



# PARENT/STUDENT HANDBOOK

**2018-2019**

(Changes highlighted in yellow.)

## Summit Hill School District 2018-19 Calendar

August 20 & 21.....	Teachers Institute - No School
August 22.....	First Day of School
September 3.....	Labor Day - No School
September 14.....	1/2 Day School in AM – PM Teacher In-service - 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 Break
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.....	Institute Day - 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 25 – March 29.....	Spring Break
April 1.....	Classes Resume after Spring Break
April 19&22.....	Spring Holiday
May 24.....	Teacher Institute - No School
May 27.....	Memorial Day - No School
June 3.....	Last day of school if no snow days used
June 10.....	Last Day of School if all five snow days used

### Summit Hill District 161 Mission Statement

The mission of Summit Hill District 161, in collaboration with the families and the community, is to provide our students with the highest quality educational opportunities in a safe, supportive, and stimulating learning environment which will empower them to become productive global citizens and successful lifelong learners.

### Message from the Superintendent

We are committed to our Mission Statement and the Board of Education’s Goals for Student Achievement. The Parent-Student Handbook is embedded in Board Goal #2 which is to ensure a safe, inspiring, and welcoming environment for students, staff, and community members. Our schools are safe and positive places to learn thanks to our partnership with students, parents, staff, and our school community. We want our schools to be so welcoming, so inviting, and so comfortable that every person who walks through our doors believes they are about to have an amazing experience. Thank you for your continued support as we further establish our culture of student achievement.

Sincerely,



Superintendent  
Summit Hill District 161

## SUMMIT HILL DISTRICT ADMINISTRATIVE CENTER

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

### BOARD OF EDUCATION

Rich Marron, President  
Stacey Borgens, Vice President  
David Faber, Secretary  
George Leonard, Member  
James Martin, Member  
Patricia Martin, Member  
Joy Murphy, Member

### DISTRICT SCHOOLS

<b>Arbury Hills School</b> 19651 S. Beechnut Drive, Mokena, Illinois 60448-9333	(708) 479-2106 Fax: (708) 478-8995
<b>Frankfort Square School</b> 7710 West Kingston Drive, Frankfort, Illinois 60423-9318	(815) 469-3176 Fax: (815) 464-2068
<b>Indian Trail School</b> 20912 South Frankfort Square Rd, Frankfort, Illinois 60423	(815) 469-6993 Fax (815) 806-8352
<b>Dr. Julian Rogus School</b> 20027 S. 88th Avenue, Frankfort, Illinois 60423	(815) 464-2034 Fax: (815) 464-2250
<b>Summit Hill Early Childhood Program</b> 20027 S. 88th Avenue, Frankfort, Illinois 60423	(815) 464-2281
<b>Walker School</b> 19900 S. 80th Avenue, Tinley Park, Illinois 60487	(815) 464-2285 Fax (815) 464-2160
<b>Summit Hill Junior High</b> 7260 West North Avenue, Frankfort, Illinois 60423-9207	(815) 469-4330 Fax (815) 469-7348

### BUILDING HOURS

District Office	7:00 A.M. - 4:30 P.M.
Elementary Schools	8:30 A.M. - 3:55 P.M.
Walker Intermediate School	7:30 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/Early Childhood Program (AM)	8:30 A.M. - 11:00 A.M.
Pre-School/Early Childhood Program (PM)	12:00 P.M. - 2:30 P.M.
Full-Day Early Childhood Individualized Instruction Program	8:30 A.M. - 2:30 P.M.

## **BOARD OF EDUCATION MEETINGS**

Board of Education Meetings are generally held twice a month on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month. During the months of March (due to Spring Break), July, November, December, and June there will only be one meeting on the second Wednesday of the month. Board meetings are held at the Administrative Center. The Administrative Center is located at 20100 S. Spruce Drive, Frankfort II 60423. All meetings are open to the public and begin promptly at 7 P.M.

<b>Dates</b>
July 11, 2018
August 8, 2018
August 22, 2018
September 12, 2018
September 26, 2018
October 10, 2018
October 24, 2018
November 14, 2018
December 12, 2018
January 9, 2019
January 23, 2019
February 13, 2019
February 27, 2019
March 13, 2019
April 10, 2019
April 24, 2019
May 8, 2019
May 22, 2019
June 11, 2019

**Due to changing State mandates and/or Board policies, information in this handbook may be changed without prior notice.**

## **POLICIES**

### **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.

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

#### **Age**

To be eligible for admission, 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. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

#### **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. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

#### **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

**ALLERGY MANAGEMENT** (Reference Board Policy 7:285)

If your child has a food allergy, please alert the School Principal and nurse 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 (neat, clean, and properly fitting), 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.

- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other student, staff or others may be subject to discipline.
- 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. Students wearing leggings or other tight fitting pants must be wearing a shirt or top that provides sufficient coverage of their backside. Leggings must be opaque and not see through.

2018/2019 Standard Gr. 5-8:



2018/2019 Standard Gr. K-4:



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. No flip flops. Gym shoes are required for PE class.
- 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. Students are allowed to have cinched PE bags.
- 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.

### **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.

### **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 pre-participation physical examination form 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, even when the school office is closed.
2. Failure to telephone 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 truanancies will be reported to the Will County Truant Officer.
5. Students in grades 1-8 and Extended 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, 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. It is considered "best practice" to provide the school with a note from your health care provider for illnesses with absences over three days.
8. In case of excessive tardiness a note may be required or some suitable disciplinary action may be taken.

### **Excused 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.

### **Tardy/Half day absence**

#### **Kindergarten**

*Tardy:* Student entering after 8:50 a.m.

#### **Elementary Schools**

*Beginning of day tardy:* entering between 9:01 a.m. and 9:31 a.m.

*End of day tardy:* leaving between 3 p.m. and 3:30 p.m.

*Half-day absent:* entering after 9:31 a.m. **or leaving prior to 2:59 p.m.**

#### **Walker 5<sup>th</sup> Grade**

*Beginning of day tardy:* entering between 8:21 a.m. and 8:51 a.m.

*End of day tardy:* leaving between 2:20 p.m. and 2:50 p.m.

*Half-day absent:* entering after 8:51 a.m. **or leaving prior to 2:19 p.m.**

#### **Walker 6<sup>th</sup> Grade**

*Beginning of day tardy:* entering after 8:20 a.m.

Each period is marked absent or tardy within its own time period

There is no half-day absent.

#### **SHJH**

*Beginning of day tardy:* entering after 7:50 a.m.

Each period is marked absent or tardy within its own time period

There is no half-day absent.

### **ATTENDANCE: TAKING CHILD OUT OF SCHOOL** (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.

### **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 7:20, 7:180)

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

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

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

- During any school-sponsored education program or activity.
- 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.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

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

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

***Cyber-bullying*** means bullying through the use of technology, social media, or any electronic communication, including without limitation electronic mail, Internet communications, instant messages, or apps such as Kik, AskFM, Instagram, or Snapchat to name a few. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

## **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Building Principal or Assistant Principal. Reports can be made in person or through the Bully Reporting link found on the home page of each district school. Additionally, SHJH students/parents may report bullying by calling the SHJH main phone number at 815-469-4330 Opt. 4. Complaints will be kept confidential to the extent possible given the need to investigate.

## **BUS CONDUCT** (Reference Board Policy 7:220)

**TO PROMOTE A SAFE, ORDERLY, EFFICIENT AND ENJOYABLE BUS RIDE TO AND FROM SCHOOL, THESE EXPECTATIONS MUST BE FOLLOWED:**

### **At the Bus Stop**

1. Be on time. Board and leave bus only at your regularly assigned stop.
2. Stay out of the street and away from the road.
3. Be respectful to other students and surrounding property while waiting for the bus.
4. Wait to enter until the bus comes to a full stop, and the door has been opened by the driver. Take your turn and do not push when entering or leaving the bus.
5. Once off, clear the area immediately. If crossing the street, wait for a signal from the driver before crossing in front of the bus. Walk quickly across the street.

### **On the Bus**

1. Students shall be respectful of the bus driver. Insubordination of students toward the drivers will not be tolerated.
2. Go immediately to assigned seat and remain in the seat for the entire bus trip.
3. Remain seated and facing forward while the bus is in motion. Children who are not capable of remaining seated and facing forward may lose riding privileges.
4. Keep aisle of bus clear of all items, feet, legs, book bags, instruments, etc.
5. Throwing items on the bus will not be tolerated.
6. Talk in a quiet reasonable tone of voice. Loud, boisterous, profane language or indecent conduct will not be tolerated.
7. Keep hands and feet to self.
8. Windows are not to be lowered below the designated mark and only with the driver's approval. Keep head, hands and feet, and other items inside the bus always.
9. Food, drink, candy and gum are prohibited on the bus.
10. Treat the bus and seats with care and respect.
11. Cell phones are allowed on the bus until they present a safety problem for the driver. Examples of safety problems include but are not limited to: students passing the phones back and forth, loud boisterous behavior from the students while using the cell phone, taking pictures or videos. Cameras and any other device that may disturb or distract the driver or students are not to be used on the bus.
12. All electronic devices must have headphones or be placed on mute when in use. External noise from any device is not allowed on the school bus. Keep the device at an acceptable volume level. If the driver requests the device to be turned down, please follow the directive. Students must be able to hear instructions from the driver always.
13. Students will be released at their designated bus stop only.
14. Students must be completely quiet when bus stops at all railroad crossings.

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.

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

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

#### **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*.

#### **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), smartwatch, 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 powered off and stored in student's backpack 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

#### **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

#### **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.

### **COMPLAINTS AGAINST EMPLOYEES**

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. 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, please put it in writing, then **Contact the Building Principal**.
- If additional resources are needed, then **Contact Superintendent Barb Rains**
- 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.

### **STUDENT BEHAVIOR** (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.

#### **When and where rules apply**

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to: 1. On, or within sight of, school grounds before, during, or after school hours or at any time; 2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3. Traveling to or from school or a school activity, function, or event; or 4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### **Prohibited Student Conduct**

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

- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel, if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination or on homework, altering report cards, wrongfully obtaining test copies or scores, or forging parent signatures.

- 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 or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- Teen dating violence, as described in Board Policy 7:185, *Teen Dating Violence Prohibited*, is prohibited.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- 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, vandalism, and hazing.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
- Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
- 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.
- Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, or electronic cigarettes.
- 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 offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including medical cannabis, marijuana and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a licensed physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - i. 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. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be powered-off and kept in a student’s backpack 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 including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or 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 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.

## **Disciplinary measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.

Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "lookalikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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

## **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 period standard for this activity is one year but that may be modified 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 expelled for period of 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/), firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1), or look-alike/toys of any firearm as defined above.
- A knife (including plastic, kitchen knives, etc.), brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.

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

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

## **Re-Engagement of Returning Students**

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

## **Required Notices**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

## **Delegation of Authority**

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

The Superintendent, Building Principal, or Assistant 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.



## **Student Handbook**

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

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

## **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 school days in response to 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 and placed into 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 the event it becomes necessary to close the schools due to inclement weather or any other emergency, the Superintendent will notify families utilizing the Power School notification system. Parents can select notification preference(s) of email, phone call and/or text messaging by entering/updating contact information in Power School. Parents may also check the status of an emergency closing by going to the district website at [www.summithill.org](http://www.summithill.org). In the event of any emergency or severe weather that requires schools be closed during the school day, it is urged that parents set up emergency procedures with their children in case no one is at home. This procedure should be reviewed periodically.

#### **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.

#### **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).

#### **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. For questions related to failure and retention, refer to Board Policy 6:280 or contact the building principal.

## FEE SCHEDULE

Category/Activity	Grade	Fee Assessment
Student Registration fee	Speech, EC, half-day K	\$125 annually
Student Registration fee	K (extended day)	\$150 annually
Student Registration fee	1-8	\$150 annually
Milk (1/2 pint - full year)	K-8	\$52.50 annually
Band fee	5-6	\$20 annually
Band fee	7-8	\$20 annually
Athletic participation	5-8	\$20 per sport
Club fees	5-8	\$20 per 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 be paid online via the District's web store
- 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, 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. Forms are distributed to students and are available at the District Administrative Center and on the District website.

### **Eligibility Criteria**

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

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.

### **FUNDRAISING** (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.

### **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 state mandated assessments, 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 Jr High Principal at 815-469-4330.

## **GRADE REPORTING SYSTEM** (Reference Board Policy 6:280)

The following grading scale is used to report student academic achievement in grades 1-8. Grades reflect tests, quizzes, and daily work which is dependent on the grade level.

### **Letter Grade Description of Grade Reporting**

- A (90-100%):** Student achievement is outstanding and demonstrates continuous excellence
- B (80-89%):** Student achievement is above average
- C (70-79%):** Student achievement meets expectations
- D (60-69%):** Student achievement does not meet expectations; student needs reinforcement
- F (50-59%):** Student achievement represents failure of student to meet minimal academic expectations

### **Progress Reports**

*Student Progress Reports* are issued only 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 Kindergarten through eight.

## **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.

## **HEALTHY CLASSROOMS**

In order to provide as healthy a school environment as possible for students and staff, please use the following guidelines to assist you with decisions relating to your child's health and school attendance. Upon making the decision to keep your child home, please notify the school before 9:00 am that the student will be absent. It is considered "best practice" to provide the school with a note from your health care provider for illnesses with absences over three days.

**Common Cold** – Irritated throat, clear or whitish discharge from nose and eyes, sneezing, chills, cough, and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with his/her ability to learn.

**Fever** – If a child's temperature is 100°F or greater, he/she should remain at home until they have been without a fever for a full 24 hours without fever reducing medication.

**Flu** – Sudden onset of fever, chills, headache and sore muscles. Runny nose, sore throat and cough are common. Your child should remain home until symptoms are gone and the child is without fever for a full 24 hours without fever reducing medication.

**Head Lice** – Your child may return to school after completion of recommended treatment and when ALL nits (eggs) have been removed. Students will be examined by the school nurse before they are allowed to return to school. Once determined to be nit-free by the school nurse, your child will be allowed to return to class.

**Pink Eye** – Redness and swelling of the membranes of one or both eyes with burning or itching, discharge, or crusted eyelids. Your child should remain home until they have completed a full 24 hours of antibiotic therapy and when discharge from the eyes has stopped.

**Skin Rashes** – A physician should evaluate skin rashes of unknown origin before your child is sent to school. A child having any rash of unknown origin will be sent home until cleared by a doctor.

**Strep Throat** – Begins with fever, sore, red throat, pus spots on the back of the throat, and tender swollen glands in the neck. High fever, nausea and vomiting also may occur. For the safety of all students, your child should remain home until he/she has received a full 24 hours of antibiotic therapy and until he/she has been without vomiting and fever for a full 24 hours without the aid of medication.

**Feeling Ill** – (Stomach ache, cramping, nausea, vomiting, diarrhea, fever, headache, etc.). Your child should remain at home until he/she has had none of the above noted symptoms for a full 24 hours.

Parents are asked to follow healthy classroom guidelines for the safety and well-being of all the children in the building.

#### HOMWORK (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.

#### **Absence - illness**

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 A.M. 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.

#### **Absence - vacation**

Assignments missed due to vacation will be given one day per day of absence plus one day. Homework will be provided to the student upon return from vacation.

#### 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.

### **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.

### **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.

### **INTERNET SAFETY PROTOCOLS**

#### **Student and Parent responsibilities:**

- Students and parents will sign Authorization Use Permit prior to use of the tablet.
- Students will be trained in Common Sense Media Curriculum prior to use of the tablet.
- Parents are encouraged to view the Common Sense Media Curriculum website.
- Students and parents will sign the Internet Safety Pledge prior to use of the tablet.
- Failure to abide by the Authorization Use Permit will result in disciplinary actions according to policy.

### **INTERNET USE – YOUTUBE**

There may be circumstances where students may be required to access YOUTUBE as part of classroom instruction or activities. No student is to access YOUTUBE unless under teacher supervision and only for the purpose set forth by the teacher. In the event the teacher finds that a student is accessing YOUTUBE without authorization or accessing YOUTUBE sites not part of the instruction or direction of the teacher, the teacher will immediately report the student to the principal for disciplinary measures pursuant to the policy.

### **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 belonging to your student should be clearly marked. Items not claimed will be donated.

### **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

### **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 apply, possess, or consume any prescription or non-prescription medication on school grounds or at a school-related function, including the application of essential oils, other than as provided for in this policy and its implementing procedures. In the event that a student requires cough drops at school, parents may send cough drops to the nurse for their child with a signed note stating the number of cough drops that the child may have per day. Cough drops will be kept and consumed in the nurse's office. 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.

### **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 20 degrees Fahrenheit, 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.

### **PARTNERSHIP WITH LOCAL POLICE DEPARTMENTS**

#### **Communication of a school incident**

District 161 administration works in close contact with Will County Sheriff's Office and the Tinley Park, Mokena, and Frankfort Police Departments. Should an incident occur at one of our schools, the police will take the lead in the investigation which may lead to criminal charges being filed. The District conducts its own investigation which may lead to disciplinary action up to and including expulsion. The District coordinates with the police what information can be shared so as not to obstruct either investigation.

#### **Access to buildings**

District 161 administration has provided fobs to local police departments so that access can be obtained at any district school at any time.

#### **Locker checks**

Police have suggested SHJH administration incorporate random locker checks throughout the year. A male and female administrator would work as a team should random locker checks take place.

### **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.

### **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 a person licensed under the Medical Practice Act. Alternative activities and/or units of instruction will be provided for a student who's physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses. State law prohibits a School Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the school district.

### **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.

### **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 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.

## **Notification regarding student accounts or profiles on social networking websites**

The Superintendent or designee shall notify students and their parents/guardians of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75:

1. School officials may not request or require a student or his/her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **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.

## **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. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored except records kept in a staff member's sole possession. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The Superintendent shall designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

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.

### **In-School Suspension**

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

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

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

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

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

### **Expulsion Procedures**

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged.
4. If the Board acts to expel the student, its written expulsion decision shall:

- a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

### **SUICIDE AND DEPRESSION AWARENESS** (Reference Board Policy 7:290)

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

The Superintendent or designee shall develop, implement, and maintain a suicide and depression program that advances the Board's goal of increasing the awareness and prevention of depression and suicide. The Program must be consistent with Ann Marie's Law, including

- **At-risk protocols** for administering youth suicide awareness and prevention education to students and staff.
- Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.
- Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide.
- Methods of responding to a student or staff suicide or suicide attempt.
- Reporting procedures.
- A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs.

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District website. The Superintendent or designee shall provide a copy of this policy to the parent/guardian of each student enrolled in the District.

### **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.

### **TEEN DATING VIOLENCE PROHIBITED** (Reference Board Policy 7:185)

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship or uses or threatens to use sexual violence in the dating relationship. Students are encouraged to report claims or incidents to the Principal or Assistant Principal. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

### **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. Students must have adult permission to use the school telephone.

#### **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 state mandated assessments, STAR, InView, 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.

#### **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 transportation services should be directed to the District 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.

#### **TRANSPORTATION – Supplemental bus program**

The Board of Education approved a supplemental bus program to provide service to and from district schools for students that live within 1.5 miles of their school and do not cross an Illinois certified hazard point, making them ineligible for state reimbursable bus service. Highlights of the program include:

- Registration will be required for supplemental bus riders and any student not registered will not be eligible for the program.

- The registration process will be set by the Superintendent or designee.
- A supplemental bus fee will be set at the prior year per student transportation cost as calculated for the District's submission to the state for reimbursement, but will be capped at \$250 per student per school year.
- The supplemental bus fee may be waived or altered for hardship or any other cause at the discretion of the Superintendent or designee.
- Bus routes will be determined prior to consideration of the supplemental bus riders and under no circumstance will bus routes be added to accommodate additional supplemental bus riders.
- Supplemental bus riders will be taken on a first come basis should any or all routes become full.
- Bus routes will be established prior to the consideration of supplemental bus riders and bus stops may only be added at the discretion of the Superintendent or designee.

### **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.

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

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without cause (a recognized excuse: 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) are considered chronic truants.

### **Compulsory School Attendance**

This policy applies to individuals who have custody or control of a child: (a) whose age meets the compulsory attendance age as listed in State law, or (b) who is enrolled in any grades, kindergarten through 12, in the public school regardless of age. Unless a student has already graduated from high school, compulsory attendance ages are for students between the ages of 6 (on or before September 1) and 17 years of age.

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. All other absences are considered unexcused.

### **Absenteeism and Truancy Program**

The District manages an absenteeism and truancy program in accordance with The School Code. The program includes but is not be 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.
6. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency.
7. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
8. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

#### **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 is a visitor. All visitors to school property are required to report to the main office of the particular building being visited. All visitors must first utilize the buildings electronic entry system to have their image recorded, sign a visitors' log, show government issued identification, and wear a visitor's badge. The visitor's badge must be worn and remain visible at all times. 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 removed 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. Volunteer IDs will be made for individuals who have been screened and who are utilized as follows:

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](http://www.nsopr.gov), (2) Illinois Sex Offender Registry, [www.isp.state.il.us/sor](http://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.

## **PROGRAMS**

### **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.

### **ENGLISH LEARNERS PROGRAM** (Reference Board Policy 6:160)

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

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

#### **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.

#### **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 sixth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade.

Proof of immunization against meningococcal disease is required from students in Grade 6.

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 1 and 7 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 the IDPH's Certificate of Religious Exemption form to the Superintendent. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board Policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the child is not protected.
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

### **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, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. 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.

**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.

**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.

**NONPUBLIC AND HOMELESS STUDENTS** (Reference Board Policy 7:40 and 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.

### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

Positive Behavior Interventions and Supports (PBIS), is the behavior component of Response to Intervention (RtI). PBIS is a district-wide initiative allowing parents, students and staff to communicate using the same language and expectations for discipline and student behavior. PBIS provides a continuum of positive supports for all students in classroom and non-classroom settings. A link to information about the PBIS program at your child's school may be found on the school's home page.

### **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.

**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 22<sup>nd</sup> 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:

School Psychology	School Social Work
Speech/Language Therapy	Specialized Instruction
Home and Hospital Instruction	Resource Services
Individualized Instruction	Targeted Instruction Program
Early Childhood/ Individualized Instruction	Early Childhood/Early Childhood Blended
Physical Therapy	Occupational Therapy
Hearing Impaired Program Coordination	Communication Development

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

Audiological Evaluation	Visually Impaired Program Coordination
SELF	AIM/Multi-Needs

**SUMMIT PROGRAM** (Reference Board Policy 6:130)

Summit Programming is available for qualifying students in grades 5-8. The Walker School program follows a group structure for grade 5 and a departmentalized structure for grade 6. The Summit Hill Jr. High program follows a departmentalized structure.

**District-wide Identification Process**

The intent of the screening procedure is to identify students who demonstrate a high level of performance. The total district population is considered at the end of grades 4 and 6 for the following school year. When screening students for further identification into the Summit Program, the following criteria are utilized:

- Cognitive Skills Inventory score 120 and above
- Average of last 3 district percentile scores based off of measures of academic progress
- Teacher Observation Checklist

Students who qualify will receive a letter from the building administrator indicating that they have been identified for the Summit Program. Students in grade 4 will receive a letter indicating they have been identified for the program at Walker School for the following school year in Math and/or Language Arts. Students in grade 6 will receive a letter for placement in the Summit Hill Jr. High program for reading, math, social studies, and/or science classes for the following school year. Please review the Summit Program Guide found on the district website.

**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, provide services that, taken as a whole, are substantially comparable.

### **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.

### **WATER BOTTLES**

Junior High students may keep a water bottle in their locker for use between classes/during passing periods.

### **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.

### **Healthy Snack Options**

*"Food impacts how well a child's brain works, affecting their moods and abilities .... In a child's brain junk food can cause neurotransmitters, which pass along information, to function improperly. Smart food, however, allow information to be processed correctly and help the child function at their optimal level" – Dr. Sears, pediatrician and author*

#### **HEALTHY SNACKS ARE:**

- 100% Whole Grain
- Made with very little or no refined sweeteners such as white sugar or corn syrup.
- Fresh fruits and vegetables, dairy products, seeds, dried fruits.

#### **HEALTHY SNACKS ARE NOT:**

- "Low fat" or "low carb" or "low calorie" products (in most cases).
- Made with artificial sweeteners.
- Deep fried in refined oil.
- 100-calorie packs made with refined grains like white flour (labeled as "wheat flour").
- Something out of a package containing ingredients you cannot pronounce.
- Highly processed for that is labeled as organic.

### **Approved Options**

- Non-food items such as pencils, stickers, and other party favors.
- Party mix (a variety of cereals).
- Granola bars.
- Dried fruit (raisins, apricots, etc.).
- Apple slices with cheese.
- Fruit and yogurt sundaes.
- Pretzels
- Frozen yogurt treats
- Raw vegetables with low-fat dressing or dip.

- Popcorn.
- Fresh fruits.
- Packaged fruit in natural juices (fruit cocktail, peaches, etc.).
- Single-serve applesauce.
- 100% fruit juice popsicles.
- Crackers, graham crackers, animal crackers.
- Low-fat Muffins.
- 100% juice drinks.

Remember:

- All snacks must be store-packaged in individual servings.
- Please check with your child's classroom teacher for any classroom-specific restrictions to allowable snack options (i.e. nuts, etc.).