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Summit Hill School District 2012-13 Calendar

August 20 & 21.....	Teachers' Institute - No School
August 22.....	First Day of School
September 3.....	Labor Day - No School
October 5.....	1/2 Day School in AM, - PM Teacher In-service-No School
October 8.....	Columbus Day - No School
November 19-20.....	Parent/Teacher Conference Day - No School
November 21-23.....	Thanksgiving Holiday - No School
December 21.....	Last Day of School before Holiday Break
December 24-January 4.....	Holiday Vacation
January 7.....	Classes Resume after Holiday Break
January 18.....	1/2 Day School in AM, - PM Teacher In-service-No School
January 21.....	Martin Luther King's Birthday - No School
February 15.....	Teachers' Institute - No School
February 18.....	President's Day - No School
March 1.....	1/2 Day School in AM, - PM Teacher In-service - No School
March 4.....	Pulaski Day - No School
March 28.....	Last Day of School before Spring Break
March 29 - April 5.....	Spring Break
April 8.....	Classes Resume after Spring Break
May 23.....	1/2 Day School in AM, - PM Teacher In-service - No School
May 24.....	Teachers' Institute - No School
May 27.....	Memorial Day - No School
June 7.....	Last Day of School

Grades 1 - 6

Progress Reports Issued
September 27
December 6
February 22
April 24

End of Reporting Period	Student Attendance Days
October 22	43
January 10	43
March 19	43
June 7	45 + 5 Weather Days

Report Cards Issued
November 1
January 23
March 28
June 7 or last day of school

Quarters	
1 st Quarter	8/22/2012 - 10/22/2012
2 nd Quarter	10/23/2012 - 1/10/2013
3 rd Quarter	1/11/2013 - 3/19/2013
4 th Quarter	3/20/2013 - 6/7/2013

Grades 7-8 Terms	
Term 1	8/22/2012 – 10-11-2012
Term 2	10/12/2012 – 12/5/2012
Term 3	12/6/2012 – 2/7/2013
Term 4	2/8/2013 – 4/10/2013
Term 5	4/11/2013 – 6/7/2013

Student Attendance Periods Includes 5 Weather Days	
August 22 – September 28	27
October 1 – October 31	22
November 1 – November 30	17
December 3 – December 21	15
January 7 – January 31	18
February 1 – February 28	18
March 5 – March 28	19
April 8 – April 30	17
May 1 – May 31	21
June 1 – June 7	5

School Curriculum/Expectations Nights

Date	Day	Time	School	Grade
August 27, 2012	Monday	7:00 PM – 8:15 PM	Rogus Kindergarten/ 1 st Grade	K-1
August 28, 2012	Tuesday	7:00 PM – 8:15 PM	All Elementary	Grades 1-4, DJR 2-4
August 30, 2012	Thursday	7:00 PM – 8:15 PM	Hilda Walker School	5
September 4, 2012	Tuesday	7:00 PM – 8:15 PM	Hilda Walker School	6
September 5, 2012	Wednesday	7:00 PM – 8:15 PM	SHJH	7
September 6, 2012	Thursday	7:00 PM – 8:15 PM	SHJH	8

SUMMIT HILL DISTRICT ADMINISTRATIVE CENTER

20100 South Spruce Drive
Frankfort, Illinois 60423
(815) 469-9103
Fax (815) 469-0566

BOARD OF EDUCATION

MARY KENNY, President
JOY MURPHY, Vice President
DENISE A. LENZ, Secretary
STACEY BORGENS, Member
SEAN WILLIAM DOYLE, Member
GEORGE PERROS, Member
DENISE WILDEVELD, Member

DISTRICT ADMINISTRATION

Barb Rains..... Superintendent
Jim Martin Assistant Superintendent
Susan KrautstrunkDirector of Finance & Transportation
Bridget Nolan.....Director of Special Services

DISTRICT SCHOOLS

<u>Arbury Hills School (Grades 1-4)</u> 19651 S. Beechnut Drive, Mokena, Illinois 60448-9333	(708) 479-2106 Fax: (815)-464-2249
<u>Frankfort Square School (Grades Pre-K, 1-4)</u> 7710 West Kingston Drive, Frankfort, Illinois 60423-9318	(815) 469-3176 Fax: (815) 464-2068
<u>Indian Trail School (Grades 1-4)</u> 20912 South Frankfort Square Rd, Frankfort, Illinois 60423	(815) 469-6993 Fax (815) 806-8352
<u>Dr. Julian Rogus School (Grades K-4)</u> 20027 S. 88th Avenue, Frankfort, Illinois 60423	(815) 464-2034 Fax: (815) 464-2250
<u>Walker Intermediate School (Grades 5-6)</u> 19900 S. 80th Avenue, Tinley Park, Illinois 60477	(815) 464-2285 Fax (815) 464-2160
<u>Summit Hill Junior High (Grades 7-8)</u> 7260 West North Avenue, Frankfort, Illinois 60423-9207	(815) 469-4330 Fax (815) 469-7348

BUILDING HOURS

District Administrative Office	8:00 A.M. - 5:00 P.M.
Elementary Schools	8:30 A.M. - 3:45 P.M.
Walker Intermediate School	7:55 A.M. - 3:55 P.M.
Summit Hill Junior High	7:25 A.M. - 3:55 P.M.

STUDENT ATTENDANCE HOURS

Arbury Hills School	9:00 A.M. - 3:30 P.M.
Frankfort Square School	9:00 A.M. - 3:30 P.M.
Indian Trail School	9:00 A.M. - 3:30 P.M.
Summit Hill Junior High	7:50 A.M. - 2:20 P.M.
Walker Intermediate School	8:20 A.M. - 2:50 P.M.
Dr. Julian Rogus School- Grades 1-4	9:00 A.M. - 3:30 P.M.
Dr. Julian Rogus School- Kindergarten Program	8:45 A.M. - 2:15 P.M.
Dr. Julian Rogus School- A.M. Half-Day Kindergarten	8:45 A.M. - 11:15 A.M.
Pre-School Program at Frankfort Square School (AM)	9:15 A.M. - 11:45 A.M.
Pre-School Program at Frankfort Square School (PM)	12:45 P.M. - 3:15 P.M.

BOARD OF EDUCATION MEETINGS

Board of Education Meetings are held twice a month on the 2nd and 4th Wednesday of each month. During the months of November, December and June there will only be one meeting on the second Wednesday of the month. Board meetings are held at the various locations listed below. The Administrative Center is located at 20100 S. Spruce Drive, Frankfort IL 60423. All meetings are open to the public and begin promptly at 7 P.M.

<u>Date</u>	<u>Location</u>
July 11, 2012	Administrative Center
August 8, 2012	Administrative Center
August 22, 2012	Administrative Center
September 12, 2012	Administrative Center
September 26, 2012	Summit Hill Junior High School
October 10, 2012	Administrative Center
October 24, 2012	Hilda Walker Intermediate School
November 14, 2012	Administrative Center
December 12, 2012	Administrative Center
January 9, 2013	Administrative Center
January 23, 2013	Dr. Julian Rogus School
February 13, 2013	Administrative Center
February 27, 2013	Indian Trail School
March 13, 2013	Administrative Center
March 27, 2013	Arbury Hills School
April 10, 2013	Administrative Center
April 24, 2013	Frankfort Square School
May 8, 2013	Administrative Center
May 22, 2013	Administrative Center
June 12, 2013	Administrative Center

PARENT-STUDENT HANDBOOK

ADMISSIONS/STUDENT TRANSFERS NON-DISTRICT SCHOOLS (Reference Board Policy 7:50)

Age

To be eligible for admission to Kindergarten, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before December 31. Parents/guardians may request early admission for a child. The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

Admission Procedure

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

1. A certified copy of the student's birth certificate (Which will be returned). If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

Homeless Children

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

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the District.

ADVERTISING AND DISTRIBUTING MATERIALS IN SCHOOLS (Reference Board Policy 8:25)

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent.

Community, educational, charitable, recreational, or similar groups may, with permission of the Superintendent, advertise events pertinent to students' interests or involvement. All material and literature must be student-oriented and have the sponsoring organization's name prominently displayed.

AGGRESSIVE BEHAVIOR REPORTING (Reference Board Policy 7:190)

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including such behaviors as bullying. The School Board policy prohibits a student engaging in aggressive behavior that causes physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, cyber bullying, or other comparable conduct.

ALLERGY MANAGEMENT (Reference Board Policy 7:285)

If your child has a food allergy, please alert the School Principal or designee so that the District may take appropriate measures to prevent any incident in accordance with our Food Allergy Management Program.

Individual Food Items Brought to School

At all times, parents are still free to provide their own child (ren) with individual food items and beverages of their choice as long as the items do not result in serious allergic reactions for other students in the classroom and/or school. Parents will be informed when specific accommodations for food allergies are established. Accommodations will only be utilized on an "as needed" basis and will be provided by the individual school.

APPEARANCE CODE (Reference Board Policy 7:160)

In an effort to address concerns for student safety and welfare and to create a learning environment with minimal distractions, the staff and administration will be responsible for enforcing the appearance code.

Students' dress for school, school activities, and school-related trips should be reasonable, reflect good taste, and be agreeable to the school sponsor/administration. Any mode of dress or appearance (including but not limited to hairstyle and/or color, visible tattoos, gauged earrings and body piercing) that is disruptive to the safety or educational environment of our school will not be tolerated.

- Clothing or jewelry that advertises or promotes the use of drugs, alcohol, tobacco, or has suggestive slogans written or displayed may not be worn or brought to school. Depictions of weapons, vulgar, obscene, suicidal, satanic or violent messages that advocates or is suggestive of disobedience to society will not be tolerated.
- Outerwear, such as coats, jackets, gloves, sunglasses, hats and other head coverings may not be worn during the school day unless the student is directly entering or leaving the building.
- Clothing must be appropriate. Sagging shorts or pants are prohibited. Pants must be securely fastened at the waist. Pants with holes above the knees are not appropriate. Skirts and shorts must be to the fingertips regardless of additional leg wear underneath. Necklines must be no more than 3" from the collarbone. Pajama pants may only be worn on designated spirit days.
- Students must wear clothing that completely covers the body from the shoulder to the mid-thigh region even while seated. Form-fitting clothing made of spandex or similar material may not be worn unless other clothing is worn over it from shoulder to mid-thigh. Tube tops, halters, see-through shirts, mesh shirts, tank tops, spaghetti straps, sleeveless shirts, crop tops, or tops which expose cleavage or midriff will not be allowed.
- Wallet chains/key chains, studded belts or jewelry may not be worn.
- Appropriate footwear must be worn at all times. All footwear must have an enclosed toe. Shoes with built in wheels, slippers, or any other shoes that may cause markings or damage to floors or create a disturbance will not be allowed. Due to daily physical activity students are strongly encouraged to wear shoes with backs.
- Writing utensils should not be used to mark on any parts of the body. Students will be required to wash off the markings before returning to class.
- Backpacks or large bags/purses are not allowed in the classroom unless listed as an accommodation in the student's IEP or 504 plan. At buildings where students are assigned a locker, all belongings must fit into the student's assigned locker.
- On special occasions, as designated by the Building Principal at his/her discretion, the above dress requirements may be relaxed, and students allowed to attend school without complying with some of the requirements. Examples of such occasions include, but are not limited to the following: School Spirit Days, Costume Day and other themes determined by the Building Principal. Dress guidelines will be communicated to parents prior to the events.
- If there is any doubt about dress and appearance, the building administrator will make the final decision.

When a student is not properly dressed, the student will be asked to adjust his/her clothing and/or will be sent to the office. The student will be subject to disciplinary action according to the school discipline model. It will be the student's responsibility to contact the teacher(s) of the class(es) missed and to make up assignments.

ARTICLES FROM HOME

Students are not permitted to bring articles from home to school that could be harmful to others, that are valuable or irreplaceable, or that distract from the educational environment. Examples include (but are not limited to) weapons, large sums of money, laser pointers, sharp or pointed objects, toys, inappropriate magazines, glass, expensive items, etc. The district is not responsible for items that are lost or stolen.

ATHLETIC PHYSICAL/MEDICAL CERTIFICATE (Grades 5-8) (Reference Board Policy 7:300)

According to the IESA rules, "No student shall be permitted to engage in, practice, or play in an interscholastic athletic contest unless they have filed a certificate of physical fitness issued by a competent physician with their school coach not more than a year preceding such practices or contests." A completed physical by a competent physician will be valid for the entire length of the sport. This will also be valid for all school sanctioned athletic contests.

ATTENDANCE (Reference Board Policy 7:70)

REGULAR ATTENDANCE AT SCHOOL IS ESSENTIAL. The following procedures are to be followed when your children are absent from school:

1. Notify the appropriate school office by telephone of an absence. Messages concerning absences may be left at any time.
2. Failure to telephone in an absence each day that a child is out of school by one hour after the attendance bell will result in a telephone call the same day. Calls will continue to be made to the parent/guardian and all emergency contacts until the student's location can be verified.
3. Extensive absence, injury, or illness may necessitate a doctor's excuse upon return to school.
4. An absence without valid cause for any length of time may be considered to be a case of truancy. All trancies will be reported to the Will County Truant Officer.
5. Students in grades 1-8 and Full Day Kindergarten students absent for more than one hour, or, Half Day Kindergarten students absent for more than 30 minutes on any day of student attendance, shall not qualify for a perfect attendance award.
6. A doctor's excuse is required after any serious contagious illness such as scarlet fever, strep throat, scabies, and whenever the Health Department recommends it. Also the school may ask for a note from your physician when there is doubt concerning your child's health or his physical ability to take part in all activities of the school program.
7. In case of excessive tardiness a note may be required or some suitable disciplinary action may be taken.

ATTENDANCE: TAKING CHILD OUT OF SCHOOL (EMERGENCIES) (Reference Board Policy 7:70)

If a request for special dismissal during school hours cannot be avoided, we ask that the parents send a note or call stating the time and reasons for which the child is to be excused. No child will be permitted to go from the school grounds with an unidentified person. No child will be removed from class until a parent/guardian arrives.

ASBESTOS MANAGEMENT PLAN NOTICE

The district inspection/management plan is available for public review. Should you have any questions, please feel free to contact the Supervisor of Buildings and Grounds, 815/469-9103.

BAND/CHOIR PROGRAM

The Band program is open to students in grades 5-8 and the Choir program is open to the students in grades 4-8. Band and Choir are fee based activities. Further details regarding these programs are available through the District Office.

BICYCLES, SKATEBOARDS AND IN-LINE SKATES

Before allowing a child to ride his/her bicycle to school, please review appropriate safety rules. Bicycles should be locked when parked at school. Motorized bikes of any kind are not permitted on school grounds. Skateboards and in-line skates are not allowed on school property. If brought to school, the items will only be returned to a parent/guardian.

BLOOD BORNE PATHOGENS (Reference Board Policy 4:160)

District 161 has created an exposure control plan for blood borne pathogens. The plan and its procedures are available from the Superintendent at 815/469-9103.

BULLYING AND HARASSMENT (Reference Board Policy 7:180- 7:190)

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means 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.

Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include, but are not limited to name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and 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 student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. 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 or Assistant Building Principal for investigation and appropriate action.

BUS CONDUCT (Reference Board Policy 7:220)

Parents of bus riding students- If you intend to meet your child at the bus stop, review with your child a plan in the event you are either not at the bus stop or not at home after school.

A student may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. During the term of the suspension, students may not utilize any district transportation service including field trips, athletic events, etc. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Students are prohibited from tampering with the electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings.

CALCULATOR USAGE

District 161 has determined that student calculators will be required in all mathematics classes serving children in grades two through eight. The description of the type of calculator needed will be listed each year in the *Student Supply List*.

CAREER EDUCATION (Reference Board Policy 6:60)

District 161 participates in a Career Education program designed to better help students familiarize themselves with careers and the responsibilities of a variety of occupations

CELLULAR DEVICE/PAGERS USE (Reference Board Policy 7:190)

The using or possessing of an electronic paging device, cellular telephone, tablet computers, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited. Unless otherwise banned under this policy or by the Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. The District does not assume responsibility for lost, stolen, or broken cell phones. Failure to adhere to the district's policy will subject the student to disciplinary consequences

CHILD SUPERVISION: IMPORTANT INFORMATION

The Department of Children and Family Services states that under Illinois Law, they must investigate possible cases of child neglect. Parents should be aware that the D.C.F.S. policy considers it child neglect to fail to provide a child under 12 with proper supervision. If D.C.F.S. becomes aware that a child under age 12 is home alone, it will immediately ask the local police to investigate. If the police cannot arrange for a parent or relative to provide immediate supervision, they will take custody of the child. After

consulting the States Attorney's Office, the police may file criminal charges against the parents for endangering a child and/or for child neglect.

COMMUNICABLE DISEASES (Reference Board Policy 5:40-7:280)

The Principal will exclude from attendance any student suffering from a reportable disease, as defined by the Illinois Department of Public Health, until one of the criteria for re-admittance is fulfilled. Where practicable, the Principal will make arrangements to provide alternative educational services to any child excluded from school attendance for reasons of communicable disease. Students excluded for reason of communicable disease will be re-admitted by one or more of the following methods as determined by the local health authority:

1. Certificate of the attending physician attesting to their recovery and non-infectiousness;
2. Permit for re-admission issued by the local health authority;
3. After a period of time corresponding to the duration for the communicability of the disease as established by the Illinois Department of Public Health.

COMMUNITY USE OF SCHOOL FACILITIES (Reference Board Policy 8:20)

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times. Student groups and school-related organizations and local governments are granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

COMPLAINTS AGAINST EMPLOYEES PROCEDURE

Conflicts between parents and employees are best resolved between the parties involved. Every effort will be made to satisfy the complainant at the earliest possible stage. Complaints not resolved at the point of origin must be submitted in writing before further processing. In order to solve a concern or issue, please follow this line of communication:

- If there is a problem, first **Contact the Classroom Teacher.**
- If resolution is not met, then **Contact the Building Principal.**
- If additional resources are needed, then **Contact Barbara Rains, Superintendent**

Complaints not resolved at the Superintendent level may be brought to the Board of Education.

CRIMINAL OFFENDERS (Reference Board Policy 4:170)

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

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

CURRICULUM CONTENT (Reference Board Policy 6:40)

The curriculum shall contain instruction on subjects required by State statute or regulation. Please review Board Policy 6:40 for a complete list of the aforementioned subjects.

DISCIPLINE (Reference Board Policy 7:190)

The establishment and maintenance of an orderly learning environment are essential to the success of all students. The Summit Hill School System provides guidelines to inform students, parents, teachers, and administrators of the school district's behavior expectations for all students.

Prohibited Student Conduct

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

- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel, and the threat could be reasonably interpreted as threatening to the

safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- Engaging in hazing, intimidation, or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, stalking, public humiliation, cyber bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, intimidation, fear, harassment, hazing, or other comparable conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
- Using, possessing, distributing, purchasing, or selling tobacco materials.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a licensed physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

- h. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
- Using, possessing, controlling, or transferring a “weapon” as that term is defined in the “*Weapons*” section of this policy or violating the *Weapons* section of this policy.
- Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
- Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
- Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken, except in egregious circumstances, against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psycho stimulant medication to the student. The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

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

Disciplinary measures may include:

- Disciplinary conference
- Notifying parents/guardians
- Withholding of privileges
- Temporary removal from the classroom
- Seizure of contraband

- Before/After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
- In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
- Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
- Suspension of bus riding privileges provided that appropriate procedures are followed.
- Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, aggravated battery, sexual assault, related felony or weapons.
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

Corporal Punishment

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Laser Pointers

No student shall use or have in his/her possession any laser pointer device while in any school building or on any school property during regular school hours or at any other time. Any student who violates this policy shall be subject to suspension or expulsion in accordance with the District's student discipline policy. Confiscated devices shall be returned only to parents upon request.

Explosives

Illinois law requires school officials to expel a student who is determined to have any type of explosive devices in school or in possession at any school sponsored activity or event, or any activity or event, which bears a reasonable relationship to school. Explosives include fire crackers, smoke bombs, but also look-a-likes and any object used to cause or threaten injury. The expulsion from school must be a period of not less than one year except that the expulsion period may be modified on a case-by-case basis by the Superintendent or the Board of Education.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be subject to expulsion for at least one calendar year, but not more than 2 calendar years.

- A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18, of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or use of a firearm as defined in Section 24-1 of the Criminal Code; (2) of 1961 (720 ILCS 5/24-1).
- A knife, brass knuckles, or other knuckle weapon regardless of its composition, a club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above, lock, stick, pencil, and pen.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Delegation of Authority

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

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

Vandalism

The Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

DISCIPLINE OF STUDENTS WITH DISABILITIES (Reference Board Policy 7:230)

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District maintains committees to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee reviews the State Board of Education's guidelines on the use of behavioral interventions and uses them as a non-binding reference.

Discipline of Special Education Students

The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

A special education student may be suspended in accordance with state and federal law for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

The length of time a student with a disability is placed in an alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline.

EARLY ARRIVALS

Students who are not riding district bus transportation are expected to arrive at school no more than 10 minutes before the tardy bell. Supervision of students arriving before this time is the responsibility of the parent/guardian.

ELECTRONIC/WRITTEN MATERIALS (Reference Board Policy 6:235)

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet:

1. that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. that violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. that is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. that is primarily intended for the immediate solicitation of funds; or
5. that in kindergarten through eighth grade is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside source as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District.

Accessing or distributing "at school" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

EMERGENCY CLOSING (Reference Board Policy 4:170)

In case it becomes necessary to close the schools due to inclement weather or any other emergency, the Superintendent will call the Emergency Closing Center and report the emergency closing. This information will immediately become available to all radio and television stations. In addition, radio stations WGN-AM 720 and WBBM-AM 780 will also be contacted. Parents can check the status of an emergency closing by going to the internet site www.emergencyclosings.com and searching for Summit Hill School District 161. A "NO SCHOOL" status is usually also posted on the district website at www.summithill.org. Parents may also enroll for an emergency text message to be delivered to their cell phone or to their email account. In the event of any emergency or severe weather that requires schools be closed during the school day, an announcement, as above will be released. The school will not call home prior to dismissing pupils, so it is urged that parents set up emergency procedures with their children in case no one is at home. This procedure should be periodically reviewed with the children.

ENERGY DRINKS

In alignment with the district's student wellness policy, students are not allowed "energy drinks" in school. Energy drinks are defined as liquids containing a high degree of caffeine or other stimulants.

ENGLISH LANGUAGE LEARNERS PROGRAM (Reference Board Policy 6:160)

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 program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs. For questions related to this program or to express input

in the school's English Language Learners program, contact the Director of Special Education at 815-469-9103

EQUAL EDUCATIONAL OPPORTUNITIES (Reference Board Policy 7:10)

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2- 3.8).

EXTRACURRICULAR ACTIVITIES (Reference Board Policy 4:170-7:300)

Student participation in school-sponsored extracurricular activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the on school-sponsored extracurricular activities.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced nurse practitioner, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.

The District will maintain the necessary records to ensure student compliance with this policy.

Conduct Code for Participants in Extracurricular Activities (Reference Board Policy 2:80)

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school on days when school is not in session, and whether on or off school property, and (2) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board. All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 8 participating in these programs.

Athletic/Scholastic Eligibility Requirements

These rules are the eligibility requirements for student participation in extracurricular activities or the competitive sports program. When questions or discrepancies arise after consultation with the athletic director, coach or sponsor, the Principal's decision will be final. It is our sincere belief that academic performance should be our primary concern. Extracurricular activities should go hand in hand toward developing the whole student. In order for a student to be considered eligible to participate in extracurricular activities or the competitive sports program, he/she must meet the following requirements:

1. All grades for eligibility requirements will be determined on a cumulative PASS/FAIL basis. Students may not receive any failing cumulative subject grade during an eligibility period of one week.

2. Receive no more than one bus conduct referral write-up in any eligibility period (one week).
3. Be in attendance for a minimum of two and one-half hours on the day of event or activity.
4. Student will not be eligible for practice or game the day of homework detention.
5. Must not receive a suspension from school on a day that includes the activity or event.

EXTRA CREDIT

Extra credit is a meaningful opportunity for students to improve their grade by completing an academic assignment that reinforces student learning. Extra Credit assignments must be project based and relevant to the class and subject.

Extra Credit projects:

- If offered must be available to all students.
- Are not available during the first quarter.
- Will not be approved/accepted during the final three weeks of a quarter.
- Must be approved in writing by the teacher prior to beginning the assignment.
- May not increase any quarterly report card grades more than 5%.
- Cannot allow the final quarter grade to exceed 100%.

Extra Credit may not be awarded for supplying paper products or classroom supplies.

FAILURE AND RETENTION (Reference Board Policy 6:280)

The Principal will have the final authority, subject to review by the Superintendent, regarding the promotion or non-promotion of each student assigned to that school in accordance with the following guidelines for promotion: For questions related to failure and retention, refer to Board Policy 6:280 or contact the building principal.

FEDERALLY FUNDED PROGRAMS (Reference Board Policy 6:40)

The School District participates in a number of federally funded programs, including among others the Title I, Title IV, and Drug Free Programs. The Title I program provides resources, used to meet the educational needs of "At-Risk" children within the School District. The Title IV program provides resources used to purchase certain types of educational equipment, including computers. The Drug Free Program has been used to educate children and parents in substance abuse prevention. Any person wishing more information about these programs or wishing to suggest improvements to these programs should contact the Superintendent at 815/469-9103.

FEE SCHEDULE

Category/Activity	Grade	Fee Assessment
Student Registration fee	K (half day)	\$125 annually
Student Registration fee	K (full day)	\$150 annually
Student Registration fee	1-8	\$150 annually
Milk (1/2 pint - full year)	K-8	\$45 annually
Band fee	5-8	\$25 monthly
Athletic participation	5-8	\$50 per sport
Activity Club fee (Other co-curricular activities)	K-8	\$30 per activity

- Failure to pay the appropriate fees will result in nonparticipation in a fee-based activity.
- Registration fees will be paid on an annual basis.
- Milk fees may be paid on full year basis, with a choice of 2% white milk or 1% Chocolate Milk.
- Activity, athletic, and band fees can either be paid online via the District's web store or recorded at the District Office.
- Fees will be required for the purchase of PE uniforms, locks and materials for classroom projects.

FEES: REGISTRATION

The registration fee includes the use of basic texts, computers, library books, media, and the cost of workbooks. Students and their parents are held responsible for the loss, undue wear, or damage of books and/or equipment. All students, regardless of grade, are charged registration fees. The fee is due on the opening day of school or upon entering during the school year. After the beginning of the second semester, the fee is one-half of the amount charged at the beginning of the year. If a child transfers out before the end of the first semester, the parent may obtain a pro-rated refund.

FEES: WAIVER OF FEES (Reference Board Policy 4:140)

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when:

1. 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. 42 U.S.C. §1758; 7 C.F.R. Part 245 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

1. Unusual expenses such as fire, flood, storm damage, etc.;
2. Seasonal unemployment;
3. Emergency situations;
4. When one or more of the parents/guardians are involved in a work stoppage.

Verification

The District has established an independent verification process that may not require verification more often than every 60 calendar days. The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to The National School Lunch Act. Forms are available at our District Administrative Center and on our website.

Determination and Appeal

The Superintendent or designee will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding. Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

FIELD TRIPS (Reference Board Policy 6:240)

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs. Any field trip may be cancelled without notice due to an unforeseen event or condition.

FUND RAISING (Reference Board Policy 7:325)

Fund-raising plans approved by the Building Principal shall be submitted to the Superintendent for approval. The funds shall be used to the maximum extent possible for student activities. Please refer to board policy 7:325 for further details.

GANGS & GANG ACTIVITIES (Reference Board Policy 7:190)

The presence of or student involvement in gangs or gang-related activities on school grounds, while school is in session, or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited. Any student who violates this policy shall be subject to suspension or expulsion in accordance with the District's student discipline policy.

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

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

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang;
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang; and
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to threaten, bully, or act with physical violence upon any other person.

GIFTED AND HONORS PROGRAM (Reference Board Policy 6:130)

To the extent possible within the resources available, all gifted and talented students shall have an opportunity to participate in appropriate educational programs. Gifted and talented students include students who produce evidence of high achievement capability as identified by the district criteria. Please review School Board Policy 6:130 for detailed information.

GIFTS PRESENTED TO THE DISTRICT (Reference Board Policy 8:80)

The Board of Education accepts gifts from any education foundation or other entity or individual, provided the gift can be used in a manner compatible with the Board's educational objectives and policies. While the Board encourages unrestricted gifts, donations to fund specific projects are acceptable if the project is approved by the Board. All gifts received become the School District's property.

GRADING AND PROMOTION (Reference Board Policy 6:280)

The administration and professional staff have established a system of grading and reporting academic achievement to students and their parents and guardians. The system determines when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Standards Achievement Tests, district administered achievement and local tests, or other testing as deemed appropriate by the District administration. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. For questions related to grading and promotion, refer to Board Policy 6:280 or contact the building principal.

GRADUATION (Reference Board Policy 6:300-6:280)

To graduate from junior high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in School Code.
3. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.

For questions related to graduation, refer to Board Policies 6:280/6:300 or contact the Summit Hill Junior High Principal at 815-469-4330.

GRADING SYSTEM (Reference Board Policy 6:280)

The following grading scale is used to report student academic achievement in grades 1-8. Grades reflect a specific weighting of tests, quizzes, and daily work which is dependent on the specific grade level. In general, increased weighting is given to formal assessments and tests as the child reaches higher grade level.

Letter Grade Description of Grade Standard Grading

- A: Outstanding student achievement demonstrating continuous excellence (90-100%)
- B: Above average student achievement (80-89%)
- C: Student achievement meets basic expectations (70-79%)
- D: Student achievement does not meet basic expectations: student needs reinforcement (60-69%)
- F: Student achievement represents failure of student to meet minimal academic expectations (Below 60%)

Progress Reports

Student Progress Reports are issued to students in danger of failing and are issued at mid-quarter according to dates posted on the district calendar. Student progress can always be accessed online through PowerSchool with the utilization of a password issued to the parent from the school.

Report Cards (Reference Board Policy 6:340)

Student report cards are issued at the conclusion of each nine-week marking period in grades one through eight. Kindergarten report cards are issued at the end of the second, third, and fourth marking periods. Report cards will be sent home with students in an envelope. Please discuss the report card with your child, sign the envelope in the space provided, and return the envelope to school.

GUIDANCE AND COUNSELING PROGRAM (Reference Board Policy 6:270)

The School District provides a guidance and counseling program for students. Please contact your school should your student need assistance.

HAZARDOUS/INFECTIOUS MATERIALS (Reference Board Policy 4:160)

The District shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides and infectious materials.

HEAD LICE

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

- Parents are required to notify the school nurse if they suspect their child has head lice.
- Infested students will be sent home following notification of the parent or guardian.
- The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
- A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

HEALTH EDUCATION PROGRAM (Reference Board Policy 6:50-6:60)

Please review School Board Policies 6:50 and 6:50 found in the district website for the major educational areas of the District's comprehensive health education program as required by the state.

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. 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.

HEALTH PROGRAM

Required Health Examinations and Immunizations (Reference Board Policy 7:100)

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

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

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, a nurse practitioner who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, nurse practitioner, physician assistant or local health department responsible for administering the immunizations.

Eye Examination

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

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination (Reference Board Policy 7:50)

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

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

Exemptions

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

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board Policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

HOME AND HOSPITAL INSTRUCTION (Reference Board Policy 6:150)

A student absent from school for more than two consecutive weeks because of health or physical impairment will be provided the services of a certified teacher in the home or hospital. Appropriate educational services shall begin as soon as eligibility has been established with a written statement from a licensed medical examiner and a written parental or guardian request filed with the Superintendent. Instructional time will be provided for a minimum of 5 clock hours per week on days when school is normally in session. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and facilitate the student's return to school.

HOMELESS CHILDREN (Reference Board Policy 2:200-6:140)

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. The District annually appoints the Director of Special Services as the Liaison for Homeless Children. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act. The parents of all children who are not "homeless" must establish residency according to the School Code and fraudulent claims of homelessness may be prosecuted.

HOMEWORK (Reference Board Policy 6:290)

The parents and the school are joined in the common purpose of helping students make the greatest possible educational advancement. When homework is assigned, the school will endeavor to explain what is to be done so that the child can work independently. Parents who provide suitable conditions for home study and encourage their children to do the work assigned will have the satisfaction of sharing in their educational progress.

Homework Guidelines

Time allocations for each grade are estimates based on what most students need to devote to their assignments:

Kindergarten

Students may be asked to complete work at home not finished in school or complete a practice activity that supports classroom instruction. In kindergarten, students are encouraged to practice the formation of their letters, numbers and names at home. Returning their library books and completing some home projects help them become more responsible and prepare them for first grade. Students are encouraged to be read to (or read) every night. (Average: 0-15 minutes of homework per day).

First Grade

Students may be asked to complete work at home not finished in school or complete a practice activity that supports classroom instruction. They may be asked to bring books or items for special classroom projects. Students are encouraged to read (or be read to) every night and practice math facts every night. (Average: 0-15 minutes of homework per day).

Second Grade

Students may be asked to complete work at home not finished in school or complete a practice activity that supports classroom instruction. They may be asked to bring books or items for special classroom projects. Students should be studying spelling words and math facts all week. Students should be reading each night. (Average: 20-30 minutes of homework per day).

Third Grade

Homework includes both completing work not finished in class and specific assignments to reinforce and/or enrich class instruction. There will be on an average of three to four nights of homework a week. Students should be reading each night. (Average: 30-40 minutes of homework per day).

Late Work- The following reflects the grading scale for late work received:

First day	10 points or 1 letter grade off
Second day	Assignment is graded a 0%

Fourth Grade

Homework includes completing work not finished in class and specific assignments to reinforce and or enrich class instruction. Work can be expected on an average of 4 nights per week. (Average: 40-50 minutes of homework per day).

Late Work- The following reflects the grading scale for late work received:

First day	10 points or 1 letter grade off
Second day	Assignment is graded a 0%

Fifth Grade

Homework usually involves completing class work not finished during the school day. Outside assignments may be given to reinforce or enrich classroom instruction. Students should plan on homework at least four times a week. An assignment may be given over the weekend if it was not completed during the week, or in the case of a longer term assignments or research projects requiring additional time. If the assigned class work has been completed, the student is encouraged to use the time at home for reviewing, reading or enrichment. (Average: 50-60 minutes of homework per day).

Late Work- The following reflects the grading scale for late work received:

First day	20 points or 1 letter grade off
Second day	Assignment is graded a 0%

Sixth/Seventh/Eighth Grade

Homework usually involves completing class work not finished during the school day. Outside assignments may be given to reinforce or enrich classroom instruction. Students should plan on homework at least four times a week. An assignment may be given over the weekend if it was not completed during the week, or in the case of longer term assignments or research projects requiring additional time. If the assigned class work has been completed, the student is encouraged to use the time at home for reviewing, reading or enrichment. (Sixth Grade Average: 60-70 minutes of homework per day) (Seventh Grade Average: 70-120 minutes of homework per day) (Eighth Grade Average: 80-120 minutes of homework per day).

Late Work- The following reflects the grading scale for late work received:

Grades 6, 7, 8	First day- 30% off grade
Second day	Assignment is graded a 0%

Missing Assignment (Homework) Procedure- Grades 3-8

If a student fails to complete an assignment, the following steps will be followed:

- A Teacher Referral (minor) will be written (by the student in grades 5 to 8) outlining the exact assignment that was missed.
- The referral will be sent home with the student that day for a parent signature and returned the following day along with the completed missing assignment.

If the student complies: The teacher will sign off that the assignment is complete and the referral will be recorded as a minor.

If the student fails to comply: The failure to comply has now changed the issue from academic to behavioral. It is now an act of **insubordination** and will result in an appropriate escalation of consequences.

The following steps will be followed:

- An Administrative Referral (major) will be written detailing the insubordinate act.
- The building administration will address the referral, contact the parent and assign the appropriate consequences.
- Repeated infractions will follow the school's progressive discipline model.

Like all behavioral interventions, homework compliance dictates the use of progressive discipline. It will only be through clear, consistent communication and partnering between the parents, instructional staff and administration that this behavior can be challenged, addressed and extinguished.

Absence

Assignments missed due to illness will be given one day per day of absence plus one day. Requests for homework should be given to the school office before 11 AM and picked up at the school at the end of the school day. Summit Hill School District 161 appreciates parents taking an active role in the child's education both at school and at home.

ILLINOIS FREEDOM OF INFORMATION ACT (Reference Board Policy 2:250-5:130)

District 161 recognizes its obligations under this Act to respond to written requests from all persons desiring access to and copying the District's public records. Each school office prominently displays a brief description of how and from whom information and public records may be requested and any allowable fees.

INSTRUCTIONAL MATERIALS (Reference Board Policy 6:220)

The Superintendent or designee shall annually provide a list of textbooks and instructional materials used in the District to the School Board. Anyone may inspect any textbook or instructional material. Teachers are encouraged to use supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught and to ensure it is age-appropriate. No PG -13 rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and parent permission is obtained, and no movie rated R or NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings.

Instructional Materials Selection and Adoption

The School Board shall approve the selection of all textbooks and instructional materials according to the standards described in this policy. The School Code governs the adoption and purchase of textbooks and instructional materials.

INTERNET USE (Reference Board Policy 6:235)

Summit Hill School 161 provides computer resources and access to the Internet in an effort to help support its primary objective, which is to enhance teaching and learning. As responsible members of the Summit Hill community, it is expected that all students and employees will follow and adhere to the guidelines established below based on common sense, common decency, rules established by Summit Hill School District 161, the State of Illinois, and the United States of America. Strict adherence to the

following guidelines will help insure a positive and productive learning environment for all students. All students and employees using the Internet at Summit Hill School District 161 will:

- Respect other's rights to freedom from harassment, bullying, and intimidation by:
 1. Not sending abusive, threatening, or clearly unwanted messages to others.
 2. Not intentionally causing others' work to be disrupted by user actions.
 3. Not identifying, implying, or inferring gang affiliation.
 4. Not continuously disrupting others while they are using the Internet.
 5. Clearly and correctly identifying selves in all electronic communications.
 6. Not using pseudonyms or anonymous sign-ons.
- Use the Internet for purposes that are legal and generally acceptable by:
 1. Not soliciting the sale or exchange of any controlled substances.
 2. Not advertising, selling, or purchasing any illegal items.
 3. Not discussing or soliciting any illegal actions including the solicitation of illegal action by another.
 4. Not retrieving or viewing any sexually explicit material via the Internet.
 5. Not submitting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, racially offensive or illegal material.
 6. Not engaging in any commercial "for profit" activity or advertising, personal business, or other unauthorized activity.
- Respect and adhere to the laws concerning copyright and other intellectual property rights by:
 1. Obtaining permission before copying files from another user.
 2. Never changing files or passwords of other users.
 3. Reasonably protecting computers and software from viruses, "Trojan Horses," and file damage of all types.
- Follow security restrictions for all systems and information by:
 1. Never sharing personal passwords.
 2. Never trying to evade, disable, or "crack" passwords.
 3. Respecting all security provisions on the system. Use and share computer resources courteously and efficiently by:
 - A. Understanding and accepting restrictions on computing resources including storage space and time limits.
 - B. Making a back-up of all important work.
 - C. Not engaging in any use of the network, which disrupts other users or seriously degrades performance of the system and network.
- Recognize limitations to the privacy of electronic documents by:
 1. Always respecting privacy of others.
 2. Understand that network managers may need to view the contents of files to diagnose or correct problems, or check for violations of security at any time.

Summit Hill School District 161 extends the above guidelines to systems outside Summit Hill that are accessed via Summit Hill facilities, including electronic mail (e-mail) or remote logins. Networks or computing providers outside Summit Hill may have their own conditions of appropriate use, for which the user is responsible. Violations of this acceptable use policy will cause immediate suspension of the user's electronic communication privileges and may result in further disciplinary actions being taken by District 161, State, or Federal authorities. Any questions or allegations about this Acceptable Use Policy should be brought to the attention of the Principal.

INSURANCE (Reference Board Policy 4:170-7:300)

Insurance covering injury to students while at school and on the way to and from home is available at a nominal rate. The insurance may be purchased during the first week of school. Insurance is available for students involved in sports activities. Parents are encouraged to have the student insurance if their children are participating in intra-murals. Students in sport activities must show proof of insurance.

LIBRARY BOOKS

Books which are designated for circulation may be taken home from the classroom or school library with the teacher's permission. It is understood that loss or damage will be paid for by the student who borrows the book.

LOST AND FOUND

Each school will maintain a lost and found area. Periodically the lost and found will be cleared of items. Items not claimed will be disposed of. Items belonging to your student should be clearly marked

LUNCH PROGRAM/FREE AND REDUCED LUNCH SERVICES (Reference Board Policy 4:120-4:130)

Each school has a bag lunch program for students at reasonable prices. Payment of the lunches is made on a monthly basis. School meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

The District participates in the Free and Reduced-Price Food Services program. The Superintendent is responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website, or students' registration materials. Parents/guardians enrolling a student in the District for the first time, any time during the school year, shall receive the eligibility information.

The District will avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of students receiving assistance. A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture.

MANDATED REPORTERS (Reference Board Policy 5:90)

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

MIGRANT STUDENTS (Reference Board Policy 6:145)

The District has implemented a program to address the needs of migrant children in the District.

This program includes a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

Migrant Education Program for Parent(s)/Guardian(s) Involvement

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program. Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

MEDICATION ADMINISTRATION TO STUDENTS (Reference Board Policy 7:270)

When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No District employee will administer to any student or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "Student Medical Release Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, or an epi-pen as prescribed provided the student's parent(s)/guardian(s) have completed and signed a "Student Medical Release Form." The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel. Nothing in our policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

In accordance with recent changes in state law, we would ask that you please notify the District if your child has diabetes so that the District may take appropriate steps to help ensure your child's safety and welfare.

NO CHILD LEFT BEHIND FEDERAL LEGISLATION (Reference Board Policy 6:150)

In accordance with the federal No Child Left Behind Act, parents or guardians may request information about the professional qualifications of any teacher that instructs his/her child. This request can include information regarding type(s) of teaching certificates and degrees held. Please direct such requests to the Superintendent's office in writing.

NONPUBLIC AND HOMELESS STUDENTS (Reference Board Policy 7:40-6:140)

Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Principal of the school in the school attendance area where the student resides. All requests for attendance in the following school year must be submitted before May 1. Students accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. A private school student may attend any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for part-time attendance is responsible for all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided to non-public school students on regular bus routes to or from a point on the route nearest or most easily accessible to the non-public school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes shall be the responsibility of the parent(s)/guardian(s).

Students with a Disability

The District will accept for part-time attendance those students with disabilities who live within the District and are enrolled in non-public schools. Requests must be submitted by the student's parent(s)/guardian(s). Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's individualized educational program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

Nonpublic students, regardless of whether they attend a District school part-time, are allowed to participate in extracurricular activities. Eligibility guidelines for each activity are available at the district office.

Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education. A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to Board 7:30, *Student Assignment*, as well as administrative procedures implementing this policy.

NON-CUSTODIAL PARENT RIGHTS

Upon the request of either parent of a student who is divorced, copies of student records and reports will be released to both parents unless the Principal is provided a certified copy of a court order expressly prohibiting such release.

OUTDOOR RECESS

Students in first through fourth grade participate in 20 minutes of daily outdoor recess at lunch time, weather permitting. During winter months when the actual temperature or wind-chill drops to single digits, recess will be held indoors. The determination of indoor recess will be made by the Principal. Please remind students to dress appropriately for weather conditions.

PESTICIDE MANAGEMENT (Reference Board Policy 4:160)

Notice to students and their parents/guardians will be made at least two business days before a pesticide application in or on school buildings or grounds occur. The district maintains a registry of parents/guardians of students who have registered to receive written, email or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the director of buildings and grounds at 815-469-9103. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Positive Behavior Interventions and Supports is a system designed to help all students grow academically, socially and emotionally. PBIS sets clear expectations and creates a positive atmosphere for learning. Data is collected on student performance to help determine areas of success and improvements needed.

There are four major components of PBIS:

- Behavioral expectations for every school environment.
- Lessons structured to teach behavioral expectations.
- Consistent recognition of appropriate behavior.
- Clearly defined office disciplinary procedures.

Family Involvement

Families are a key partner in all aspects of PBIS. As our partner, you can support PBIS and help your student have a positive, productive school experience by:

- Learning about PBIS efforts at your school. Information related to PBIS can be found on the school/district website.
- Continue the work of PBIS at home- link the school's behavioral expectations to their actions outside of school.

PROGRAMS FOR STUDENTS FOR RISK OF ACADEMIC FAILURE (Reference Board Policy 6:10)

The District maintains various programs and procedures for students at risk of academic failure.

These programs include education and support services addressing individual learning styles, career development, and social needs, and include:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselor
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program

- Alternative school placement
- Community agency services
- Alternative Learning Opportunities Program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time.

The District also has implemented a complete *Response to Intervention* program in the areas of reading, mathematics, and behavior.

PHYSICAL ACTIVITY EXEMPTION (Reference Board Policy 7:260)

A student may be exempted from some or all physical activities when the appropriate excuses are submitted to the school by parent(s)/guardian(s) or by a person licensed under the Medical Practice Act. Alternative activities and/or units of instruction will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

RELEASE TIME FOR RELIGIOUS INSTRUCTION OR OBSERVANCE (Reference Board Policy 7:80)

Religious Observance

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent(s)/guardian(s) must give written notice to the District five days before the student's anticipated absence. The parent(s)/guardian(s)'s written notification of the student's anticipated absence shall satisfy the District's requirement for a written excuse when the student returns to school.

Religious Instruction

A student shall be released from school for a day or portion of a day for the purpose of religious instruction. A letter, requesting the student's absence and written by the student's parent(s)/guardian(s), must be given to the Principal at least five days before the day the student is to be absent.

RELIGION: TEACHING ABOUT (Reference Board Policy 6:70)

The District's curriculum may include the study of religions as they relate to geography, history, culture, and the development of various ethnic groups. The study of religions shall give neither preferential nor derogatory treatment to any single religious belief or to religion in general. The study of religions shall be treated as an academic subject with no emphasis on the advancement or practice of religion.

RESIDENCY REQUIREMENTS (Reference Board Policy 7:50, 7:60)

Resident Students

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student. A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

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

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

Homeless Children (Reference Board Policy 7:50)

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

Challenging a Student's Residence Status (Reference Board Policy 7:60)

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by School Code, 105 ILCS 5/10-20.12b.

Parents wishing to register their children must provide at least three pieces of evidence verifying residency within Summit Hill School District 161. Proof of Residency must be shown by providing one (1) document from Category 1 below, and two (2) documents from among those listed in Category 2 below:

Residency Document Category 1

(Provide One Document from This Group)

- A. Most recent property tax bill
- B. Mortgage papers/mortgage coupon book
- C. Closing papers/deed
- D. Notarized lease agreement
- E. Housing letter (military personnel)
- F. Notarized Affidavit of Residency Part 2

Residency Document Category 2

(Provide Two Documents from This Group)

- A. Gas, water **or** electric bill
- B. Driver's license/State ID
- C. Vehicle registration
- D. Homeowner/Renters insurance policy
- E. Voter registration card
- F. Public aid card

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

SCHOOL COMMUNITY ORGANIZATIONS (Reference Board Policy 8:90)

District 161 is proud of the contributions of all our School Community Organizations. We encourage every parent/guardian to become involved in these organizations during the school year.

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

SEARCH AND SEIZURE (Reference Board Policy 7:140)

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch bags, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search and given to the Superintendent.

Seizure of Property

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

SICKNESS OR INJURY

When a student becomes sick or injured at school, the nurse or another member of the staff will administer first aid. If the condition warrants, a parent will be called to come for the child. It is important to keep the school informed of any change in the telephone number at which we may reach some member of the family if there is an emergency. Should it be impossible to contact either parent, the Principal will call your doctor for instructions and, in extreme cases, see that your child is taken to the hospital. The Principal will exclude from attendance any student suffering from reportable disease as defined by the Illinois Department of Public Health until any criteria for re-admittance are fulfilled.

SOCIAL AND EMOTIONAL DEVELOPMENT (Reference Board Policy 6:65)

Student social and emotional development shall be incorporated in the District's educational program and shall be consistent with the social and emotional development standards contained in the Illinois Learning Standards.

SPECIAL EDUCATION SERVICES (Reference Board Policy 6:120)

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 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.

Special Education Cooperative

Summit Hill School District 161 is also a member district of Joint Agreement District 843 for Special Education. The telephone number is (815) 806-4600. Summit Hill District 161 is hereby notifying all parents of the special education programs available. This notification is in accordance with the Rules and Regulations set forth by the Illinois Office of Education. The parents upon request can receive a copy of the Rules and Regulations, which describe the rights of the exceptional child. Special education programs and services provided through both District 161 and by District 843 for students between the ages of 3 and 21 are:

Psychological	School Social Work
Visually Impaired	Speech Therapy
Specialized Instruction Hearing Impaired	Physically Impaired
Home and Hospital Instruction	Learning Disabled
Emotional Disturbance	Mentally Handicapped

District 843, also provides the following programs for students between the ages of 0 and 21:

Parent-Infant Education	Audiological Evaluation
Hearing Impaired Program Coordination	Psychiatric Consultation
Visually Impaired Program Coordination	Neurological Consultation

STUDENT ASSIGNMENT (Reference Board Policy 7:30)

Attendance Areas

The School District is divided into school attendance areas. The Superintendent will review the boundary lines annually and recommend any changes to the School Board. The Superintendent or designee shall maintain a map of the District showing current school attendance areas. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to 6:140, *Education of Homeless Children*.

Class Assignments

The Principal is the administrator that shall assign students to classes. All questions regarding assignments should be directed to the Building Principal.

STUDENT RECORDS (Reference Board Policy 7:340)

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. ***Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.***

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion of the student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to 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.
4. The right to 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

STUDENT RIGHTS (Reference Board Policy 7:130)

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

STUDENT AND FAMILY PRIVACY RIGHTS (Reference Board Policy 7:15)

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in School 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments

SUBSTANCE ABUSE (Reference Board Policy 7:190)

Board of Education policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol on property of the school district or as part of any of its activities. Student use, possession, sale, distribution, or being under the influence of alcoholic beverages, unlawful drugs (to include tobacco), controlled substances, items purported to be unlawful drugs or controlled substances ("Look-alikes"), or paraphernalia associated with the above shall result in disciplinary action and/or therapeutic intervention. For the purposes of this policy, drugs are defined as any drug, which is not legally obtainable, and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescription purposes, and/or is not being taken according to prescribed dosages. Compliance with this policy is a condition of continued enrollment.

Consequently, a violation of any aspect of this policy will render students subject to disciplinary action up to and including expulsion and referral for prosecution. Alternatively, if deemed appropriate by the Board of Education under the particular circumstances, a student who violates this policy may be required to

participate in and complete a drug and alcohol abuse assistance or rehabilitation program to the satisfaction of the Board of Education and at parental expense.

SUSPENSION/EXPULSION OF STUDENTS (Reference Board Policy 7:190-7:200-7:210)

Student enrollment may be temporarily or permanently terminated in those cases where a student's conduct is judged by school officials to be sufficiently egregious or injurious to the safety of other students or to the ability of other students to secure educational services. Questions about the process of student suspension or student expulsion and student discipline procedures should be directed to the Principal or to the Superintendent.

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer, may review and present evidence and cross examine witnesses, and may be represented by counsel (parent's cost). After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

TEACHER QUALIFICATIONS (Reference Board Policy 5:190)

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including whether the teacher has met State certification requirements; is teaching under an emergency permit or other provisional; the teacher's college major or any advanced degrees and the subject of the degrees. If instructional aides or paraprofessionals provide services to a student, their qualifications are also available. If you would like to receive any of this information, please contact the district office.

TELEPHONE CALLS

Students will not be interrupted during school hours by outside calls and messages except in case of an emergency. If parents wish to contact a classroom teacher they should be prepared to leave a message requesting to contact them at his/her convenience. Staff generally is not available to come to the telephone during the time school is in session. In contacting a staff member the parent is expected to call the school and ask to speak to or leave a message for the person he/she is calling. The office will attempt to locate the person and facilitate the contact. Use of the school telephone by students is restricted to emergency situations.

TESTING AND ASSESSMENT (Reference Board Policy 6:340)

The District student assessment program provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against District student learning objectives and statewide norms. The District has developed a student assessment program and provides appropriate data to the Board to allow it to monitor the program's results. The program:

1. Uses the State assessment system and any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Tests the grades and subjects according to the schedule required by the State assessment system. The District's assessment program may include testing students in grades not required by State law to be tested.

3. Tracks the achievement of all students.
4. Provides each student and his or her parents/custodians with an evaluation of the student's learning on the basis of test and assessment results.
5. Utilizes professional testing practices.

Achievement and other test results shall be recorded in the student's permanent school record. The District currently assesses students with the ISAT state test, the Terra Nova cognitive testing, the NWEA, and with other local assessments, as needed. All test results are available only to the student, the student's parent(s)/guardian(s), and school personnel directly involved with the student's educational program, pursuant to Board Policy 7:340, *Student Records*. Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card.

TITLE 1 PROGRAM (Reference Board Policy 6:170)

The District receives funding under Title 1, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. All District schools, regardless of whether they receive Title 1 funds, provides services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title 1 Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

TRANSFER OF STUDENTS TO AND FROM NON-DISTRICT SCHOOLS (Reference Board Policy 7:50)

When students are leaving the district, parents should give at least two days' notice so that report cards can be brought up to date. It will assist the school if you will give your new address and if possible, the name and address of the school your child will attend. Copies of standardized tests and health records will be forwarded if the new school requests them. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state before being admitted into the District.

TRANSPORTATION (Reference Board Policy 4:110)

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools unless the Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction.

School District 161 leases transportation services from Lincoln-Way High School District 210. However, questions concerning the service should be directed to the student's school office. No school employee may transport students in school or private vehicles except in emergency situations. Unauthorized adults are NOT permitted to board, enter and/or ride any school buses under contract to the District.

Under no circumstances are non-qualified bus riders allowed to ride the bus.

Students may only ride their assigned bus to and from school.

Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

TRUANCY (Reference Board Policy 6:110-7:70)

Compulsory School Attendance

It is policy of the district and state law that children between the ages of 7 and 17 years of age (unless the child has graduated from high school), shall be enrolled in public school. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The District manages an absenteeism and truancy program in accordance with The School Code. The program includes but is not limited to:

1. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
2. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in The School Code, Section 26-2a.
3. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information.
4. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
5. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.

VACATIONS (Reference Board Policy 7:70)

It is strongly encouraged that families do not plan vacations during the school term. Classwork will not be provided prior to a vacation; upon return, assignments must be requested from each teacher. All assignments must be completed within one week of return. Students will receive a zero for each assignment not completed.

VISITORS TO AND CONDUCT ON SCHOOL PROPERTY

We must always balance the need to keep students safe with the wish to maintain an interactive relationship with parents and with the community. In order to maintain a safe and orderly environment, it has been necessary to adopt several policies and procedures. The following definitions apply to this policy:

School property - School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions

when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. The Superintendent or designee may post certain school facilities for the community's use on non-school days when they are not being used for school purposes.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

- Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
- Behave in an unsportsmanlike manner, or use vulgar or obscene language;
- Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
- Damage or threaten to damage another's property;
- Damage or deface school property;
- Violate any Illinois law, or town or county ordinance;
- Smoke or otherwise use tobacco products;
- Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
- Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
- Engage in any risky behavior, including rollerblading, roller skating, or skateboarding;
- Violate other District policies or regulations or a directive from an authorized security officer or District employee; or
- Engage in any conduct that interferes with, disrupts, or adversely affects the District or a school function.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification. Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission by the Board of Education to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;

3. The proposed time period that admission to school events will be denied; and instructions on how to waive a hearing

Convicted Child Sex Offender (Reference Board Policy 4:60)

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

VOLUNTEERS (Reference Board Policy 6:250)

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

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. To assist with academic programs under a certificated teacher's immediate supervision;
3. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
4. As supervisors, chaperones, or sponsors for non-academic school activities.

Each staff member shall submit to the Building Principal the name and address of each volunteer the staff member is supervising or whose services are being used as soon as that person is identified. The Building Principal or designee shall immediately screen the volunteer's name and address against the: (1) National Sex Offender Public Registry, www.nsopr.gov, (2) Illinois Sex Offender Registry, www.isp.state.il.us/sor, and (3) the violent offenders against youth database maintained by the State Police (when available). If a match is found, the Building Principal shall notify the Superintendent, who shall contact the local law enforcement officials to confirm or disprove the match. If a match is confirmed, the Superintendent shall inform the individual, by mail and telephone call, that he or she may not be used as a volunteer. The Superintendent also shall inform relevant staff members and the Building Principal that the individual may not be used as a volunteer.

WELLNESS FOR STUDENTS (Reference Board Policy 6:50)

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

Nutrition Guidelines for Foods Available in Schools During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall control food sales that compete with the District's non-profit food service in compliance with the Child Nutrition Act.- Food service rules shall restrict the sale of foods of minimal nutritional value, as defined by the U.S. Department of Agriculture in the food service areas during the meal periods and comply with all applicable rules of the Illinois State Board of Education.