

ABSENCES AND ATTENDANCE

If your child is to be absent because of illness, you are required to call the school absentee line by the beginning of the school day and report the absence each day. If your child is absent and we do not receive a call, we will call you at home or your place of employment to verify the absence. The purpose of this procedure is to determine if your child has arrived safely at school. School policy requires a written excuse from a doctor for any student who is absent from school due to illness for three or more consecutive days.

Parents are urged to request homework if their child is absent two or more consecutive days. Contact the school office as soon in the day as possible to request homework. This will allow the teacher time to prepare what is needed.

A student must be in attendance for a minimum of 5 consecutive hours (300 minutes) to be considered a full school day, 2.5 hours (150 minutes) for a half day for grades two through five, and 2 hours (120 minutes) for Kindergarten through first grade. When your child arrives after the official start time, parents are required to sign their children in at the office. Students who leave school early for reasons of illness, appointments, or notes from home will be released only to their parent or legal guardian unless prior arrangements have been made through the school office. Parents are required to sign their child out in the office.

Conscientious school attendance is one of the most important tasks of a student. The attendance maintained while in school will be looked upon by future employers as one of the basic criteria of employment. Students who stay home for trivial illnesses or because they do not feel like attending school are, in effect, hurting no one but themselves. They are missing vital information in their education and, therefore, placing their future in jeopardy. We will closely monitor all absences and hope for the cooperation of parents in improving school attendance. The attendance-monitoring program is divided into four (4) levels of absenteeism:

Level 1: 10 Full Days Absent

- At this level, a letter will be sent to the parents notifying them of the dates of the absences and the services our school can offer in relation to missed assignments, etc. We will also ask that if the absence will be prolonged, i.e., hospital, illness, etc., the school should be notified and a program can be set up to help the student make up the work.
- This is not a punitive letter, but one of concern on our part.

Level 2: 15 Full Days Absent

- A second letter will be sent once again advising parents of the days missed and how a continued pattern of absenteeism may affect their child's grades.
- If there is an absenteeism pattern, a conference with the school administration will also be required. During this conference it may be determined that a doctor's note may be required for all sick days to be recorded as excused or medically verified.
- If there is not an absenteeism pattern, the conference will be waived and only the letter sent.
- If absences to date are found to be unexcused, steps for truancy referral may be taken.

Level 3: 20 Full Days Absent

- A registered letter will be sent to the parents notifying them of the days the student has been absent. This letter will advise the parents that they must schedule a meeting with school

administration. Failure to attend this meeting may result in a direct referral to the Regional Superintendent for truancy.

Excused Absence

An excused absence is defined as an absence due to sickness or an emergency in a family in accordance with the State Law. Students who have been excused from school are expected to hand in missed schoolwork. It is the student's responsibility to work with teacher for missed assignments. Please contact the appropriate teacher/s to make these arrangements.

Acceptable absences include:

1. Personal illness
2. Mental or Behavioral Health Days

Students may utilize up to 5 mental/behavioral health days. After the use of the 2nd day, the student may be referred to the appropriate school support personnel.

3. Death in the immediate family
4. Family emergency*
5. Religious holiday observance
6. Quarantine per County Health Department
7. Court appearance
8. School sponsored activity

* "Needed at home" is not a sufficient excuse. The note from the parent must indicate the reason for the emergency requiring the student to miss school.

Unexcused Absence

Examples of absences that cannot be excused include but are not limited to:

1. Errands which could be scheduled when a student is not required to be in school
2. Oversleeping
3. Car trouble or missing bus ride

Prearranged Student Absences

For planned absences, such as family vacations during the school year, parents should notify the teacher and office in writing in advance. While such absences are discouraged, alternative assignments may be provided, when possible, as long as teachers have sufficient notice. It must be realized that not all lessons taught in school can be made up at home or assigned weeks in advance. Alternative assignments/makeup work cannot replace actual attendance at school.

Absence and Participation in After School Activities

A student must be present at school a minimum of four hours to be eligible for participation in after school co-curricular activities such as athletics, concerts, presentations, plays, trips, etc. If a student goes home ill during the day, that student becomes ineligible for participation in any school co-curricular activities that day.

Tardiness - To School

It is very important that children arrive at school on time. The educational process is disrupted for all concerned when this does NOT occur. When tardy to school, a student must report to the office to sign in before attending class. Excused tardies are appointments with orthodontist, dentist, doctor, eye doctor, etc. Unexcused tardies include oversleeping or missing the bus.

BEHAVIOR AND DISCIPLINE

Mission: To teach, develop, and reinforce positive self and social awareness which will empower all students to become valuable members of their community.

Vision: A collaborative community that guides one another to be culturally responsive members who display empathy and innovation through the development of social, emotional, and life skills

One of the core values of the elementary schools in District #158 is the maintenance of a pleasant, orderly, supportive atmosphere. A spirit of cooperation among students, teachers, parents and administrators promotes a positive learning climate that enables and encourages excellence in education. In an effort to support this cooperation, all students and their parents should review the following rights, responsibilities and rules:

Discipline of Students with Disabilities: The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. No special education student shall be suspended or expelled for conduct that is a manifestation of his or her disability.

Student Rights

1. A meaningful learning experience.
2. A school climate free of violence and disruption.
3. A written code of discipline.

Student Responsibilities

1. Attain the best possible level of academic achievement.
2. Respect the rights of fellow students and school personnel.
3. Obey all school rules as well as city, state and federal laws.

Staff Rights

1. To teach/work in an atmosphere that promotes the educational process.

Staff Responsibilities

1. To maintain an atmosphere conducive to learning.
2. To communicate with students, parents and administrators.
3. To redirect inappropriate behavior.
4. To assign appropriate consequences.

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

1. Verbal warning.
2. Notifying parent(s)/guardian(s).
3. Disciplinary conference.
4. Withholding of privileges.
5. Temporary removal from the classroom.
6. Lunch or teacher detention
7. Return of property or restitution for lost, stolen, or damaged property.
8. In-school suspension.
9. After-school or Saturday detention.
10. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
11. Suspension of bus riding privileges.
12. Out-of-school suspension.
13. Expulsion.
14. Notifying juvenile authorities or other law enforcement.
15. Other disciplinary action as deemed appropriate by the administration.
16. Restorative Practices strategies

Level-Step Disciplinary System

Administrators will at every stage be concerned with finding causes for misconduct for which the actions of the students are symptoms. It will be the goal to seek and find appropriate help for students who are in need. The system identifies three levels of misbehavior and clearly states the consequences for each rule infraction. Consequences are progressively more serious as infractions accumulate and severity increases. It is the hope and intent that this system will deter future misconduct, and engender in students a respect for the rights of others and the need for the rule of law both in school and society.

Level A - SCHOOL RULE INFRACTIONS THAT DISRUPT THE EDUCATIONAL ENVIRONMENT

- Such as, but not limited to, classroom disruption, insubordination, personal dishonesty, academic dishonesty, throwing objects, public display of affection, profanity, failure to report to an assigned disciplinary action, bus violations, dress code violations, electronic device/cell phone violation, being in an unauthorized area, violation of normal school rules, unexcused tardiness to class or school, and unexcused absence from class.

- **Level A infractions may result in warnings, loss of a school privilege, lunch detention, before/after school detentions, parent conference, restorative practice strategies or suspension in/ from school.**

Level B - SERIOUS RULE INFRACTIONS THAT INFRINGE UPON THE RIGHTS/SAFETY OF OTHERS

- Such as, but not limited to, repeated level A infractions, aggressive behavior (includes play fighting), fighting, aiding and

abetting the violation of school rules, vandalism, theft, extortion, possession of inappropriate objects or material, technology violations, forgery, harassment of other students, chronic misbehavior, tampering with fire extinguisher or health safety equipment, false fire alarm, and truancy.

- Level B infractions may result in warnings, loss of a school privilege, lunch detention, before/after school detentions, parent conference, restorative practices strategies suspension in/from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement.

Level C - ILLEGAL BEHAVIOR

- Such as, but not limited to, repeated level B infractions, an act that endangers oneself or others, felonious acts, threats/physical attacks of a staff member on or off campus, threat(s) towards others, possession or assisting in the possession of a weapon, arson, possession of or use of illegal drugs, marijuana or alcohol, participation in a transaction/transfer of or attempted transaction/transfer of drugs, marijuana or alcohol, use or possession of tobacco, tobacco products or alternative nicotine products, gambling, gang activity, and assault.

- Level C infractions may result in warnings, loss of a school privilege, lunch detention, before/after school detentions, parent conference, restorative practices strategies suspension from school (up to 10 days), a recommendation to the

Board of Education for expulsion (up to 2 years) and police notification/involvement. Any student who possesses a weapon, as defined in Section 10-22.6(d) of the School Code or Board Policy 7:190, shall be expelled for not less than one year.

Explanation of Terms

Conduct motivated in whole or in part by prohibited discrimination may be subject to increased disciplinary measures, where determined to be appropriate by the administration. The Board may also consider whether conduct was motivated in whole or in part by prohibited discrimination when determining whether to expel a student based on such conduct. Prohibited discrimination means conduct based upon actual or perceived color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, or pregnancy.

Detention - Detentions are assigned in cases of serious misconduct and/or frequent misconduct of the same nature. A detention must be processed through the administration. A detention may be up to 30 minutes and may occur before school, during lunch or after the school day. Absence on the day of a detention will cause the detention to be served on the next school day. If the detention is assigned before or after school, students and parents will be notified in writing at least one day in advance of the day assigned. Parents are responsible for providing transportation. Transportation inconveniences are not a valid excuse for missing a detention. Failure to appear for an assigned detention may result in additional detention and/or parent phone conference.

In-School Intervention - Students will be in a supervised location working on classroom assignments. Any disruption will result in additional disciplinary action.

Suspension - A student who has been suspended will not be readmitted to school or to classes without a parent conference. Students may not participate in or attend extra-curricular activities while under suspension. At the time of a suspension the student will remain in the office until a parent/guardian or their designee comes to pick up the student from school.

A suspension may not exceed ten days. Prior to a suspension, a student will be advised of the reason for the proposed suspension and afforded an opportunity to present information on their own behalf. It must be determined that the student is guilty of noncompliance with the school rule of the conduct charged, and that suspension is reasonably justified.

Parents or guardians will be given prompt notice of the suspension and the reason thereof. The parents or guardian have a right to request a review before the school board or an appointed hearing officer.

A suspended student shall have the opportunity to make up any assignments and tests missed during the suspension period. The school will provide work for the student so that his/her future learning is not affected by the suspension. A student will receive credit for these assignments.

Parents have the right to request a hearing from the Board of Education.

Right to Review: The Appeals process must follow these 3 steps:

- A. Appeal to the Building Principal
- B. Appeal to Associate Superintendent or Designee
- C. Appeal to the Board of Education

Expulsion. Expulsion shall take place only after the parents have been requested by registered or certified mail to appear at a meeting of the Board of Education, or to meet with a hearing officer appointed by the Board to discuss

their son/daughter's behavior. The request shall include:

- a. details regarding the specific act of gross disobedience or misconduct resulting in the recommendation for expulsion;
- b. The time, date, and place of the hearing;
- c. A brief description of what will happen during the hearing;
- d. A list of the student's previous suspensions;
- e. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years; and
- f. A request that the student or parent/guardian inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and his or her parent/guardian may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified on behalf of the administration, and otherwise present reasons why the student should not be expelled. After presentation of evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate. If the Board decides to expel the student, the written expulsion decision will detail the specific reasons why

removing the student from the learning environment is in the best interest of the school, as well as the rationale for the duration of the expulsion. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard. A student may be readmitted to school after expulsion by official action of the Board of Education

Campus Resources Officers

Huntley Community School District 158 (HCSD158) has established a Campus Resource Officer (CRO) program in partnership with the Algonquin, Huntley and Lake in the Hills Police Departments. As part of an intergovernmental agreement, this partnership helps create “effective and positive school student discipline that (a) is part of HCSD158’s larger effort to address school safety and climate; (b) includes proactive and restorative methods rather than only punitive; and (c) is clear, consistent and equitable.” Each CRO is equipped with a body worn camera (BWC) as provided by law in accordance with Police Department policies. The CRO’s BWC will not record during the school day unless and until the CRO has reason to believe that a crime has been or is in the process of being committed. Further, in the event an CRO is in a hostile situation or perceives that a complaint will be raised, at the CRO’s discretion, the BWC can begin recording.

BIRTH CERTIFICATE REQUIREMENTS

Illinois law requires at registration, or within 30 days of registration, a certified copy of the student’s county birth certificate to be on file with the district. If the certified copy is not available, then the school must be furnished at a minimum: the student’s identity and age, along with an affidavit explaining the inability to furnish the birth certificate. If the person enrolling the student does not comply, the school district must report this fact in writing to the local law enforcement agency and provide written notice to the person enrolling the student that if they haven’t complied within 10 days, the situation will be reported to local law enforcement for investigation.

CLOTHING AND GROOMING

Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress, which is considered disruptive to the educational process, is not permitted. Parents will be contacted in situations where student dress presents a problem. Experience has shown that student conduct, identification with the school purposes and activities, personal pride and self-respect and even the level of learning responses of students are all definitely related to personal appearance and mode of dress. Students should dress neatly but simply for school, rejecting extreme fads concerning hairstyles, make-up or clothing.

We ask parents and students to become involved in supporting a “level of dress” that helps to promote a good atmosphere for learning. Articles of clothing that are considered inappropriate are, but not limited to, headwear, shoes with wheels, overly revealing clothing, dangerous/disruptive accessories, and clothing making reference to drugs, marijuana or alcoholic beverages. Any clothing that tends to disrupt the educational process and/or is demeaning to oneself is also considered

inappropriate. During the school day students may be asked to remove or turn inside out any inappropriate items of clothing.

ELECTRONIC ITEMS (Non-School Issued)

Below is a list of items that may not be visible or accessed during the school day. Students choosing to bring these items to school must store them in backpacks. Electronic items must be stored in the “off” position. Please be aware that the school cannot accept responsibility for lost, damaged, or stolen items.

- Toys (electronic or other)
- Games (electronic or other)
- Cell phones, MP3 players, Smart Watches

Smartphones, e-readers and other educational electronic devices may be used for instructional purposes when the teacher deems appropriate.

Telecommunication Device Possession and Use by Students

Guidelines governing use of cellular, radio, and/or other telecommunication devices at school, on school property, or at school-sponsored events.

In general, students are allowed to possess cellular, radio, and/or other telecommunication devices at school, on school property, or at school-sponsored activities, but the use of these devices is restricted to areas designated by the building principal before and after school hours only. During the school day and/or while participating in school-sponsored activities, students will be expected to leave these devices in their lockers or cubbies in the off position. Cellular, radio, and/or other telecommunication devices found in a student's possession during the school day, while participating in school-sponsored activities, or outside the principal's designated areas may be confiscated, and the student may be subject to additional discipline. Parents are required to pick up confiscated items.

The School District also restricts parents' and/or visitors' use of cellular, radio, and/or other telecommunication devices to appropriate areas to be used only in such instances in which either an emergency exists or the use of the device is not disruptive to the ongoing activity. Parents or visitors who violate this policy may be asked to leave the school building.

Students will not be allowed to make phone calls during the school day except as permitted by a faculty member. Students generally are not called to the telephone from classes except for emergencies.

EMERGENCY DRILLS

Emergency drill procedures will be discussed with all children by their classroom teachers. Drills will be held several times throughout the school year. Students must quickly and quietly report to the appropriate location. If a parent would like to opt their student out of participating in the annual lockdown drills they must request this in writing to the school administration annually.

EXCEPTIONAL TALENT PROGRAM

The Gifted Program starts formal identification at the end of grade two. Students in grades 3-5 may be screened based on a request from the teacher or parent. Both objective and subjective measures are

used for identification. Students are placed in the program based upon Standardized test scores in math, reading and language arts, a teacher input and Student Ability Index (SAI) scores. These measures are placed on a matrix for final selection. The students selected for the Gifted Program are placed with a teacher who has formal gifted training or experience with gifted students whenever possible.

The program is based on the Consultation Model. Consultation is a collaborative problem solving process between the teacher(s) and coordinator(s) through a sharing of expertise with the ultimate goals of better serving students. This model is based upon best practice in the field of Gifted Education.

FIELD TRIPS

We encourage all students to participate in field trips. We believe the whole world is a classroom and many sound educational activities that support the curriculum are best appreciated by actually visiting specific sites. Any admission fee and a prorated cost for transportation are assessed and payable prior to the trip. Occasionally a lunch stop is scheduled at a fast food restaurant and may be part of the fee. Students always have the option to bring a sack lunch if they so desire. Permission slips will be required. Please complete the entire form each time your student is involved in a field trip. You will be given appropriate time to complete the form and pay the fee. Please contact the teacher with questions.

FOOD

Snacks and lunches from home should be nutritious. Candy and pop are discouraged. Gum is not allowed. When bringing treats for classroom celebrations, please remember that District #158 requires that all treats must be commercially prepared and packaged. The distribution of edible birthday treats is not permitted in schools.

GANG AND GANG RELATED ACTIVITY POLICY

The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. By this policy, the Board of Education acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school authorities. "Gangs", as used in this policy shall mean three or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the district's rules and regulations.

No student:

1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other insignia which is evidence of membership or affiliation with any gang.
2. shall draw gang graffiti or distribute gang related literature.
3. shall use any speech or act in furtherance of gang activity.
4. shall solicit others for membership in any gang.
5. shall request any person to pay protection or otherwise use extortion on any person.

6. shall commit any other illegal act or other violation of school district policies in furtherance of gang related activities.

7. shall incite other persons to inflict physical violence against any other person.

8. shall participate in any activity that could be interpreted as relating to gangs or gang activity.

Penalties for Violations: Any student found to have violated this policy shall be guilty of gross misconduct. All gang related paraphernalia or materials will be confiscated. Violation of this policy may result in disciplinary measures up to and including ten (10) days suspension with consideration for expulsion and, in addition, a report to the police if a violation of the law is involved.

NONDISCRIMINATION POLICY AND GRIEVANCE PROCEDURES

Non-Discrimination

No student shall be denied equal educational and extracurricular opportunities on the basis of color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, marital or parental status, or pregnancy.

Concerns or complaints related to potential violations of this policy should be directed to:

Nondiscrimination Coordinator:

Dr. Adam Zehr
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

Complaint Managers:

Dr.

Amy MacCrimble	Mr. Mark Altmayer	Ms. Jessica Lombard	Dr. Rocio Del Castillo
650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey
Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158	(847) 659-6158	(847) 659-6158

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described in Board Policy No. 2:260, a copy of which is available in the District Office, on the District website, or by contacting any of the individuals named above.

For concerns or complaints against District 158 or its employees other than a discrimination complaint, parents are encouraged to first contact the appropriate staff member directly. If the problem is not resolved, parents should then contact the Building Principal. If the problem remains unresolved, the parent should then contact the District Office.

HARASSMENT/HAZING

Hazing

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Removal from the extra-curricular activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Students engaging in hazing that endanger the mental or physical health or safety of another may also be subject to:
 - Suspension for up to 10 days
 - Expulsion for the remainder of the school term

Harassment

It is the policy of District 158 to provide an educational environment free from harassment. No person, including a district employee or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, immigration status, marital status, pregnancy, association with a person or group with one or more of the aforementioned characteristics, or any other distinguishing characteristic.

Sexual harassment of students is prohibited. Sexual harassment means sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment,
 - c. Depriving a student of educational aid, benefits, services, or treatment, or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

Students are encouraged to report claims or incidences of sexual harassment to the Non-Discrimination Coordinator or Complaint Manager. Any student who believes he or she is being harassed may file a complaint by using the Uniform Grievance Policy outlined in Board Policy 2:260 and this Handbook.

A student's good faith action in reporting harassment will not result in any adverse actions against the complainant. However, if a student or witness is found to have made an intentionally false report of harassment, the student or witness shall be subject to discipline.

The full Board Policy on harassment may be obtained by calling the administrative office at (847)659-6158.

Bullying

Bullying is defined as:

- An act that is repetitive in nature (similar behavior which occurs more than once)
- Creates a power imbalance (by size, age, numbers or emotionally)
- Is intended to hurt or harm the victim (socially, emotionally, or physically)

"Bullying" includes "cyberbullying" and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student(s) or staff member which can reasonably be expected to have one or more of the following effects:

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

Bullying on the basis of actual or perceived race, color, national origin, 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, immigration status, 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 the following situations:

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

The entire Board Policy on bullying may be obtained by calling the Administrative Office at (847)659-6158.

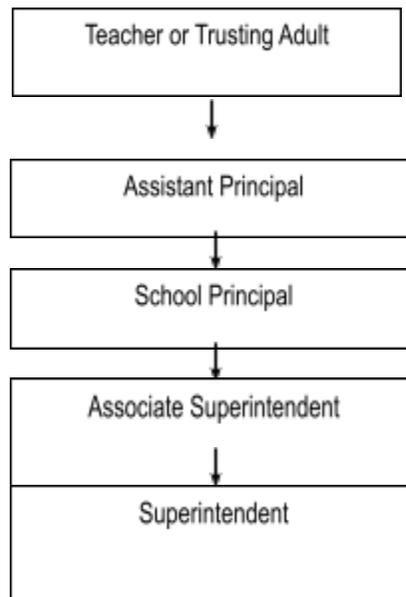
Students who feel they have been bullied should report the incident by:

1. Contacting the Complaint Manager or other administrator, counselor, teacher, or social worker
2. Using the District tip line: (847) 659-INFO (4636)

3. Using the District Bullying/Harassment Report form found on the district website.
4. Following the Uniform Grievance Procedure outlined in Board Policy 2:260 and this Handbook.

At its discretion, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal charges.

Generally speaking, questions or concerns should be first discussed with the staff member who is closest to the situation. It is always best to follow the chain of command to ensure that all parties involved are properly informed of the situation. Parents should expect a response from the staff member listed or his or her designee, within 24 hours to discuss their concern. If no contact has been made, please proceed to the next step in the chain.



The entire policy may be obtained from the Administrative Office 847-659-6158.

Following the Uniform Grievance Procedure outlined in Board Policy 2:260 and this Handbook, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal charges.

HEALTH AND SAFETY

Health Services

The health program is designed primarily to maintain health and prevent serious disability or illness. A Nurse is employed by the District in each school to be on duty when children are present during the regular school day. Except in emergencies, students need a pass from their teacher to visit the Health Office. If the nurse is not there or the Health Office is closed, the student should report to the main office.

Accident and Illness Procedure

When a student becomes ill at school, he/she may visit the Health Office. The Registered Nurse will assess the seriousness of the illness or injury and administer first aid. If warranted the parents are notified. Possible outcomes, after being assessed by the nurse, may be that the child may return to class, be picked up by the parent or guardian, or sent to the hospital via EMS. If the child has a fever of 100 degrees or greater, the student **MUST** be picked up from school. Other situations where a student must be picked up from school include, but are not limited to: vomiting, diarrhea, open lesions, lethargy, serious head injuries, undiagnosed persistent or disruptive cough, eye drainage or redness, undiagnosed or new rashes and serious limb injuries. These situations will be given a "nurse home" attendance code. Parents will be called to come to school to assist if children are incontinent and need assistance in cleaning themselves. Parents are required to sign their child out in the office before leaving the building.

If a student sustains a concussion, please notify the Health Office. The school will support a student with a concussion working with the student's physician and by providing a Return-to-Learn protocol. The student will check in with the School Nurse daily to evaluate symptom severity.

If an accident or illness merits being excused from school and/or physical education/recess, a doctor's note is required that specifies when he/she may return to normal activity. **The school nurse will not be able to write a note to excuse the student from PE/Recess.** A physician's release to return to PE is required whenever a doctor's note for no PE has been given and for concussions.

Administering Medication to Students

Every attempt should be made to schedule medication administration outside of school hours. However, if under exceptional circumstances a child is required to take prescribed medication during school hours, all medication shall be transported to and from school by a parent or guardian. Students are not to transport or have medications in their possession except for the self-administration of diabetes medication, asthma medication, or epinephrine auto-injectors, as outlined in Sections below.

The R.N., principal and/or their designee will administer the medication in compliance with the following regulations:

1. Prescription Medication:

- An "Administration of Medication Form" (which can be obtained on the website) signed by the parent or guardian.
- An "Administration of Medication Form" (which can be obtained on the website) *signed by the*

medical doctor, renewed annually at the beginning of the school year.

- The original prescription bottle must be brought to school by the parent (children may NOT carry the medication to school).
- The prescription bottle label must contain the child's name, name of medication, time to be administered, dosage, possible side effects and termination date of administering the medication. Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

2. Non-Prescription Medication:

- An "Administration of Medication Form" (which can be obtained on the website) signed by the parent or guardian.
- An "Administration of Medication Form" (which can be obtained on the website) *signed by the medical doctor*, renewed annually at the beginning of the school year. Some non-prescription medications may be supplied by the school – please check your school for specifics. (All medication needs to be labeled with the child's name and brought to school by the parent). Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student non-prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

3. Self-Administration of Medication

Students are permitted by law to carry and self-administer diabetes medication, asthma inhalers, and epinephrine auto-injectors, where appropriate. The parent or guardian must sign a statement acknowledging that the district is to incur no liability as a result of any injury or claim arising from the self-administration of the medication or use of an epinephrine auto-injector regardless of whether authorization was given by the student's parent/guardian or by the appropriate medical official, and that the parent/guardian will indemnify and hold harmless the school district and its employees and agents against any such claims.

A. Diabetes Medication

Students may carry and self-administer their own diabetes medication. However, most parents of elementary aged students usually prefer the R.N. to monitor the student's diabetes.

B. Asthma Medication

Students may carry and self-administer their own asthma inhalers. However, most parents of elementary aged students usually prefer the R.N. to monitor the child's use of the inhaler.

- If the parent would like their child to carry their own inhaler, the parent must provide:
 - Written authorization through the "Request for Self Administration of Asthma Medication" form found on the website.
 - A prescription label with the name of the medication, the prescribed dosage and the time or circumstances under which the medication is to be administered.

- Please provide an Asthma Action Plan (blank form can be obtained from the website) completed by the student's physician and submitted every year at the beginning of the school year.

C. Epinephrine Auto injectors (Epi-Pens). Students may carry and self-administer an Epi-pen.-However, most parents of elementary aged students usually prefer the Epi-Pen to be kept in the Health Office.

- Please submit a Food Allergy Action Plan (blank form can be obtained from the website) completed by the student's physician. A Food Allergy Action Plan needs to be updated by the physician and submitted every year at the beginning of the school year.
- If the parent would like their child to carry and self-administer their Epi-pen, the parent must also provide:
 - 1) signed written authorization for the self-administration of medication, and written authorization from the student's physician, physician's assistant, or advanced practice registered nurse, which includes the following information:
 - i. The name of the student;
 - ii. The name and purpose of the epinephrine auto-injector;
 - iii. The prescribed dosage;
 - iv. The time or times at which or the special circumstances under which the epi-pen is to be administered;
 - v. The necessity for the medication during the school day;
 - vi. The likely side effects;
 - vii. An emergency number where the physician can be reached.
 - viii. A Food Allergy Action Plan is still required to be submitted.

4. Effective July 1, 2020, students who are diagnosed with epilepsy or a seizure disorder must submit a seizure action plan at the beginning of each school year. This form is available on the District 158 website.

5. Epinephrine Auto injectors (Epi-Pens), UNDESIGNATED

The Emergency Epinephrine Act, P.A. 97-0361 (the Act) became law in Illinois in 2011, permitting schools to stock a supply of Epinephrine Auto-Injectors, authorizing physicians to provide school districts and non-public schools with a prescription to obtain the Emergency Auto-Injectors from local pharmacists, and giving School Nurses or other trained personnel the authority to provide/administer the epinephrine to any student or staff member whom the nurse believes is having an anaphylactic reaction. Undesignated epi-pens will be available in all the schools during school hours and kept in the nurses' offices. The School Nurse or other trained personnel may administer an undesignated epinephrine auto-injector to any person the nurse believes in good faith is having an anaphylactic reaction. This includes parents, visitors, and guests. The standing order and emergency supply of Auto-Injectors are kept in the office of the School Nurse.

Students with food allergies should also complete the “Food Allergy Action Plan” form, which is available on the district website.

Communicable Diseases

Please notify the school office as soon as possible if your child contracts any contagious disease. If such a disease is contracted, the child must be excluded from school. Communicable diseases such as; chicken pox, German measles, impetigo, influenza, measles, mumps, scarlet fever, infectious mononucleosis, norovirus, coronaviruses, and Strep throat are contagious before they reach a stage where they can be recognized and diagnosed. Certain communicable diseases will require a doctor’s release for the student to re-enter school or may require documentation from the health department to re-enter school or school related activities.. Please check with the health office for specifics. As always, please keep your child at home during an illness to decrease the number of students who are exposed to the illness. Students who have been running a fever (100 or greater) should be kept home fever-free for 24 hours before they return to school (unless guidelines from the CDC or IDPH increase this timeframe). Students should also remain at home for 24 hours after vomiting has stopped and the student can tolerate a solid diet. Parents shall also keep students home until diarrhea-free for 24 hours.

Emergency Information

There are times when a student’s illness or injury requires transportation to the hospital. The local rescue squad will transport the student requiring emergency medical treatment to the appropriate medical facility. Every attempt will be made to notify the parent or guardian before transport. In order to contact parents quickly in the event of an emergency, it is required that we have complete and current information in PowerSchool on the following items;

- Your home address and telephone number
- Working status of both parents, including the name of the company, the address and the phone number where you can be reached
- The name and phone number of a neighbor or friend who is willing to attend to your child in an emergency.
- It is the parent's responsibility to notify the Registration Office at the District Office of any changes in the aforementioned items.

Physical Examinations and Immunizations

In accordance with the Illinois Department of Public Health and the Illinois School Code, physical examinations are required for all students entering kindergarten, sixth grade and ninth grade. Physicals are also required of all transfer students and students participating in interscholastic sports. The physical examinations must include a record of all immunizations that the child has received. All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school.

Every child who enters preschool, kindergarten, sixth or ninth grade and every child who enters a school, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the Illinois Department of Public Health and the Illinois State Board of Education. Students failing to meet the required legal immunizations, against measles, tetanus, diphtheria, poliomyelitis, varicella, pertussis (whooping cough), meningitis, rubella, mumps, and Hepatitis B, will be excluded from all District schools. There are two exceptions to this State Law:

- Children whose parents or legal guardians object to immunizations on religious grounds must present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. Upon receipt of the form, the Superintendent or designee shall immediately inform the parent/guardian of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- If the physical condition of the child is such that any one or more of the immunization agents should not be administered on medical grounds, the examining physician responsible for the performance of the health examinations shall endorse such fact upon the health examination form. (Illinois School Code).

A dental examination must be provided to the health office before May 15 of the current year for students in kindergarten, 2nd, 6th and 9th grades. A vision examination must be provided to the health office for students entering kindergarten or transfer students entering Illinois schools for the first time. Dental and vision examination forms can be downloaded from our website. A student may be exempt from the dental or vision examination requirements if the student's parent/guardian show an undue burden or lack of access to a dentist or qualified physician/optometrist. All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school. Physical forms are available in the Health Office or the District 158 website.

Individual Restrictions

At times, individual students may require special restrictions to their activity level due to a medical situation. Any restrictions for activity, or recess involvement, need to be submitted by a medical physician and must specify the amount of time that the student has the activity restrictions. Please note any physician directives for activity restrictions need to be reviewed, and resubmitted, annually.

HOMEWORK

Homework is an extension of learning in the classroom. Homework is assigned to challenge, reinforce and motivate, and is not given for disciplinary reasons. The quantity of homework will increase throughout the grade school years, as students are able to assume greater responsibilities and independence. Whenever possible, supervised study time will be given in the classroom to help students get off to a good start on their assignments. Homework is a good way of involving parents in the learning process and keeping them informed about their child's progress. It is important, however, that assignments be completed by the student in order for the teacher to make an accurate

assessment of the student's learning. Both long and short term homework assignments will help students establish regular study habits, learn to budget time, develop an interest in the work assigned and learn the importance of accomplishing and turning in the work on time.

INTERNET

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use. Use of the Internet, email, and other communication and collaboration tools to enhance productivity and enhance student learning is encouraged.

Additionally, if students have been provided with a 1:1 technology device; the following are guidelines for the expectation of using technology responsibly:

- a. Bringing a charged device to school every day
- b. Storing the device in the provided case at all times
- c. Moving safely through the hallway while carrying a device
- d. Respecting the property and privacy of others by not using another student's device or account
- e. Using the device, app, and other information resources to support learning, complete school assignments, and gain understanding of how technology works
- f. Using the Internet to gather information related to school, and to communicate with other students, teachers, and experts as it relates to school work

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final. The Technology Director will work with the building administrator and the building administrator will deal directly with the violator.

Unacceptable Use - Staff and students are responsible for his or her actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;

- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space and bandwidth;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including images or video;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - Staff and students are expected to abide by the generally accepted rules of network etiquette while using any means of electronic communication such as email, blogs, wikis, discussion boards, instant messaging, etc. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the

Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the network or Internet, the user must notify the Technology Department or Building Principal. The Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Keep your accounts and passwords confidential and do not use another individual's account.

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

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

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web content must have written permission from the original producer before adding the material to their web page.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain". This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Network Administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

Internet Safety

- a. Internet access is limited to only those *acceptable uses* as detailed in these procedures.
- b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.
- c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
- d. The Network Administrator and Building Principals shall monitor student and staff Internet

Access to Student Social Networking Passwords and Websites

If a student has an account on a *social networking website*, e.g., Facebook, Instagram, Twitter, ask.fm, etc., 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 that violates a school

disciplinary rule or policy. The student may be required to share the content that is reported in order to allow school officials to make a factual determination as part of its investigation. School officials may not request or require the student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

LIBRARY RESOURCE CENTER (LRC)

The Learning Resource Center provides materials that support both the mission and the curriculum of the school district. Students receive instruction on the use of the LRC, information on available books and resources, and opportunities to check out materials. Library visits vary depending upon the building and grade level, but generally occur at least once per week.

Books are checked out for one week and may be renewed two to three times (if the book is not on hold). Fines are not charged for late books; however children are not allowed to check out additional materials until late books have been returned. Overdue notices will be sent home with students when a book is two or more weeks overdue. The price of the book is listed on the overdue notice. If the book is lost or damaged, the student will be asked to pay for the book before more materials are checked out. Should the book be found later, a refund will be issued up to one year from payment, assuming the book is in good condition.

LOST AND FOUND

Lost clothing, book bags, etc. will be kept in the lost and found area. Please label all items with your child's name to facilitate return. Small articles and valuables such as wallets, purses, jewelry and watches are kept in the office. Students may claim their possessions by identifying them.

LUNCH AND RECESS

Cafeteria Expectations

Students are expected to cooperate with the following procedures:

1. Deposit all lunch litter in the garbage cans provided.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around the area in a clean condition for others.
4. Cafeteria lines will move with order and efficiency if all students have their lunch card, are patient and polite in waiting their turn.

5. Be considerate of others.

Purchasing Food

Students are advised that the school district uses an electronic system for purchasing lunch. All students SHOULD have their ID card to make any food purchases in the cafeteria. Money may be added to the lunch account by creating a secure online account at MySchoolbucks.com (these funds may take 24 to 48 hours to be available in the students' account) or by bringing cash or check to their teacher in an envelope with their name and student identification number on it. The cafeteria will place these payments in the student's lunch account

MySchoolbucks.com

By creating a secure online account, parents can manage their student's account easily and conveniently. MySchoolbucks.com provides you with a direct link to your student's school lunch account wherever you have internet access. Now parents can experience the benefits of using MySchoolbucks.com by taking advantage of some of our popular features:

- Spending History- Parents can view a 7 day history of student purchases.
- Low Balance Email Notification – Parents can receive email notification when their student's account balance is low.
- Smart Pay - Set accounts to automatically replenish.
- Expired Credit Card Notification – Parents can receive email notification prior to credit card expiration.
- Spending Limit Settings – Parents can set daily and weekly spending limits for their students by calling the district's food service office.
- Multi Student funding – Parents can fund multiple students at the same time.

Nutritious Food

All students are offered a complete meal that includes; fluid milk, grains, meat/meat alternate, fruits, and vegetables that meet federal guidelines. Additional food items may also be offered at a la carte pricing.

Recess

When weather conditions permit, students will go outside to recess if the wind chill temperature is greater than 15 degrees Fahrenheit. Please see that your child is dressed appropriately. Students recovering from a cold or illness related absence may stay inside during recess for up to three days, provided they bring a note from home. After three consecutive days, a doctor's note is required. If your child is to be excused from Physical Education for an injury or illness, your child's outside recess will be modified.

Peaceful Playground

District 158 Elementary Schools promote positive student interaction through the use of the Peaceful Playground program. Children learn cooperation through Peaceful Playground games and strategies at the start of the year.

Behavior Expectations for Recess:

- play safely
- follow Peaceful Playground guidelines for games and
- conflict resolution
- no chasing, wrestling or play fighting
- only handball games allowed
- respect playground equipment
- respect others

PARENT TEACHER ASSOCIATION (PTA)

The PTA is a partnership. The PTA brings people together to share thoughts and ideas about programs and activities that benefit students and their families. The PTA works with staff to help promote school goals and bring a sense of community to our schools. For further information, please check your school's web page for the PTA link. Invitations to private parties (birthdays, holidays) should be distributed outside of school. These types of invitations will only be distributed at school if the entire classroom is invited to the private party. Birthday acknowledgements (balloons, flowers, etc.) will not be sent to classrooms and cannot be sent home on the bus.

PHYSICAL EDUCATION

We are asking all students in grades K-5 to purchase gym shoes exclusively for P.E. class. All students will be expected to participate in P.E. except those who have a written doctor's excuse. Normally a student who provides a note from a parent can be excused from P.E. for up to 3 days. After 3 days, a doctor's note must be provided. An excuse for P.E. applies to recess as well. A parent may request that a student be excused from physical activity in PE during a period of religious fasting, by notifying the physical education teacher in writing.

PROPERTY

Students are to respect the property of others including that of students, staff and school. School issued materials, such as textbooks, tablets, lab materials, etc. are on loan to students. Any damage or replacement costs are the student's responsibility. Student storage areas are for school property and thus are to be used only for the purpose of storing books, notebooks, lunches, coats, etc. These areas are subject to search by school authorities.

REPORT CARDS

Report cards are completed on a trimester basis. K-5 students will be assessed on end of the year grade-level standards in order to show what a student knows, or is able to do, in relation to the standard. The reports show the student progress towards mastery of specific learning targets. _

No student shall be denied equal access to programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extracurricular programs and activities on the basis of sex, sexual orientation, or gender identity. Any student may file a sex equity complaint with the district's Complaint Managers or Nondiscrimination Coordinator, in accordance with the district's Uniform Grievance Policy (Board Policy 2:260). A student may appeal the School Board's resolution of a complaint filed to the Regional Superintendent, and, thereafter, to the State Superintendent of Education

Multi-Tiered Systems of Support (MTSS)

Multi-Tiered Systems of Support (MTSS) is a multi-tier approach for early identification and support of students with learning and behavior needs. The MTSS process begins with high-quality instruction and universal screening of all children. Children with identified needs are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These interventions may be provided by a variety of personnel, including general education teachers, special educators, paraprofessionals, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the dynamics, intensity and duration of interventions are based on individual student response to instruction. MTSS is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.

The state of Illinois provides districts and schools with a framework for using MTSS to determine a student's eligibility for and entitlement to special education services. Effective, research-based core instruction, interventions, and assessment plays a critical role in this process and data from the core curricula and instruction, as well as interventions, are used in the eligibility determination process. If the intervention plan shows the student demonstrates performance discrepancy as indicated by national, state and local assessments AND does not demonstrate educational progress through those established national, state or local norms, the team will then refer the child to the Individual Problem Solving Team to discuss the process of special education entitlement.

SECTION 504

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act and the Illinois School Code may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Parents seeking information about Section 504 rights and services should contact the Assistant Principal at their student's school.

SMOKING – Cigarettes and Alternative Nicotine Products

All District 158 buildings and grounds are smoke-free environments. This includes all after school activities and school related events.

SPECIAL EDUCATION

The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all children with disabilities enrolled in District 158, as required by the Individuals with Disabilities Act (IDEA). Once a student is determined to have a disability under IDEA an Individualized Education Plan will be developed by a team of educators along with parents.

District 158 provides a continuum of services to children with Individual Education Plans (IEPs). Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Plan (IEP) team, including parents and educators, meets annually to determine the needs of students and the child's least restrictive environment. Students who move into District 158 with an Individual Education Plan will be provided with the services listed on said Individual Education Plan.

All students with Individual Education Plans are afforded the safeguards and rights described in the Educational Rights and Responsibilities: Understanding Special Education in Illinois.

Discipline: The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Students eligible for special education services or those students receiving services under a Section 504 service plan may have an individualized behavioral intervention plan as provided in District Policy and as required by Illinois law. **However, all students must conform to the School handbook policy codes.**

Transportation: All Huntley School District 158 students with Individualized Educational Programs are provided with transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. Parents wishing to waive the right to district approved transportation and desiring reimbursement for such services must seek reimbursement through the state of Illinois. District 158 will not provide reimbursement for expenses incurred by parental transport of students, as transportation is provided through avenues determined via the IEP conference at no expense to the student or guardian. Individuals wishing to apply for state reimbursement must do so within the state appointed guideline and meet deadlines set forth by the

state. Applications for reimbursement from the state may be obtained by the Huntley School District 158 Transportation Department at 847-659-3000.

STUDENT RECORDS

The District will maintain two sets of records for each student: a permanent record and a temporary record. All student permanent records are kept upon graduation for 60 years. (i.e., if your child graduated from high school in the class of 2000, records would be kept until the year 2060.) The permanent records may include:

- basic identifying information
- academic transcripts
- attendance record
- accident and health reports
- information pertaining to release of this record
- honors and awards
- school-sponsored activities and athletics
- The temporary record may include:
 - family background
 - intelligence and aptitude tests
 - psychological reports
 - achievement test results
 - participation in extracurricular activities
 - honors and awards
 - teacher anecdotal records
 - disciplinary information
 - special education files
 - verified reports of information from non-educational persons
 - verified information or clear relevance to the student's education
 - information pertaining to release of this record.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within 10 business days or 45 school days of the day the District receives a request for access.

Parents and students 18 years of age have the right to inspect and copy their permanent record. Parent/s guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements

for access and notify the parent(s)/guardians or eligible student of the time and place where the records may be inspected.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15).

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading irrelevant, or improper.

Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading,

irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by the State for federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parents'/guardians' name and address, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, or period of attendance in school.

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written

objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or

benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

STUDENT PLACEMENT

Student placement is a function of building administration. Teachers work together with administration to place students in classrooms. Parents may provide written comments or information pertaining to their child's learning needs by May 1st.

TRANSPORTATION

Bussing: What every parent and student needs to know:

The Transportation Department and its staff are dedicated to the service, safety and well-being of all of School District 158's

students that it transports. Therefore, the following guidelines and rules need to be followed and adhered to.

Bus Transportation

School bus transportation is an important part of each student's education experience and the Transportation Department will assist in making this experience as pleasant as possible. It is the

responsibility of the Transportation Department to design and implement routes and stops according to guidelines set forth by the Illinois State Board of Education and Illinois State Law. Students are required to ride their designated routes and get on and off at their designated stops. Students must be picked-up and dropped-off at the same location Monday through Friday. Transportation needs to keep track of students riding their designated routes in the event of an emergency (i.e. bus collision, lost or missing students). Due to the number of students that are transported in the district and the growth in the district, it is no longer feasible to let students ride home on routes other than their designated routes. In the event of an emergency the parent must call the Transportation Department at (847) 659-3000 to request a change in their child's designated route. Requests for changes will be accepted or denied based on the number of regular bus students riding the bus. Parents will have to send a note with the child to be given to the principal or designee of the change approved by Transportation. Any changes school principals authorize need to go through the Transportation office for reasons previously stated.

Bus Danger Zones

Statistically school bus transportation is the safest means of transportation that a student can take to and from school. A student has a 150 times greater risk of being in an accident to and from school via another vehicle other than a school bus. The area within ten (10) feet in the front, sides and rear of the bus are the most dangerous areas of the bus known as the DANGER ZONE. Precautionary guidelines must be adhered to when students are loading and unloading. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Students need to remain at least 10 feet away from the bus before loading. When unloading, students must exit the bus directly away from the bus, moving directly away from the bus at least 10 feet away from the bus. If a student should drop a personal item directly in front of or alongside of or at the rear of the bus the student should not retrieve that item until first letting the driver know that they have dropped that item. The driver will then decide if it is safe to retrieve the lost item. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

Bus Drivers

School District 158 bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. Students are required to obey the driver at all times. The bus driver is required to report students that violate the bus rules of proper behavior and conduct while riding the bus. Bus drivers are not authorized to approve requests to change routes or make unauthorized stops unless approved through the Transportation office.

Bus Stops

Students need to be at their designated bus stops 5 minutes prior to the scheduled arrival time of the bus. The private property of those living near the bus stop is to be respected. Bus drivers are required to report any student(s) that are consistently tardy for their bus, as corrective action may be necessary. It is important that the buses maintain a timely schedule. Students need to stand a safe

distance on the sidewalk away from the curb and street where sidewalks are provided. In areas where sidewalks are not provided, students need to stay off the road and harms way of motorists using the roadway. Students waiting for the bus are not to approach the bus until the bus has come to a complete stop and the driver has opened the door. Students are to get on the bus in single file in an orderly fashion without pushing and shoving. Students are to find a seat immediately. When students need to cross a road before boarding or after exiting the bus they must wait to do so until the driver has signaled them, giving permission to cross. Students should cross the road far enough in front of the bus (approximately 10 feet) so that the driver can see the student and the student can see the driver. Students that need to cross the road should notify the driver before getting off the bus that they would need to cross the road. The student should then exit the bus and proceed to the front of the bus remaining at least 10 feet in front of the bus, remaining on the curb or edge of the roadway, until the bus driver signals the student permission to cross the road. Students when unloading need to immediately step at least 10 feet directly away from the bus and proceed immediately to their destination. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

School Bus Conduct Procedures

Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their buses and will not be required to transport any individual who is a disciplinary problem. If a student's behavior is not acceptable, the right of riding the bus may be suspended and the student may face further consequences as described in the Student Handbook. The school discipline system applies to students at the bus stop, on the ride, and throughout the school day. It then becomes the responsibility of the parent to transport the student. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school. Students suspended from the school bus who do not have alternate transportation to school will have the opportunity to make up missed school work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

School bus riders, while in transit, are the responsibility of school bus personnel. Decisions regarding special education students will take into account related disabilities and I.E.P.'s pertaining to transportation. Students at bus stops, bus loading and unloading zones and in route are also subject to the District's Rules and Policies.

Non-Bused Students

In the interest of safety and security of the students, please follow the pick-up/drop-off procedures specific to your school.

VISITORS

The safety and security of your children is our number one concern. In an effort to maintain a safe, disruption free educational

environment for District 158 students, we are asking all visitors to use the same procedures when entering the building. The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.

- All visits to classrooms must be prearranged with the teacher.
- Conferences will be held outside school hours or during the teacher's conference/preparation period.
- Upon entering the building please report directly to the office.
- A school official will inquire as to the nature of your visit.
- A school official will ask you to sign in.
- You will be issued a visitor pass that should be worn visibly. All staff members have been instructed to stop and question anyone without an office-issued pass.
- At the conclusion of your scheduled visit, please stop in the office, sign-out and turn in your visitor's pass.

VOLUNTEERS

In School District 158, we are fortunate to have extensive community and parental involvement. Throughout the year, there are many opportunities to volunteer in the schools. In an effort to sustain a safe and orderly school environment and because our students need and deserve the full attention of our volunteers, we have established volunteer guidelines whereby no younger siblings will be allowed to accompany a volunteer during school hours. We hope that everyone understands that this is in the best interest of our students as we continue to strive for their academic excellence. If you are interested in volunteering, please contact the school office.

WAIVER OF STUDENT FEES

Waiver of student fees will be granted to those students who qualify. Parents/guardians may apply for waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income. The Board Policy regarding fee waivers and a fee waiver application form will be sent to all parents of enrolled students prior to the start of the school year. These forms are also available by contacting the District Office at 847.659.6158.

DISCLAIMER:

School rules published in this handbook are subject to change to insure continued compliance with federal, state or local regulations. They are subject to review and alteration as necessary for the routine operation of the school