viewed by a third party.
5. Students must keep their passwords private. Accounts and/or passwords may not be shared.
6. Students are expected to adhere to the safety guidelines listed below.

#### Unacceptable Uses

1. The network may not be used to download, copy, or store any software, shareware, freeware, or other files including music or video without prior permission from district administration or their designees.
2. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator.
3. Use of the network for advertising or political lobbying is prohibited.
4. The network may not be used to transmit any material, or for any activity, that violates federal or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.

5. Students may not use vulgar, derogatory, or obscene language or images. Users may not engage in personal attacks, harass another person, or post private information about another person.
6. Students may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. Students may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a student accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.
8. Students may not access social networking sites, such as Facebook, MySpace, LinkedIn, Twitter, etc. unless directed by the classroom teacher for educational purposes.
9. Student may not use network in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:
  1. Using the device to take photographs in locker rooms or bathrooms;
  2. Cheating;
  3. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e. sexting)

### **Safety Guidelines for Students**

1. Never give out your last name, address, or phone number.
2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
4. Picture or videos with student names will not be published without a signed parent permission slip. Permission slips will be held on file for each student for the duration of their attendance at Winthrop Harbor School District.

### **Social Networking**

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. For additional information, please refer to Board policy 7:140 *Search and Seizure*.

### **Discipline for Violations**

If a student fails to adhere to this policy, district administration or their designee may immediately suspend or revoke the network user's privilege and possible disciplinary action and/or legal action may be taken. Students who misuse computers (e.g. pulling wires, erasing programs or files without permission, etc.) may also lose computer privileges and disciplinary action may follow.

### **TEEN DATING VIOLENCE PROHIBITED**

Engaging in teen dating violence that takes place at school, on school property, at school sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Anyone with information about incidents of teen dating violence is encouraged to report them to any staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence. 7:185 *Teen Dating Violence Prohibited*

### **TELEPHONE MESSAGES**

The schools will make every attempt to relay phone messages to students but cannot guarantee delivery and will not assume responsibility for missed messages. Since it is very difficult to determine the authenticity of callers on the phone, the school reserves the right to ask questions to determine authenticity. This policy must be followed for the protection of your child(ren).

### **TEXTBOOKS**

The books issued to students are only on loan. Students are expected to return the books in good condition, and will be held responsible for all lost, stolen, or damaged books. Fines will be assessed at the end of the school year for all lost, stolen, and/ or damaged books. Book covers are highly recommended.

## **TITLE I PROGRAM**

For students who have difficulties in reading, a Title I teacher is available to provide remediation. Parents will be involved in Title I program through parent information sessions called by the Title I teacher and parent conferences. Dates for parent information meetings will be established by the Title I teacher.

## **TRANSPORTATION**

The District may provide transportation to and from school-sponsored activities and may charge for such transportation. No school employee may transport students in school or private vehicles unless authorized by the administration. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations.

## **TRANSFERS**

Parents are to notify the school secretary as to the date of their child's last day in the District. Students are then to pick up a book checkout form in the office on the morning of the last day of attendance. Students are to return this form to the office, signed by all their teachers, after all of the books have been returned, locker cleaned out, and all fees paid.

## **TRUANCY**

It is the responsibility of all parents/guardians to insure that their children attend school regularly. The District works in conjunction with the Winthrop Harbor Police Department, DCFs, and the Lake County Office of Education regarding truancy. Parents of students who are truant may have a complaint signed against them by the school for violation of the village's truancy ordinance, and/or be referred to Project PASS.

## **VISITORS**

All persons other than enrolled students or district employees are considered visitors and must be checked in at the main office before entering other parts of the building.

## **VOLUNTEERS**

The School Board encourages the use of volunteers as described in Board Policy 6:250. Volunteers must meet the following criteria:

- Complete an information form and waiver prior to volunteering within the school district.
- Have a desire to enrich student learning opportunities and the school community. Serve in an auxiliary capacity under the direction and supervision of a staff member.

The school has the right to deny a request to volunteer if an individual meets the following criteria:

- A Child Sex offender as defined by the Child Sex Offender and Murderer Community Notification Law
- A convicted felon.
- Behaves in any manner that demonstrates he/she is not a good role model or is otherwise detrimental to the school environment.

Volunteers are prohibited from bringing young children to school unless otherwise approved to do so by the building administrator.

# **DISCIPLINARY PROCEDURES**

Discipline will be administered according to the offense committed and the context in which the violation occurs. All disciplinary measures are intended to remedy inappropriate and unacceptable student behavior. Students are expected to behave in a manner appropriate for public situations, showing consideration for others, and complying with school and classroom regulations.

Infractions are separated into three general categories:

Level One: Infractions that will be addressed at the classroom level, in the cafeteria, or in P.E. The teacher(s) responsible for that area will create a disciplinary policy and send it home with the student during the first month of school.

Level Two: Infractions that require a referral to the office and will result in some type of consequence including detentions, administrative detention, ISS, and suspensions out of school

Level Three: Infractions that impact on the safety and wellbeing of students and staff. There are Board of Education policies as well as state and federal laws that govern how such infractions are to be addressed. All behaviors at this level constitute gross disobedience and typically result in a suspension and may lead to the consideration of expulsion by the Board of Education. Parents will be notified by phone whenever infractions of this nature occur. In most situations, the parent or guardian will be asked to come to school immediately to discuss the matter and to pick up their child. There may also be a need to call the police particularly when weapons and controlled substances are involved.

The Administration reserves the right to increase or modify a consequence dependent upon the severity of the infraction. An explanation for the consequence will always be given to the student and parent by the administrator

### **SUSPENSION PROCEDURE**

When considering the issues associated with due process, suspension and expulsions, the Constitution of the State of Illinois states: "a fundamental goal of the people of the state is the educational development of all persons to the limits of their capacities." Therefore, when a student acts irresponsibly, violates the rights of others, or presents an actual or threatened danger to persons or property, they may be subjected to the restriction of certain rights and privileges. Students that commit acts of gross disobedience or misconduct, lose their unrestricted right to a free public education and must suffer certain restrictions and/or sanctions.

School administrators are authorized to suspend pupils guilty of gross disobedience or misconduct. A student may not be denied a free public education without due process of law. Due process means the student will be provided an opportunity to defend/explain the circumstances or a rule violation, or to attempt to prove their innocence. Due process procedures include:

1. The school official shall give the student oral or written notice of the charges and evidence to support the charges.
2. If the student denies the charges, the student will have an opportunity explain in a conference with the school official.
3. The school official will gather all information and evidence to make a fair determination whether or not the student has an acceptable explanation.
4. If the school official determines a rule has been violated, the student will be notified if sanctions will be imposed. If the student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, they may be immediately removed from school. In such cases, the requirements of notice and hearing shall follow as soon as practicable.
5. If a student is subject to out-of-school suspension, the parents/guardian will be notified by the principal, or superintendent regarding the reason(s) for the suspension, and the number of days of the suspension (may not exceed 10 school days). Parent/guardian will be notified concerning their right to appeal to the Board of Education. A written report to the parent/guardian will be sent via U.S. Mail.

### **APPEAL OF SUSPENSION (REQUEST FOR REVIEW)**

1. The parent or guardian shall make all requests for review within three days after receipt of notice of suspension and shall be made to school official who imposed the suspension.
2. A parent or guardian requesting a review shall appear and discuss the suspension with the hearing officer appointed by the Board. The hearing shall be held within three days after receipt of the request for review of the student involved. Therefore, the hearing officer shall report to the board by written summary the evidence heard at the meeting.

3. Upon receipt of the report the Board may take such action as it finds appropriate, provided however, any hearing thereon shall be held in executive session for the protection for the student involved.
4. At the hearing conducted by the Board, or by a hearing officer appointed by the board, the student has the right to legal counsel.
5. If requested by the student, the parent, or their representative, a transcript will be kept of the proceedings.
6. If the opinion of the Board upholds the suspension, the student and the parent shall be notified of the right of appeal to the Regional Superintendent of Schools and then to the State Superintendent of Education.
7. If the suspension decision is reversed, all references to the suspension in the student's records shall be removed, and the school shall afford whatever assistance is necessary for the student to make up schoolwork missed.

In expulsion cases, the following is required:

1. The parents shall be notified of the reasons for the expulsion, including a copy of the rules allegedly violated, the length of the expulsion, and the date, time, and place of the school board hearing.
2. At the hearing by the Board, the student (through their representative) has the right to question the person who made the recommendation to expel, the right to present and question witnesses, and the right to make a statement on their own behalf.
3. If requested by the student, the parent, or their representative a transcript will be kept of the proceedings.
4. If the Board's decision is to expel, the parents shall be notified of the right to appeal to the Regional Superintendent of Schools and then to the State Superintendent of Education.

The basic difference in suspension and expulsion are as follows:

1. A suspension is for a period not to exceed 10 school days; an expulsion is for a period not to exceed a maximum of two (2) school years as defined by the Illinois School Code.
2. The principal or superintendent may suspend a student; only the Board may expel a student.
3. A student may be suspended prior to a hearing; a student may not be expelled until after a hearing.

**INFRACTIONS**

The Administration reserves the right to increase or modify a consequence based on the severity or circumstances of the infraction. An explanation for the consequence will always be given to the student and parent by the administrator. Consequences will emphasize restoring relationships and re-teaching expected behaviors and desired outcomes. Consideration of student's age and intention is given when determining consequences. Students may receive one or more consequences listed. Discipline might include the following consequences, but is not limited to the ones that are listed. The length of consequences vary based on infraction.

<p><b><u>Level One Infractions:</u></b>  Chewing gum  Class disruption  Cheating/Plagiarism  Minor insubordination  Disrespect  Student to Student  Student to Staff  Failure to follow school rules  Horseplay  Inappropriate language/gestures  Failure to follow class rules  Skipping class - truancy  Tardy to class  Technology Violation  Graffiti / Minor Vandalism</p>	<p><b><u>Level One Consequences:</u></b>  Apology  Parental contact  “Cool Off” period (different area)  Loss of privileges  Detention  Zero percent on assignment  Restitution  Re-teaching appropriate behaviors  Verbal Correction/Warning  Administrative Warning  Administrative Detention</p>
<p><b><u>Level Two Infractions:</u></b>  Insubordination/Disrespect (2nd Occurrence)  Dangerous Behavior resulting in injury  Fighting/Physical Aggression  Smoking/Possession of Smoking Material (Including smokeless)  Horseplay resulting in injury  Theft  Vandalism  Threatening/Harassing/Bullying Students  Profanity Toward Staff  Threatening Staff  Technology Violation  Student to Student  Disruption to Learning Environment</p>	<p><b><u>Level Two Consequences:</u></b>  <i>(In addition to Level One Consequences)</i>  Administrative Detention  Conference with parent  Meeting with social worker  Meeting with behavior interventionist  Loss of school privileges  In School Suspension  Out of School Suspension</p>
<p><b><u>Level Three Infractions:</u></b>  Arson/Attempted Arson  Controlled Substance  Gross Disobedience/Misconduct  Hazing  Physical Assault  Student to Student  Student to Staff  Weapons  Gangs</p>	<p><b><u>Level Three Consequences:</u></b>  <i>(In addition to Level One and Level Two Consequences)</i>  Functional Behavior Assessment  Behavior Intervention Plan  Referral to PPS  Police report  Out of School Suspension  Expulsion Considered</p>

**LOSS OF PRIVILEGES**

In addition to the penalties described above students who receive Out of School Suspensions (OSS), administrative detention, or In School Suspension (ISS) may lose the privilege of participating in school rewards and activities. This may include up to 6 weeks suspension from:

- Student Dances
- School Reward Days/Assemblies
- Field Trips
- Field Day
- Gym Jam/Open Gym
- Extracurricular Activities or clubs occurring once per week or less.
- Students may not attend sporting events as a spectator unless accompanied by a parent

Students involved in daily extracurricular activities (e.g. sports or band) may receive a two week suspension from those activities. After 10 days of OSS, ISS, or NS in a school year the student may be referred to the Board to consider expulsion.

**LEVEL THREE INFRACTIONS**

Infractions that impact on the safety and well being of students and staff. There are Board of Education policies as well as state and federal laws that govern how such infractions are to be addressed. All behaviors at this level constitute gross disobedience and typically result in a suspension and may lead to the consideration of expulsion by the Board of Education. Parent will be notified by phone whenever infractions of this nature occur. In most situations, the parent/guardian will be asked to come to school immediately to discuss the matter and to pick up their child. There may also be a need to call the police particularly when weapons and controlled substances are involved.

The following chart outlines Level Three Infractions – Discipline outlined below is a recommendation and may be issued up to and including the following:

<p><b><u>ARSON/ATTEMPTED ARSON</u></b></p> <ul style="list-style-type: none"> <li>Causing a fire, or attempting to cause a fire on school grounds. Creating conditions which could lead to a fire.</li> </ul>	<p><b>Any Occurrence</b></p> <ul style="list-style-type: none"> <li>5-10 days OSS</li> <li>police referral</li> <li>referral to social worker</li> <li>parent conference to return to school</li> <li>expulsion considered</li> </ul>
<p><b><u>CONTROLLED SUBSTANCE</u></b></p> <ul style="list-style-type: none"> <li>Under the influence of alcohol and/or controlled substance</li> <li>Possession of a controlled substance, look alike substance, and/or alcohol</li> <li>Sale or distribution of a controlled substance, look-alike, and/or alcohol</li> </ul>	<p><b>1<sup>st</sup> Occurrence</b></p> <ul style="list-style-type: none"> <li>3-5 days OSS</li> <li>referral to social worker</li> </ul> <p><b>Any Subsequent Occurrence</b></p> <ul style="list-style-type: none"> <li>5-7 days OSS</li> <li>parent conference to return to school</li> <li>refer for counseling</li> <li>police referral</li> </ul> <p><b>Any Occurrence</b></p> <ul style="list-style-type: none"> <li>5-7 days OSS for look-alike OR 10 days OSS for controlled substance</li> <li>expulsion considered</li> <li>police referral</li> <li>parent referral</li> <li>parent conference to return to school</li> </ul> <p><b>Any Occurrence</b></p> <ul style="list-style-type: none"> <li>10 days OSS</li> <li>police referral</li> <li>expulsion considered</li> <li>parent conference to return to school</li> </ul>
<p><b><u>GROSS DISOBEDIENCE/MISCONDUCT or HAZING</u></b></p>	<p><b>Any Occurrence</b></p>

<ul style="list-style-type: none"> <li>Any conduct, behavior or activity leading to or causing substantial injury</li> </ul>	<ul style="list-style-type: none"> <li>10 days OSS</li> <li>expulsion considered</li> <li>parent conference to return to school</li> <li>may file police report</li> </ul>
<p><b><u>PHYSICAL ASSAULT – Student to Staff</u></b></p> <ul style="list-style-type: none"> <li>Any aggressive physical contact initiated by a student and directed toward a staff member.</li> </ul>	<p><b>1<sup>st</sup> Occurrence</b></p> <ul style="list-style-type: none"> <li>3-5 days OSS</li> <li>referral to social work</li> <li>parent conference to return to school</li> <li>may file police report</li> </ul> <p><b>Any Subsequent Occurrence</b></p> <ul style="list-style-type: none"> <li>10 days OSS</li> <li>expulsion considered</li> <li>police report filed</li> </ul>
<p><b><u>WEAPONS</u></b></p> <ul style="list-style-type: none"> <li>possession of a look-alike weapon (toy, plastic) with no intent to cause injury</li> <li>possession of a knife or other weapon without intent to do injury/threaten (NOTE: consideration will be given to student’s age and type of weapon)</li> <li>possession of any knife, other weapon or any object used as a weapon to threaten bodily harm</li> <li>possession of a gun, rifle, shotgun, or weapon defined by Section 921 of Title 18, United States Code. Any object can be considered a weapon under this code if used or attempted to be used to cause bodily harm.</li> </ul>	<p><b>1<sup>st</sup> Occurrence</b></p> <ul style="list-style-type: none"> <li>1-3 days ISS or equivalent</li> </ul> <p><b>Any Subsequent Occurrence</b></p> <ul style="list-style-type: none"> <li>5 days OSS</li> <li>parent conference to return to school</li> </ul> <p><b>1<sup>st</sup> Occurrence</b></p> <ul style="list-style-type: none"> <li>3-7 days OSS</li> <li>behavioral contract with social worker</li> <li>parent conference to return to school</li> <li>consider police referral dependent upon circumstances</li> </ul> <p><b>Any Subsequent Occurrence</b></p> <ul style="list-style-type: none"> <li>10 days OSS</li> <li>expulsion considered</li> <li>parent conference to return to school</li> <li>consider police referral dependent upon circumstances</li> </ul> <p><b>Any Occurrence</b></p> <ul style="list-style-type: none"> <li>10 days OSS</li> <li>police referral</li> <li>expulsion considered</li> </ul> <p><b>Any Occurrence</b></p> <ul style="list-style-type: none"> <li>police referral</li> </ul>

	<ul style="list-style-type: none"> <li>● expulsion (see Board Policy 7:190 <i>Student Discipline</i>)</li> </ul>
<p><b><u>GANGS</u></b> Students have a right to attend school in a safe environment. The influence of gangs in schools jeopardizes a safe environment. Gangs and all gang related behaviors will not be tolerated in our schools.</p> <p><u>Infraction</u></p> <ul style="list-style-type: none"> <li>● **wearing gang colors, clothing jewelry or any other emblem that suggests gang affiliation or possession of gang paraphernalia, and/or</li> <li>● drawing and/or posting of gang related/graffiti or distribution of literature, and/or</li> <li>● verbal use of gang terminology or other speech related to gangs, and/or</li> <li>● flashing gang signs or gestures</li> <li>● recruitment of members, intimidation, threats of violence, or any act of violence</li> </ul> <p>** The wearing of colors or emblems frequently associated with gangs will not be considered as gang related activities as long as there is not evidence of gang representation by the student. We will however inform the student and his/her parents of the significance of such items.</p>	<p><b>1<sup>st</sup> Occurrence</b></p> <ul style="list-style-type: none"> <li>● 3-5 days OSS</li> <li>● parent conference to return</li> <li>● social work referral</li> </ul> <p><b>2<sup>nd</sup> Occurrence</b></p> <ul style="list-style-type: none"> <li>● 5-10 days OSS</li> <li>● parent conference to return to school</li> <li>● police contact</li> <li>● continue social work involvement</li> </ul> <p><b>3<sup>rd</sup> Occurrence</b></p> <ul style="list-style-type: none"> <li>● 10 days OSS</li> <li>● expulsion considered</li> <li>● police contact</li> <li>● continue social work involvement</li> </ul> <p><b>Any Occurrence Thereafter</b></p> <ul style="list-style-type: none"> <li>● 10 days OSS</li> <li>● expulsion considered</li> <li>● police contact</li> </ul>

## DEFINITION OF TERMS AND RELATED INFORMATION

**ALTERNATIVE DETENTIONS** – Detentions that extend beyond the normal day in lieu of multiple detentions or OSS. These are prearranged with an Administrator.

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

1. Placing the student in reasonable fear of harm to the student’s person or property.
2. Causing a substantially detrimental effect on the student’s physical or mental health.
3. Substantially interfering with the student’s academic performance.
4. Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

**CHEATING** – Act of obtaining, using and/or giving information in a false, fraudulent manner. (See also Academic Dishonesty in district policies)

**CONTROLLED SUBSTANCE** – Alcoholic beverages, behavior altering substances (including nutritional supplements), drugs without a medical prescription, misrepresentation of a common substance (i.e. sugar) as a drug, including any form of drug paraphernalia.

**DANGEROUS BEHAVIOR** – Behaving in such a way that reasonably could cause injury to self, another student or staff member.

**DETENTION** – Keeping a student before or after school hours as a consequence for an infraction.

**DISREPECT** - To call derogatory names, dishonor, or abuse verbally or in writing any member of the school/district staff or student body; disregard for authority; uncooperative behavior.

**DISTRIBUTION OF DRUGS/ALCOHOL** – Exchange of controlled substances from one student to another.

**DRESS CODE** – The Board of Education prohibits any clothing, attire, make-up, hair coloring or jewelry which may cause a disruptive, unhealthy, or unsafe learning environment. Specific guidelines for dress are contained in the handbook.

**ELECTRONIC DEVICES** – No student shall use or have in his or her possession any electronic communication device or any other piece of electronic equipment (excluding calculators) while in the school building without the express authorization of the administration. Students found in possession of such equipment will have the device confiscated and only returned to a parent. Continual violations of this rule may result in confiscation through the end of the school year and/or further disciplinary action. (See also Cell Phone Usage in district policies)

**ELIGIBILITY** - Participation in extracurricular activities is a privilege. Providing a strong academic foundation is the foremost goal of the district and all other activities are secondary to this purpose. To maintain the privilege of participating in extracurriculars, students must maintain minimum academic standards. Students who are failing one or more subjects will be restricted from participating in activities until they have brought the grades to a passing level.

**EXPULSION** – Following suspension, the exclusion of a student for a period of time not to exceed 12 months unless the reason for expulsion is possession, use or distribution of a dangerous weapon or any other object that can reasonably be constituted or looks like a weapon. For such occurrences expulsion can be up to 24 months. Only the Board of Education or its designee can expel. The Board has the authority to modify the expulsion requirement on a case by case basis. **Any student who has been expelled may not participate in any school-sponsored activity.**

**EXTORTION** – Obtaining money, and/or other articles of value or information from someone by coercion or intimidation. Extortion will be considered a threatening behavior.

**FIGHTING** - Aggressive, hostile, physical contact between students.

**GANG** – “Gang” shall mean any organization, club or group composed wholly or in part of 2 or more students, which seeks to perpetuate itself by accepting additional members and which is assembled for the common purpose or design of (1) committing or conspiring to commit criminal offenses, (2) engaging in conduct that is inimical to the public good, or (3) engaging in conduct that interferes with or disrupts the District’s educational process or programs.

**GANG-RELATED ACTIVITY** – “Gang related activity” shall mean any conduct engaged in by a student (1) on behalf of any gang, (2) to perpetuate the existence of any gang including recruitment, (3) to effect the common purpose and design of any gang, including without limitation recruiting students for membership in any gang, extortion for protection, “threatening” or intimidating other students or employees to commit acts or omissions against his will in furtherance of the common purpose and design of any gang or (4) distribution of gang related literature, defacing school property with gang graffiti drawing gang graffiti while on school property or verbal comments referencing gangs or gang related topics. Such activity will constitute Gross Disobedience.

**GANG-RELATED ITEMS** – Any clothing, colors, jewelry, emblem, badge, symbol, sign or other things which may be viewed as evidence of membership or affiliation in any gang. This included the wearing of coats and hats during the school day.

**GROSS DISOBEDIENCE OR MISCONDUCT** – Any conduct, behavior, or activity leading to, or causing substantial injury, disruption or interference with school activities, or abridging the rights of other students or school personnel. Gross disobedience or misconduct may occur on school grounds, on a school bus, or at a school function.

**HARASSMENT** – Harassment means any unwelcome advances of a verbal or physical nature, which interferes with a student’s school performance or creates a hostile, intimidating or offensive environment for the student. This includes bullying and cyberbullying. Harassment will be considered a threatening behavior.

**HAZING** – Any Intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

**HORSE/PLAYING FIGHTING** – Physical contact between students including tripping, hitting, shoving and chasing.

**INAPPROPRIATE LANGUAGE/GESTURES** - Swearing, obscenities, sexual innuendos, racial slurs, or verbal remarks/noises intended to imitate inappropriate remarks. Inappropriate gestures are any physical expressions that are intended or are commonly known to represent an inappropriate statement. May result in detention or ES.

**INTENT TO CAUSE INJURY** – When a student knowingly initiates action against a fellow student or staff member to cause injury to that person.

**INTIMIDATION** – Verbal comments or gestures which threaten the well being, health or safety of any student, teacher or other staff. Intimidation will be considered a threatening behavior.

**ISS (In School Suspension)** – The temporary exclusion of a student from a class or classes while in school. While in the ISS room, students will be expected to analyze the behavior that resulted in their placement in ISS and identify more appropriate ways to handle future situations. Only the Principal may recommend a student for ISS.

**LASER POINTERS** - Laser pointers are small, hand held, battery-operated sources of a red light beam, frequently used for presentations. Possession of a laser pen by students will be treated as a dangerous behavior and the laser pen confiscated.

**LOITERING** - The act of being in or around the school building or in specifically restricted areas of the school building or school grounds at unauthorized times or without the authorization of school personnel. Loitering may be considered a dangerous behavior.

**MAJOR INSUBORDINATION/DISRESPECT** – The failure/refusal to respond to or carry out a reasonable request by authorized school personnel which may include the use of profanity.

**NIGHT SCHOOL** – Extended detentions served from 3-5pm after school. Evening School detentions are given for more serious (Level 2) infractions or for failure to serve other disciplinary consequences (e.g. skipping a detention).

**PARENT CONFERENCE** – A face to face meeting held in school with the teacher (or team), parent and other staff as needed (social worker, psychologist, special teachers, Principal, etc.)

**PARENT NOTIFICATION** – For all level 2 and 3 infractions, the principal will inform parents via telephone of the incident that resulted in an office referral. Reasonable attempts will be made to contact parents. In cases where parents cannot be reached by phone, a written explanation of the incident will be mailed home.

**PHYSICAL ASSAULT** – The act of physical aggression toward any staff/school employee or a fellow student on school property or at any school sponsored activity, which results in injury.

**PHYSICAL DISPLAY OF AFFECTION** – Display of intimacy that is inappropriate for school at this age level. This includes (but is not limited to) kissing, caressing, extended hugging or holding hands, sitting or laying on another person, etc. Consequences may include detentions and parental contact.  
be cleaned by the students on a regular basis.

**RESTITUTION** – Replacement or compensation for loss/damage or restoration to previous condition of damaged items.

**SMOKING/POSSESSION OF SMOKING MATERIAL** – Use of or possession of tobacco products on school property including cigarettes, e-cigarettes, cigars, pipes or tobacco, smokeless or “chewing” tobacco, matches or lighters.

**SUSPENSION** – (OSS) Out of school suspension – the temporary exclusion of a student from school for a period of time not to exceed 10 days. A suspended student may make up missed work for credit. A suspended student may not attend any school-sponsored activity and is not allowed on school grounds without administrative approval. Only the principal is authorized to suspend a student from school.

**TARDINESS** – Failure to report without acceptable excuse to assigned classrooms or other instructional areas after the start of the school day/class.

**TELEPHONE USE** - Students may use the office phone to notify parents when staying after school. Students will not be permitted to use the office phone to call home for forgotten books, assignments, instrument; to get permission to go somewhere else other than home after school, etc. The school reserves the right to determine if the calls are necessary.

**THEFT** – Taking or acquiring the property of others or school property without consent/permission.

**THREATENING BEHAVIOR** – When a student verbally wishes harm or alludes to harming another student including statements regarding third parties. For example, “Student X is going...”

**THROWING OBJECTS** – When a student throws an object. If the object hits a student or staff and causes bodily harm, it will be considered dangerous behavior.

**TRESPASSING** – When a student is found in the building or on school property without permission from a school authority.

**TRUANT** – Absence from school or classes without valid permission by a parent call to the school.

**UNEXCUSED ABSENCES** – Absence from school without obtaining consent of the proper school personnel or leaving the school building or grounds without permission during school hours.

**VANDALISM** – Defacing or destruction of student property or school property, which includes any building, parking lot, buses, or vehicles parked on school grounds and all classrooms.

**WEAPONS** – Weapon (105 ILCS5/10-22.6(d) means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, 1 use of weapon as defined in Section 24-1 of the Criminal Code, 3 knives, guns firearms, rifles, shotguns, brass knuckles, billy clubs, or “look-alikes” thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.