

**STUDENT AND PARENT/GUARDIAN HANDBOOK
2009-2010**

Chicago Ridge Public School District 127½

Administrative Center

6135 W. 108th Street

636-2000

Dr. Joyce Kleinaitis
Superintendent of Schools

Ridge Lawn School

5757 W. 105th Street

636-2002

Mrs. Fran Setaro
Principal

Ridge Central School

10800 S. Lyman Avenue

636-2001

Mrs. Theresa Bollinger
Principal

Finley Junior High School

10835 S. Lombard Avenue

636-2005

Mrs. Laura Hamacher
Principal

Mr. Michael Donovan
Dean of Students

MISSION STATEMENT

The mission of the Chicago Ridge Public Schools, District 127 ½, is to holistically educate each child to reach his/her full potential by providing a safe educational environment in which students, teachers, and community create enthusiasm for lifelong learning.

BELIEFS

1. Children must have a safe, secure school environment.
2. We must establish a partnership of home, school, community and student.
3. It is imperative that teachers have the educational materials and ongoing training to successfully implement the curriculum.
4. Each child is an individual and can reach his or her own potential.
5. We must educate the whole child.
6. We believe that learning is a life-long process.

ATTENDANCE

Regular attendance is important to successful learning! Students are legally required to attend school on a regular basis. A child who is absent from school for 10% of regular attendance days is considered truant according to the Illinois School Code (105 ILCS 5/26-2a). *The school may require a note from a doctor as reason for an absence. Parents/guardians are advised to consult the school calendar before making vacation plans.*

Students should not arrive at school before 8:00 AM, as they will not be allowed to enter the building until 8:10 AM. If the weather is determined to be inclement, students will be allowed in the building when supervision is available.

To report an absence, parents/guardians should call the Absentee Hotline any time after 4:30 PM the day preceding an absence, or call the school office before 8:30 AM on the day of the absence. These lines are open for calls 24 hours a day. If a call is not received, the parent/guardian will be contacted and informed that the student has not arrived at school. The parent/guardian will be asked to verify the reason for the absence. The phone numbers are:

Ridge Central: 636-2001

Ridge Lawn: 636-2002

Finley Junior High: 636-2005

Requests for homework cannot be processed unless we received them prior to 9:30 AM on the day for which the work is requested.

PLEASE NOTE: If a pattern of absence is due to unconfirmed or insufficient reasons over a period of time, the staff is obligated by *Illinois School Code* to notify the Chicago Ridge Police Department and/or County Truant Officer for possible action.

SCHOOL HOURS

Students: 8:10 AM - 3:00 PM
Early Dismissal Days: 8:10 AM – 11:30 AM
Full day Kindergarten: 8:10 AM - 3:00 PM
Half day Kindergarten: 8:10 AM – 12:10 PM
Teachers: 8:00 AM - 3:15 PM

ASBESTOS AWARENESS POLICY

The Illinois Department of Public Health and the United States Environmental Protection Agency require all school districts to maintain records and conduct periodic inspections for changes in conditions of asbestos containing materials within the schools. In keeping with these mandates, the Chicago Ridge Public School District 127½ has completed the surveillance requirements as stipulated by both federal and state regulations and is in compliance with all rules and regulations for asbestos surveillance as required by the IDPH and AHERA (Asbestos Hazard and Emergency Response Act). Anyone interested in reviewing a copy of the District's asbestos management plans should contact the superintendent's office at 636-2000.

ATHLETICS AND EXTRA CURRICULAR ACTIVITIES ELIGIBILITY

All junior high students are actively encouraged to participate in a sport or activity of their choice. The coach/sponsor will make each student aware of the standards necessary for successful involvement of the students. Students who partake in any extra-curricular activity must maintain acceptable academic progress and must display appropriate behaviors in all aspects of school life. District 127 ½ abides by the no-pass/no-play regulations established by the Illinois State Legislature. Students and parents/guardians will be required to sign a contract agreeing to District athletic and extracurricular guidelines.

BEHAVIORAL INTERVENTIONS POLICY FOR STUDENTS WITH DISABILITIES

It is the purpose of this document to outline the policy of School District 127 ½ relative to the use of behavioral interventions with students with disabilities. The fundamental principle of this policy is that non-aversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions.

The use of positive interventions is consistent with the educational goals of enhancing students' academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity and personal privacy and adhere to professionally accepted treatment practices. All of the procedural protection available to students with disabilities and their parents/guardians under the Individuals with Disabilities Act (IDEA), including notice and

consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavioral interventions.

It is the intent of School District 127½ that interventions used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. Interventions that are considered non-restrictive are preferred because of the low risk of negative side effects and the high priority placed on behavior change rather than behavior effects and the high priority placed on behavior change rather than behavior control. These interventions may be used without the development of a written Behavioral Management Plan or inclusion in the student's Individual Education Program (IEP).

Interventions that are considered restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions should only be used when a Behavioral Management Plan has been developed by IEP team and included in the student's IEP. Restrictive interventions shall be used for the minimal amount of time necessary to control the individual's behavior and shall be used in conjunction with positive interventions designed to strengthen appropriate behaviors. Corporal punishment and expulsion with loss of services are illegal interventions and shall not be used.

When confronted with an emergency situation, in which immediate intervention is needed to protect students, other individuals or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's Behavior Management Plan. The emergency intervention selected shall be the least intrusive to reasonably respond to the situation. When an emergency intervention has been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented.

School District 127½ shall maintain a Behavioral Intervention Committee to implement the district policy on the use of Behavioral Interventions. In addition, this committee shall monitor the use of restrictive interventions with students with disabilities.

This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities". This document was prepared by the Illinois State Board of Education and is dated June 30, 1994. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001.

BICYCLES

The school district assumes no responsibility for the security of bicycles. A bicycle rack is provided for student use at Ridge Central, Ridge Lawn and Finley Since safety is always a paramount concern, students should walk their bikes from the sidewalk to the fence.

BOOKS, DESKS AND LOCKERS

Students are loaned various books and equipment throughout the school year. All books should be covered. Students must be responsible for these items and handle them with

reasonable care. Students will be held accountable for damage to school property including lockers, desks and books.

Lockers and desks are the property of the school and are **NOT** to be used to store any items considered to be dangerous or illegal. Lockers and desks are subject to inspection or search at *any* time to ensure the safety of the students and staff. Lockers, locker combinations and desks should not be shared. Students who violate guidelines for locker privileges may be subject to the discipline code. Junior high student access to lockers will only be allowed at certain times during the day.

CHILD ABUSE: IMPORTANT INFORMATION

The education of your child is our prime concern, but of equal importance is our concern for your child's safety and social/emotional development. With increasing frequency we are experiencing more children who are coming to school from, and going home to, an empty house. It is understandable that emergencies do arise on an infrequent basis, when your child does not have adult supervision for a short period of time. However, a daily pattern of living in this manner is detrimental to the child's safety and development.

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 twelve with proper supervision. If D.C.F.S. becomes aware that a child under age twelve 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. Prevention of any child being placed in danger is our goal.

CLASSROOM ASSIGNMENTS/HOMEWORK

Daily tasks and homework are important aspects of the instructional process. These assignments are designed to encourage and extend learning.

Homework:

1. Reinforces the knowledge and skills taught in the classroom.
2. Provides an opportunity for students to use good work habits.
3. Provides an opportunity for growth in responsibility.

Parents/Guardians can assist with successful assignment/homework completion when they:

1. Reinforce the value of homework.
2. Provide their child with a suitable study environment.
3. Reserve a time for homework.

Class assignments made during periods of extended absence or suspension are to be completed by the student and returned to the teachers upon return to school in a reasonable time period.

Students returning from short absences will be required to make up missing assignments within a reasonable time established by the teacher involved, typically equal to the number of days absent (i.e. if the student is absent for two days, they will be given two additional days to complete the work).

Students are required to have an assignment notebook in which they will record daily tasks. This will be a convenient reference for homework to be completed and will improve student study skills.

HOMEWORK POLICY/VACATION

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 11:00 AM and picked up at the school at the end of the school day.

Requests for homework need to be made in advance. If there is sufficient notice, teachers will make every effort to give the homework. If there is no request for homework, assignments will be given when the student returns from vacation. Assignments need to be completed within a week. If not completed, students will receive a zero for each assignment not completed.

COMMUNICATIONS

We are dedicated to establishing a solid relationship between home and school. Communications by written note, telephone or personal contact are crucial to a positive relationship.

Parents/guardians who wish to contact classroom teachers may send a letter, utilize email, leave a message for a return call, or make an appointment to visit in person. Teachers will not be called out of class. Safety concerns prohibit unannounced visits to the classroom.

Teachers and administrators may wish to update parents/guardians on student progress, behavior, achievement and other related issues. We will make attempts to contact you directly or leave clear messages requesting a return call as needed. ***Parents/guardians are responsible for notifying the office of any change in phone numbers and addresses as soon as possible.***

Students are not allowed to receive phone calls except in case of dire emergency. Please refrain from calling and leaving messages for students in non-emergency situations.

COMMUNITY SERVICES

The following list of community and family services is provided for support, when needed, to our students and their families. A more detailed list is available in the District's School Safety and Crisis Management Plan.

COMMUNITY & FAMILY SERVICES HOTLINES

CHILD ABUSE NATIONAL HOTLINE:	(800) 252-2873
ALCOHOLICS ANONYMOUS: & REFERENCE	(312) 346-1475
ALATEEN AND ALA-NON: (SERVES AGES 12-20 YEARS OF AGE)	(708) 471-0225
West Suburban	(630) 627-4441

South Cook County-Oak Park
Joliet

(773) 471-0225
(815) 773-9623

SOUTH SUBURBAN FAMILY SHELTER, INC: (708) 335-3028

LOCAL SERVICE AGENCIES:

METROPOLITAN FAMILY SERVICES/SOUTHWEST
10537 South Roberts Road
Palos Hills, IL 60465
(708) 974-2300 Counseling Programs

WORTH TOWNSHIP YOUTH SERVICE BUREAU (708) 388-2101
11601 S. Pulaski
Alsip, Illinois 60803
Counseling/Parent Training Programs (708) 371-2900

Y.M.C.A. NETWORK (708) 385-6700
3801 w. 127TH Street
Alsip, Illinois 60803

CHICAGO RIDGE YOUTH SERVICE BUREAU (708) 636-0888

CHRIST COMMUNITY HOSPITAL (708) 425-8000

DISCRIMINATION

District 127½ does not discriminate on the basis of color, race, national origin, sex, or disability.

EARLY ARRIVALS

Children are not expected to arrive at school more than ten minutes before the tardy bell, because there is no supervision until this time. Pupils who are transported by the district will be given consideration because bus schedules cannot always fit these limitations. To ensure the safety of all students, it is imperative that they are picked up after dismissal in a timely manner. If the students have not been picked up after 30 minutes from dismissal and attempts have been made to contact parents and emergency numbers, the police department will be contacted.

ELL PROGRAM

District 127.5 provides TBE (Transitional Bilingual Education) and TPI (Transitional Program of Instruction) services to identified students in grades Kindergarten through eighth grade. This program is partially funded by state and federal grants. All students with a bilingual background listed on the Home Language Survey are screened for this program through the LAS (Languages Assessment Scales.) Teachers and parents may recommend second language learners for this program if the student's academic success falls below grade level. Highly qualified certified teachers work with small groups in order to provide individualized instruction in English acquisition skills, as well as provide content area curriculum support. Parents are involved through family workshops, advisory boards, meetings and classroom visits. A lending library is available for additional student practice at home with their families. The ELL certified staff provides professional development for general education teachers with

ELL students in their classroom. After-school tutoring and summer programs have also been provided for an extended year experience for ELL students. Parents looking for information about this service call Mrs. Fran Setaro, bilingual director, at 708-636-2002.

EMERGENCY CLOSING OF SCHOOL

School closing announcements are broadcast on several radio and television stations. Included among these stations are: WGN 720, WBBM NEWSRADIO 78, and WGN TV to list a few. **Directions for the Alert Now System are on the district website. This system will alert parents through home phones, cell phones, emails and text messaging.** It is very important that parents communicate to school officials any change of home, work or cell phone numbers.

FIELD TRIPS

Field trips are taken during the course of the year to provide students with the educational experiences necessary to support and expand the educational program. According to Board Policy 645.09, students ***must have written permission from their parent(s)/guardian(s)*** to participate. The costs of such excursions are to be assumed by the student unless otherwise stipulated. Students may lose the privilege of participation in field trips due to behavior issues. (Please refer to the Discipline Code in this handbook). **Reimbursement for field trips will not be made due to loss of trip because of discipline issues.**

HALLWAYS AND PASSING PERIODS

Students should move through hallways in an orderly manner, keeping to the right, and not obstructing the free movement of other students and keeping hands, feet and belongings to themselves.

Students are required to arrive in classrooms on time. If permission is granted to leave the classroom and students are moving through the hallways after passing periods, he/she must have a pass. Students will spend a minimal amount of time in the hallways.

HARASSMENT OF STUDENTS PROHIBITED

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

Sexual Harassment Prohibited

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

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

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

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Building Principal or Assistant Building Principal. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

HOMEMADE TREATS

Due to Health Department guidelines, students are asked *NOT* to bring homemade treats for distribution to classmates at any time. Students may, however, with permission of the teacher, bring commercially made and packaged treats to school for special occasions, parties, birthdays, etc.

INSPECTION OF INSTRUCTIONAL MATERIALS

Parents/guardians have the right to inspect instructional materials used in the course of instruction in the District’s academic programs. Objections to the selection and use of curriculum materials used by District staff may be made by the public. A complainant shall be directed to register the complaint with the classroom teacher and to complete a Curriculum Reconsideration Request Form. Upon receipt of the Form the classroom teacher and the District staff responsible for the District’s educational programming shall review the curriculum areas in question and submit a written report to the complainant. Copies of the Request Form and the staff’s report shall be given to the Building Principal and the Superintendent.

If the complainant is not satisfied with the decision contained in the staff report, the complainant may appeal the decision to the Building Principal. The Principal will meet with

the complainant in an attempt to resolve the matter. If the matter remains unresolved, the Principal shall refer the matter to the Superintendent.

The Superintendent shall make an effort to resolve the matter with the complainant. Should the matter remain unresolved, the Superintendent shall refer the matter to the Board of Education with a recommendation for resolving the complaint. The decision of the Board of Education shall be final.

INTEGRATED PEST MANAGEMENT POLICY

Chicago Ridge School District practices an Integrated Pest Management program (policy 465.08), that combines preventive techniques, non-chemical pest control methods and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The district maintains a registry of people who wish to be notified prior to pesticide applications.

INTERNET POLICY

DISTRICT PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES AND NETWORK

Chicago Ridge School District 127½ is pleased to offer its students school time access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

In making decisions regarding student access to the Internet, Chicago Ridge District 127½ considers its own stated educational mission, goals and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even though the District may institute technical methods or systems to regulate students' Internet access, those methods will not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages.

Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using any type of media and information sources. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or offensive to some people. In addition, it is possible to purchase certain goods and services via

the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Chicago Ridge District 127½. Access is a privilege, not a right. Access entails responsibility. Users will comply with all state, local, and federal laws and follow the rules of network etiquette at all time.

Usage Guidelines

The Internet user will be held responsible for his/her actions. Unacceptable use of the network will result in the suspension or revoking of these privileges and/or other disciplinary actions, which could involve the District Discipline Code. Some examples of such unacceptable use are:

1. Using the network for any illegal or unethical activity, including violation of copyright or other contracts;
2. Using the network for financial or commercial gain;
3. Degrading or disrupting equipment, software or system performance;
4. Vandalizing the data of another user;
5. Attempting or gaining unauthorized access to resources;
6. Using an account owned by another user;
7. Posting personal communications without the original author's consent;
8. Posting anonymous messages;
9. Downloading, storing, or printing files or messages that are threatening, violent, obscene or profane.
10. Utilizing the network for any type of cyber bullying.

KIDS ON TARGET (K.O.T.)

The K.O.T. (Kids on Target) program is available to students who meet the requirements of the Illinois Gifted and Talented Criteria. This program will promote and enrich student experiences through expansion of the District Learning Assessment Plans for qualified students. The identification and instructional methods are designed to help develop these intellectual and creative talents to the highest degree possible.

LUNCHROOM AND FOOD SERVICE

District 127½ provides an excellent lunch program for its students. These lunches are paid for *in advance* every Friday. In order to receive lunch, students are required to keep their account

balance current. Students will be notified in writing whenever their account goes below \$5.00. ***Students with a negative balance will not be served a food service breakfast or lunch.*** Lunchroom staff is available from 9:30 - 11:00 AM should parents/guardians need to contact them.

Student behavior during lunch should be based on courtesy, cleanliness and safety. All students will enter promptly, receive lunch, remain seated throughout, and dispose of garbage as they are dismissed for class.

MEDICATIONS

State law prohibits the dispensing of medications, including aspirin, to students. If your child has an illness, which necessitates medication, please contact the school nurse to determine what arrangements can be made to handle the situation legally following state directives. Written forms, which must be signed by the attending physician, are available in the office. These forms must be renewed annually.

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Chicago Ridge School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Chicago Ridge School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Chicago Ridge School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks or provide caps and gowns for graduates. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

If you do not want Chicago Ridge School District to disclose directory information from your child's education records without your prior written consent, you must annually notify the District in writing by September 15. Chicago Ridge School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes: 1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

NON-CUSTODIAL PARENT RIGHTS

Upon the request of either parent of a student who are divorced, copies of the following student records and reports will be furnished by mail or otherwise released to a non-custodial parent unless the Principal is provided a certified copy of a court order expressly prohibiting such release: reports or records which reflect the student's academic progress, reports of the student's emotional and physical health, notices of school-initiated parent-teacher conferences, notices of major school-sponsored events (e.g., open houses and similar events which involve student parent interaction), and the school calendar.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parent(s)/guardian(s) to a student who is 18 years old or an emancipated minor under State law.

Chicago Ridge School District has adopted policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. Chicago Ridge School District will also directly notify, such as through U.S. Mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the United States Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

PERSONAL PROPERTY

Students are encouraged to leave personal property, especially that which is of value, at home. **The school cannot be responsible for lost or stolen items.** Pagers, and other electronic equipment, including laser pens, are strictly forbidden at school by Illinois School Code (ILCS 5/10-20.28). Toys and other objects which are a distraction to the learning process should be left at home. Cell phones are allowed, but must be turned off and kept in the locker. The use of cell phones is restricted to after-school activities or individual use in the office with permission.

PHYSICAL EDUCATION

State law requires that all students participate in physical education. Our classes will be co-educational. The emphasis in our program will be in skill development, team sports, individual activities, sportsmanship and physical fitness.

Students at the junior high are expected to wear authorized uniforms; shorts and T-shirt with their name clearly written on it. We do have gym uniforms available at the junior high office for purchase.

If a student is unable to participate in gym class due to illness or injury, a note from the parent/guardian is needed. If a student will be out of class for two or more days, a doctor's note is required.

PROGRESS REPORTS, GRADING AND PROMOTION

Progress reports will update parents/guardians and students regarding academic achievement. Teachers and administrators may also indicate specific comments related to a student's progress on these reports. In addition, parents/guardians have the opportunity to meet with teachers and/or the Principal to discuss a student's academic progress. Please call to establish a mutually convenient appointment.

Student academic achievement is assessed in terms of the attainment of measurable specific skills determined by the teaching staff to be their instructional goals and objectives. Student academic achievement is graded in terms of standardized criterion-referenced test scores, letter grades, and/or other assigned numerical criteria.

Reporting to Parent(s)/Guardian(s)

Parent(s)/guardian(s) shall be informed of their child's progress in school at regular intervals, but at least 4 times a year. Divorced or separated parents will both be informed unless a court order requires otherwise. All grades and symbols will be appropriately explained. Grading will not be used for disciplinary purposes. Grading will be based on improvement, achievement, and capability. Parent(s)/guardian(s) will be notified when a student's performance requires special attention.

Various methods for communicating with parent(s)/guardian(s) will be used:

1. Parent-teacher conferences, conducted on a regular basis, are an effective means of reporting student progress to parent(s)/guardian(s).

Parent-teacher conferences may be scheduled on different days and at different times to accommodate the various grade levels and attendance centers.

2. Additional methods for reporting, such as open house, parent education meetings, and newsletters, shall be the responsibility of each Building Principal.
3. Interim reports, through which teachers contact parents to impart information or to arrange a conference when teachers believe additional information should be shared, shall be encouraged. Teachers also shall make every effort to be available to meet with parent(s)/guardian(s) at a mutually agreed upon time.

Promotion, Retention, and Remediation

Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of the advantages and disadvantages of alternatives. When any alteration in a student's normal progression through school is contemplated, all factors must be considered. Quantitative measures such as age, physical size, ability and level of academic achievement shall be supplemented by a qualitative assessment of the student's motivation, self-image and social adjustment. Students shall not be promoted for purely social reasons.

Students who demonstrate a proficiency level comparable to the average student performance one grade or more below current placement shall be provided with an individual remediation plan developed in consultation with the parent(s)/guardian(s). The remediation plan may include summer school, extended school day, special homework, tutorial sessions, modified instructional materials, other modifications in the instructional program, reduced class size, or retention in grade.

Please note that eighth grade stage graduation is a privilege reserved for those students who achieve passing grades in all subjects and have not been eliminated for disciplinary reasons.

RESIDENCY

According to the Chicago Ridge Board of Education policy 705.05, parents/guardians are required to provide proof of residency on an annual basis. Acceptable proof of residency includes: utility bill, tax bill, mortgage papers, or contract on a house. A driver's license or other picture identification will be needed in addition to the aforementioned documents.

SCHOOL SAFETY AND CRISIS MANAGEMENT PLAN

District 127½ adopted a School Safety and Crisis Management Plan to provide a proactive, step-by-step plan to prevent chaos in times of crisis and to provide for school safety in March of 1996. We work closely with the Village of Chicago Ridge and Emergency Services Personnel, including the police and fire departments, to update our plan on an annual basis. Scheduled fire drills, tornado drills, shelter in place and lock-downs will be practiced.

SERVICES AVAILABLE TO DISABLED CHILDREN AGES BIRTH TO 3 YEARS

Family Rights

All families with a child age birth to 3 years that is eligible for early intervention services in Illinois are guaranteed rights by federal law.

1. Families Have the Right to an Evaluation.

Eligibility is decided by an evaluation of the child within 45 days of referral, unless the family requests more time. The evaluation is done by a multidisciplinary team of professionals who examines the child's medical history, development and current abilities. If the child is eligible for services, the child and family also have the right to ongoing assessments of the child's strengths, skill levels, progress and needs.

2. Eligible Families Have the Right to a Coordinated Plan.

Also within 45 days of being determined eligible for services, each eligible child and family should have a written Individualized Family Service Plan for providing early intervention services that include the family's resources, priorities and concerns for their child. The Individualized Family Service Plan is written and then reviewed every six months.

3. Families Have the Right to Consent.

Consent or permission must be obtained in writing from the family before conducting an evaluation, assessment, or beginning or ending early intervention services. Parents/guardians can choose to refuse a particular service without jeopardizing any other services. Parents/guardians may also refuse a service at any time, even after accepting it, without affecting other early intervention services.

4. Families Have the Right to Prior Notice.

Parents/guardians must receive written notice ten (10) working days prior to any changes in their child's early intervention services. The notice, which must also inform parents of their rights, must give details of the decision and any reasons for the action. The notice must be in plain language and easily understood by the parents/guardians. Parents/guardians must indicate that they have received and understand this prior written notice.

5. Families Have the Right to Privacy.

The law provides for your protection at all times. Any information that personally identifies you, your child, or your family cannot be shared with any other agency without first receiving your permission. If the early intervention services providers feel it would be beneficial to share information, they must contact you, explain the situation and ask for your written permission. You don't have to give your permission, and refusing will not affect your services.

6. Families Have the Right to Review Records.

Parents/guardians may inspect, review and amend records relating to their child and family. They may also request a copy of any records.

7. Families Have the Right to Understand.

All families have the right to receive early intervention information in a manner they can understand. Notices must be written in a way that is understandable to the general public. If English is not the primary language of the family, that family has the right to receive information in their primary language, unless it is clearly impossible to do so. If a family uses another method of communication, such as sign language or Braille, they have the right to receive information that way.

8. Families Have the Right to Disagree.

You have the right to file a complaint and have it resolved. If parents/guardians and the early intervention service providers disagree, the law provides for a timely resolution with three methods: file a complaint; request mediation at no cost to participants; or request an impartial due process hearing. While the disagreement is being resolved, the child must continue to receive early intervention services unless the parents/guardians and services providers agree otherwise.

For more information about the Early Intervention Services System, call 1-800-323-GROW (1-800-323-4769).

SCHOOL VISITATION RIGHTS ACT

820 ILCS 147

The School Visitation Rights Act permits employed parent(s)/guardian(s), who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at their child's school. Please review the following copy of this Act to determine if you are entitled to a school visitation leave.

147/1. **Short title**

§ 1. This Act may be cited as the School Visitation Rights Act.

147/5. **Policy**

§ 5. The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

147/10. **Definitions**

§ 10. As used in this Act:

- I. "Employee" means a person who performs services for hire for an employer for:
 - (1) at least 6 consecutive months immediately preceding a request for leave under this Act; and
 - (2) an average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months.
 - (3) "Employee" includes all individuals meeting the above criteria but does not include an independent contractor.
- II. "Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or a nonprofit organization.
- III. "Child" means a biological, adopted or foster child, a stepchild or a legal ward of an employee and who is enrolled in a primary or secondary public or private school in this State or a state which shares a common boundary with Illinois.
- IV. "School" means any public or private primary or secondary school or educational facility located in this State or a state which shares a common boundary with Illinois.
- V. "School administrator" means the principal or similar administrator who is responsible for the operations of the school.

147/15. **School conference and activity leave**

§ 15.

- (a) An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave,

personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.

(b) Nothing in this Act requires that the leave be paid.

(c) For regularly scheduled, non-emergency visitations, schools shall make time available for visitation during regular school hours and evening hours.

147/20. Compensation

§ 20. An employee who utilizes or seeks to utilize the rights afforded by this Act may choose the opportunity to make up the time so taken as guaranteed by this Act on a different day or shift as directed by the employer. An employee who exercises his rights under this Act shall not be required to make up the time taken, but if such employee does not make up the time taken, such employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. Employers shall make a good faith effort to permit an employee to make up the time taken for the purposes of this Act. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of wages on an overtime basis. Notwithstanding any other provision of this Section, if unpaid leave under this Act conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, an employer may require an employee to make up the leave hours within the same pay period.

147/25. Notification

§ 25. The State Superintendent of Education shall notify each public and private primary and secondary school of this Act. Each public and private school shall notify parents or guardians of the school's students of their school visitation rights. The Department of Labor shall notify employers of this Act.

147/30. Verification

§ 30. Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the employer. The State Superintendent and the Director of the Department of Labor shall suggest a standard form of documentation of school visitation to schools for use as required by this Section. The standard form of documentation shall include, but not be limited to, the exact time and date the visitation occurred and ended. Failure of a parent or guardian to submit the verification statement from the school to his or her employer within 2 working days of the school visitation subjects the employee to the standard disciplinary procedures imposed by the employer for unexcused absences from work.

147/35. Employee rights

§ 35. No employee shall lose any employee benefits, except as provided for in Section 20 of this Act, for exercising his or her rights under this Act. Nothing in this Act shall be construed to affect an employer's obligation to comply with any collective bargaining agreement or employee benefit plan. Nothing in this Act shall prevent an employer from providing school visitation rights in excess of the requirements of this Act. The rights afforded by this Act shall not be diminished by any collective bargaining act or by any employee benefit plan.

147/40. Applicability

§ 40. This Act applies solely to public and private employers that employ at least 50 or more individuals in Illinois, and to their employees.

147/45. **Violation**

§ 45. Any employer who violates this Act is guilty of a petty offense and may be fined not more than \$100 for each offense.

147/49. **Limits on leave**

§ 49. No employer that is subject to this Act is required to grant school visitation leave to an employee if granting the leave would result in more than 5% of the employer's work force or 5% of an employer's work force shift taking school conference or activity leave at the same time.

SCHOOL VISITORS

The Board of Education and Staff of District 127½ welcome members of the community and other interested persons to visit the schools. Safety concerns prohibit unannounced visits by parents to the classroom. Visitors are **REQUIRED** to register in the Principal's Office upon entering the school building, to obtain a Visitors' pass, and to sign out prior to departure. *All individuals entering our school buildings or riding on our school busses may be subject to video and audio surveillance for the protection of our students.*

Visitors should be aware that the Teachers' Lounge in each building is restricted to **staff use only** during school hours.

Students and visitors are reminded to keep away from all parked cars. Any vandalism to district or personal property will be the responsibility of the perpetrator. Vandals will be subject to criminal prosecution as well.

Federal, state and local laws **prohibit the use of tobacco products** on school property by anyone at **all** times.

SPECIAL EDUCATION SERVICES

An entire continuum of support services is available for students in District 127½. Our special education classes are designed to create programs to meet the individual educational needs of identified students.

District programs are designed with the intent of complying with state and federal laws and rules and regulations, as well as any subsequent legislation which guarantees that children with disabilities have equal access to a public education.

As part of its mission, the Chicago Ridge Public Schools seeks to locate, identify and evaluate all children with disabilities residing within the school district boundaries. The District conducts an annual screening program for children ages 3-5 to identify children in need of special education services that will assist them in making satisfactory educational progress upon entering public education.

Congress provides for federal Medicaid reimbursement to school districts to assist in maintaining and improving special education programs. The District will apply for Medicaid

reimbursement for special education services provided to Medicaid eligible students, unless parents have a written objection on file.

SPORTS PHYSICALS

Any junior high school student participating in sports during the school year must have a completed physical prior to the start of the season to be eligible for participation.

STUDENT DRESS CODE

A student's dress and grooming will be the responsibility of the individual and his/her parent(s)/guardian(s) within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. When students are participating in school activities, their dress and grooming will not disrupt the performance or constitute a health hazard to the individual or other students.
3. The manner of dress and grooming will not disrupt the learning process.
4. Rubber shoe thongs (flip-flops or shower shoes) **are prohibited** for safety reasons.
5. Clothing that makes reference to/advertises tobacco, drugs, alcohol, gambling, violence or gang related activities will not be allowed at school or school functions.
6. Tattoos, either temporary or permanent, are not allowed.
7. Body piercing, other than earrings, is not allowed.
8. Clothing should fit appropriately and conceal undergarments at all times. Halter tops, off the shoulder tops, bare midriffs and skirts or shorts shorter than mid thigh are prohibited.
9. Hats and caps shall not be worn indoors.

It is our belief that children who are dressed properly and carry a positive attitude into the school day will achieve at a higher level. Conversely, those who dress in an inappropriate manner often tend to take a lackadaisical attitude towards their schoolwork and/or disrupt the educational process for others. Accordingly, students who attend school in inappropriate dress or clothing which disrupts school, including but not limited to: tank tops, bare midriffs, short shorts or skirts, spandex pants, droopy drawers (that expose underwear), distracting hair color, chains, etc. will be isolated from the student population, and parents/guardians may be asked to bring a change of clothing for that student. Disciplinary action may also be taken. This is not intended to be all inclusive. We reserve the right to determine if student dress is inappropriate or disrupts the educational environment. In addition, this dress code also applies to all school related activities, such as field trips and dances.

STUDENT LOCKERS

1. **Lockers are school property.** All lockers assigned to students are the property of the school district. *Students have no expectation of privacy with regard to items kept in school lockers.*
2. **Locks.** The school principal shall have custody of all combinations and copies of all keys to locks on lockers. Students are prohibited from placing locks on any locker without the advance approval of the school principal. Only locks owned by the school can be used on lockers.

3. **Legitimate use of lockers.** Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use their lockers to store contraband --- meaning illegal or unauthorized items, items in violation of Board of Education policy or rules, or any other items reasonably determined by the principal to be a potential threat to the safety or security of others. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge their locker combinations to other students unless authorized by the school principal.
4. **Random or blanket search of locker contents.** Random or blanket searches of school lockers and their contents help deter violations of school rules and regulation, ensure proper maintenance of school property, and provide greater security for students and school personnel. Accordingly, the Board of Education authorizes the principal or his or her designee to search lockers and their contents at any time on a blanket or random basis, without notice, and without parental, guardianship or student consent and without reasonable suspicion of the presence of contraband. The principal or designated employee may request the assistance of law enforcement officer in conducting a locker search. In the course of a locker search, the principal or designated employee shall respect the privacy rights of the student regarding any items discovered that are not contraband.
5. **Search of a particular locker.** In addition to conducting blanket or random searches, the school principal or his or her designee may conduct a reasonable search of a particular locker when there is reasonable suspicion that the locker contains contraband.
6. **Seizure.** When conducting locker searches, the principal may seize any contraband. Any items seized by a school official may be removed from the locker and held by the school official for evidence in disciplinary proceedings and or turned over to law enforcement officials. The parent or guardian shall be notified by the school official of the items removed from the locker.
7. **Notice of policy.** Students and parent or guardians shall be provided with a copy of this policy annually. Parents or guardians and students will be asked to provide written acknowledgement of receipt of this policy.

STUDENT RECORDS

Notice to Parents and Students of Their Rights Concerning a Student's School Records

The District maintains two types of school records for each student: *permanent* record and *temporary* record. These records may be integrated.

The *permanent record* includes:

- Basic identifying information
- Academic transcripts
- Attendance record
- Accident and health reports
- Scores received on the Prairie State Achievement Examination
- Information pertaining to release of this record
- Honors and awards
- School-sponsored activities and athletics

The *temporary record* may include:

- Family background
- Completed Home Language Survey
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results, including scores on the Illinois Standards Achievement Test
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education files
- Verified reports or information from non-educational persons
- Verified information of 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 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building 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)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 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.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians 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 any 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 State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

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; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parents/guardians 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 parents/guardians or eligible student is specifically informed otherwise.

A photograph of an unnamed student is not a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

7. **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.**
8. **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*

TARDINESS

Students are required to arrive at school on time daily. Students are considered tardy if they arrive to homeroom after 8:10 AM. Pupils may be required to bring a written note from a parent or authorized adult each time he/she is late for school. ***Habitual tardiness will be considered truancy*** and, at the junior high, eliminate the student from the end-of-the-year detention/suspension/"F"-free trip.

According to the Illinois State Board of Education, tardy students who arrive after 9:00 AM will be charged with one-half day of absence. Students who require an early dismissal prior to 1:30 PM will also be charged with a half-day absence.

Early dismissals will be authorized for medical or emergency reasons. The student must be "signed out" of school by a parent or other authorized responsible adult. Under no circumstances will students be allowed to leave school on their own during school hours.

TRANSPORTATION

Bus transportation is provided as a privilege for all eligible students. Bus riders are responsible for arriving at the bus stop at the designated time. In addition, we must provide safe passage for all of our students. To ensure this, the driver must have complete concentration at all times. Students should not distract his/her efforts in any way.

Only students who are assigned to a bus will be allowed to ride that bus. ***Students who are designated as "walkers" are not allowed to ride the bus to and from school.*** The privilege of bus transportation will be ***suspended*** for students who misbehave at the bus stop or on the bus in any way. Students will board and exit the bus at their designated stops only. Further, students must ride only the bus to which they are assigned.

(Please refer to the Bus Rider Regulations, which are listed in the Discipline Code of the Handbook.)

UNIFORM GRIEVANCE PROCEDURE

Students, parents/guardians, employees, or community members should notify any District Administrator who is authorized to serve as a designated District Complaint Manager, if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 93-0006; or
12. Provision of services to homeless students.

The Administrator will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Administrator. The Complainant shall not be required to file a complaint with a particular Administrator and may request the assignment of a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains

allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of *The School Code* and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of *The School Code*.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

District administrators authorized to serve as Complaint Managers and their telephone numbers are as follows:

Dr. Joyce Kleinaitis, Superintendent of Schools: 636-2000

Mr. Cary Hillegonds, Director of Special Services: 636-2001

**DISTRICT 127 ½
STUDENT DISCIPLINE CODE**

Student behavior and conduct should be characterized by self-discipline on the part of individual students. Students must be held responsible for their own actions and realize that improper behavior will not be tolerated especially if the behavior interrupts the educational process, endangers the safety of others or is destructive to someone else's property. On the other hand, students must also realize that there are rewards for complying with rules and behaving in an appropriate manner at all times.

This Discipline Code, adopted by the District 127 ½ Board of Education, contains increasingly severe penalties for those students not following the rules as well as rewards for those students that consistently behave in a socially acceptable manner.

SCOPE OF THE DISCIPLINE CODE:

This code will be in force for all District students during the day, at any school-sponsored activity or event, and on busses as well as at bus stops.

IT IS THE STUDENT'S RESPONSIBILITY TO:

- 📖 Come to school every day and be on time. Remember, regular school attendance is the foundation of school success.
- 📖 Complete daily assignments.
- 📖 Always come to class with his/her supplies and assignments (books, paper, pen, etc.)
- 📖 Ask his/her teachers for help.
- 📖 Help care for books, supplies and all school property.
- 📖 Obey all school rules--Obey all teachers and staff.
- 📖 Be polite to all teachers and staff.
- 📖 Use acceptable and appropriate language.
- 📖 Make sure you are neat, clean, and appropriately dressed.
- 📖 Act in a way that will help all students to learn.
- 📖 Be fair and kind to other students.
- 📖 Treat others with respect.

STUDENTS HAVE THE RIGHT TO:

- 📖 Learn.
- 📖 Be protected from physical or verbal abuse.
- 📖 Receive help with their studies.
- 📖 Give their point of view as long as it does not harm the rights of others.
- 📖 Learn to make decisions.
- 📖 When appropriate, be disciplined in private.
- 📖 Be informed of the School Disciplinary Code.

IT IS THE RESPONSIBILITY OF PARENTS/GUARDIANS TO:

- 📖 See that your child attends school regularly and is not tardy.
- 📖 Understand the duties of the teachers and administrators, who are responsible for your children during the school day.
- 📖 Support the rules of the school, the district and the community.
- 📖 Safeguard your child's health by making sure that he/she goes to the doctor and dentist regularly.
- 📖 Attend school conferences and other activities.
- 📖 Plan a time and place, with supervision, for your child to do homework and provide supplies at school and at home for the purpose of completing assignments.
- 📖 Talk with your child and the teacher about school and report cards.
- 📖 Cooperate with the school regarding the Discipline Code.
- 📖 Teach your child the value of obtaining an education through individual effort.

PARENTS/GUARDIANS HAVE THE RIGHT TO:

- 📖 Expect a classroom atmosphere that is conducive to quality education.
- 📖 See your child's school records.
- 📖 Be informed of your child's attendance, learning or behavior problems.
- 📖 Be told why your child is being disciplined.
- 📖 Share in Parent-Teacher Association and other school activities.
- 📖 Receive periodic reports on their child's progress in learning.

IT IS THE TEACHER'S RESPONSIBILITY TO:

- 📖 Provide the best possible education through a good classroom climate, which allows for learning to take place.

- 📖 Respect all students and parents/guardians.
- 📖 Be available to talk with staff, parents/guardians, and students, especially about classwork and discipline.
- 📖 Enforce the rules of the school courteously, consistently and fairly.
- 📖 Deal with disciplinary problems quickly, firmly and impartially.
- 📖 Help with discipline outside of the classroom--in the halls, the restrooms and on the school grounds.
- 📖 Help children realize their potential by recognizing their individual strengths and weaknesses.

TEACHERS HAVE THE RIGHT TO:

- 📖 Expect students to behave properly.
- 📖 Expect students' daily assignments to be complete and on time.
- 📖 Be respected by students, parents/guardians and other staff.
- 📖 Temporarily exclude a student from class when that student is misbehaving.
- 📖 Call for a parent/teacher conference when a student violates the Discipline Code.

Disciplinary Actions

Step	Minor Offense Consequence	Major Offense Consequence
1	Detention; Extended or Saturday Detention; Loss of Additional Privileges/ Detention free assembly at end of quarter; Community Service	
2	Detention; Extended or Saturday Detention; Loss of Additional Privileges/Detention free assembly at end of quarter; Community Service	
3		1 Day Internal Suspension; Parent-Guardian Conference; Loss of Additional Privileges; Extended or Saturday Detention; Community Service
4	Detention; Extended or Saturday Detention; Loss of Additional Privileges/ Detention free assembly at end of quarter; Community Service	
5	Detention; Extended or Saturday Detention; Loss of Additional Privileges/Detention free assembly at end of quarter; Community Service	
6		1 Day External Suspension or 2 Days Internal Suspension:- Parent/Guardian Conference for Readmission ; Loss of Additional Privileges; Consultation with Social Worker as appropriate, Community Service
7	Detention; Extended or Saturday Detention; Loss of Additional Privileges/Detention free assembly at end of quarter; Community Service	

8	Detention; Extended or Saturday Detention; Loss of Additional Privileges/Detention free assembly at end of quarter; Community Service	
9		2 day External Suspension or 3 Days Internal Suspension -Parent /Guardian Conference for Readmission; Loss of Additional Privileges Consultation with Social Worker as appropriate, Community Service
10	Detention; Extended or Saturday Detention; Loss of Additional Privileges/Detention free assembly at end of quarter; Community Service	
11	Detention; Extended or Saturday Detention; Loss of Additional Privileges/Detention free assembly at end of quarter; Community Service	
12		3 days External Suspension; Parent Guardian Conference Loss of Additional Privileges; Loss of Class trip (Finley) Referral to Social Worker as appropriate; Meeting with Superintendent
13	Detention; Extended or Saturday Detention; Loss of Additional Privileges/Detention free assembly at end of quarter; Community Service	
14	Detention; Extended or Saturday Detention; Loss of Additional Privileges/Detention free assembly at end of quarter; Community Service	
15		4 days External Suspension- Parent /Guardian Conference Diagnostic Evaluation; Loss of Privileges; Referral to Social Worker; Meeting with Superintendent
16	Detention; Extended or Saturday Detention; Loss of Additional Privileges/Detention free assembly at end of quarter; Community Service	
17	Detention; Extended or Saturday Detention; Loss of Additional Privileges/ Detention free assembly at end of quarter; Community Service	
18		8 days External Suspension; Parent/Guardian Conference, Diagnostic Evaluation; Loss of Additional Privileges; Loss of 8 th grade Banquet; Social Worker Referral; Meeting with Superintendent
19	Detention; Extended or Saturday Detention; Loss of Additional Privileges/ Detention free assembly at end of quarter; Community Service	

20	Detention; Extended or Saturday Detention; Loss of Additional Privileges/ Detention free assembly at end of quarter; Community Service	
21		10 Day External Suspension; Parent/Guardian Conference; Loss of Additional Privileges; Loss of Stage Graduation; Referral to Social Worker; Meeting with Superintendent
22	Detention; Extended or Saturday Detention; Loss of Additional Privileges; Loss of Detention free assembly at end of quarter; Community Service	
23	Detention; Extended or Saturday Detention; Loss of Additional Privileges; Loss of Detention free assembly at end of quarter; Community Service	
24		Recommendation for Expulsion or Alternative Placement

BUILDING DISTRICT ADMINISTRATION:

Once an infraction has resulted in a misconduct or referral to the office, the administration will have full discretion regarding any disciplinary action taken by the school against a student.

Ridge Lawn/Ridge Central	Detention- Issued by teacher or principal
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Finley Junior High	Detention: Issued by teacher and referred to as a “Pass” Extended Detention-Issued by an administrator
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LEVEL I ACTS OF MISCONDUCT

The following are merely examples of Level I infractions and are not limited to only those listed:

- | | | |
|--------------------|--------------------------|---|
| a. no hall pass | f. pushing | k. bad manners |
| b. running | g. chewing gum / candy | l. minor dress code violations |
| c. name calling | h. refusing to cooperate | m. cell phone and other electronic devices misuse |
| d. loud talking | i. profanity | |
| e. slamming locker | j. rough-house/horseplay | |

Accumulated minor offenses may lead to harsh consequences. Furthermore, it also raises the possibility that two students involved in a minor activity may incur different penalties depending on their position on the log chart.

LEVEL I DISCIPLINARY RESPONSE

Disciplinary Procedures may be as follows:

- There is immediate intervention by the faculty or staff member who is supervising the student or who observes the misbehavior.
- If the violation occurs in the classroom setting, the teacher will take an appropriate action sometimes in conjunction with the building administrator
- Repeated misbehavior may require a parent/teacher conference or a
- Parent/guardian conference with a social worker and/or administrator.

**An accurate record of the offense and disciplinary action may be maintained by the staff member.*

Disciplinary Options may be as follows:

- CONFERENCE WITH PARENT(S)/GUARDIAN(S) (by phone or in person)
- CONFERENCE WITH STUDENT
- CONSEQUENCES AS ASSIGNED BY THE TEACHER and/or PRINCIPAL
- VERBAL REPRIMAND
- BEHAVIOR CONTRACT
- LOSS OF PRIVILEGE
- DETENTION (Parent must provide transportation)
- OR OTHER DISCIPLINARY ACTION DEEMED APPROPRIATE BY THE ADMINISTRATION

LEVEL II ACTS OF MISCONDUCT

Level II offenses will automatically move the student to a major step (3, 6, 9, 12, 15, 18, 21, 24) depending on the severity of the behavior.

Level II involves misbehaviors whose frequency and/or seriousness tend to disrupt the learning climate of the school. The seriousness of the Level II offense will result in the intervention of the administration. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel. These may include the following:

- a. continuation of unmodified Level I acts of Misconduct. While no specific number is given any consistent continuation of Level I Misconduct will result in a Level II consequence.
- b. cheating.
- c. truancy and/or ditching classes or excessive tardiness.
- d. forgery or the use of forged notes or excuses.
- e. disrespect/insubordination.
- f. misrepresentation/untruthfulness.
- g. misbehavior with any/all supervising adults
- h. bus misconduct/school misconduct.
- i. verbal or written abuse towards another student.
- j. failure to abide by corrective measures for misconduct.
- k. disruptive dress code violations.
- l. gambling.
- m. failure to fulfill initial consequence given by the classroom teacher.

- n. excessive or inappropriate public display of affection.
- o. Reckless behavior (incidents that may cause harm or injury to self or others)
- p. other behavior that distracts from the classroom/school.

LEVEL II DISCIPLINARY RESPONSE

Disciplinary Procedures may be as follows:

- The teacher may initiate appropriate disciplinary action.
- The student may be referred to the administrator for appropriate disciplinary action.
- The administrator meets with the student and/or teacher and affects the most appropriate response.
- The administrator will maintain an accurate record of the offense and disciplinary action.

Disciplinary options may be as follows:

- CONFERENCE WITH PARENT(S)/GUARDIAN(S) (by phone or in person)
- CONFERENCE WITH STUDENT
- DETENTION (Parent/guardian must provide transportation)
- LOSS OF PRIVILEGES
- REFERRAL TO OUTSIDE AGENCY OR SCHOOL DISTRICT SUPPORT SERVICES
- EXTENDED DETENTION
- SATURDAY DETENTION
- COMMUNITY SERVICE
- IN SCHOOL SUSPENSION
- OUT OF SCHOOL SUSPENSION
- OR OTHER DISCIPLINARY ACTION DEEMED
- APPROPRIATE BY THE ADMINISTRATION

LEVEL III ACTS OF MISCONDUCT

Level III offenses will automatically move the student to a major step (6, 9, 12, 15, 18, 21, 24) depending on the severity of the behavior. Severe violations of the Discipline Code may result in advancement as much as *five* major steps (for example from Step 0 to Step 15 for fighting).

Level III involves acts whose consequences may endanger the health and safety of others in the school. Level III Acts of Misconduct can usually be handled by the disciplinary mechanism in the school. The corrective measures which the school or district uses will be determined by the extent of the resources available for remediating the situation in the best interest of all students.

These acts include the following:

- a. continuation of unmodified Level II Acts of Misconduct.
- b. use or possession of tobacco products and/or accessories on school property (1st offense).
- c. fighting.
- d. vandalism.
- e. extortion.
- f. trespassing.
- g. stealing.
- h. verbal or written abuse towards a teacher or any adult supervisor.
- i. possession or use of explosive devices such as bullets, nail gun bullets or fireworks.

- j. ditching school
- k. other behaviors that distract from the classroom school environment.

LEVEL III DISCIPLINARY RESPONSE

Disciplinary Procedures may be as follows:

- The administrator initiates disciplinary action by investigating the infraction and may confer with the staff, the student, and the student's parents about the misconduct and subsequent disciplinary actions to be taken.
- An accurate record of the offenses and disciplinary actions is maintained by the administrator.

Disciplinary Options may be as follows:

- DETENTION (Parent/guardian must provide transportation)
- TEMPORARY REMOVAL FROM CLASS
- EXTENDED DETENTION
- SATURDAY DETENTION
- COMMUNITY SERVICE
- ALTERNATIVE PROGRAMS
 - a) homebound instruction
 - b) other appropriate district alternatives
- FINANCIAL RESTITUTION (in cases where damage or loss is incurred)
- IN-SCHOOL SUSPENSION

- OUT-OF-SCHOOL SUSPENSION
- OR OTHER DISCIPLINARY ACTION DEEMED APPROPRIATE BY THE ADMINISTRATION

LEVEL IV ACTS OF MISCONDUCT

Level IV involves actions which are serious and require administrative actions which may result in at least temporary removal of the student from the school, expulsion or alternative placement. Level IV Acts of Misconduct may involve the intervention of law enforcement authorities and action by the Board of Education. These include:

- a. continuation of unmodified LEVEL III Acts of Misconduct.
- b. possession, use, distribution, or being under the influence of any drug or controlled substance or any substance represented to be a drug or a controlled substance
- c. possession or use of weapons or "look-a-likes."
- d. bomb threats.
- e. setting fires.
- f. setting false alarms.
- g. other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff and/or school property.
- h. threat towards any adult supervisor (verbal, written, physical)
- i. gang activity including sign flashing, reproduction of symbols, dress, recruitment, enticement or club style initiations.
- j. sexual, ethnic or racial harassment or intimidation.

The disciplinary action which would occur for violation of such school policy would be: (1) immediate suspension and/or (2) may include a recommendation to the Superintendent for an expulsion hearing to take place in accordance with Board Policy.

LEVEL IV DISCIPLINARY RESPONSE

Disciplinary Procedures may be as follows:

- The administrator verifies the offense, confers with the staff member(s) involved and meets with the student.
- Parents/guardians are notified and the student is immediately removed from the school environment.
- School officials contact law enforcement officials, if and when appropriate.
- An accurate record of the offense and disciplinary actions is maintained by the administration.

Disciplinary Options may be as follows:

- IN-SCHOOL SUSPENSION
- OUT-OF-SCHOOL SUSPENSION
- REFERRAL TO LAW ENFORCEMENT OFFICIALS OR OTHER DISCIPLINARY ACTION DEEMED NECESSARY BY THE ADMINISTRATION
- EXTENDED DETENTION(S)
- SATURDAY DETENTION(S)
- COMMUNITY SERVICE
- ALTERNATIVE PROGRAMS
 - a. homebound instruction
 - b. other appropriate district alternatives
- EXPULSION HEARING

Suspension, alternative placement or expulsion from school includes exclusion from all school activities and events. Students are prohibited from being present on school grounds during a suspension, expulsion or alternative placement. Those who disregard this provision will be charged with trespassing.

IN ADDITION--WE RECOGNIZE THAT ANY LIST OF MISBEHAVIORS AND CONSEQUENCES CANNOT BE ALL INCLUSIVE. THEREFORE, ANY MISBEHAVIORS OR CONSEQUENCES NOT INCLUDED IN THIS BOOKLET WILL BE DEALT WITH APPROPRIATELY BY THE STAFF OF YOUR CHILD'S SCHOOL. IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL YOUR CHILD'S SCHOOL.

GOOD BEHAVIOR - REDUCING VULNERABILITY

A period of ten school days without a minor violation will result in a student moving BACK one step on the log card. In effect, he/she can reduce the severity of any future penalties as well as possibly reinstating lost privileges i.e. class trip, banquet, stage graduation at the principal's discretion, except for the detention free assembly and, at the junior high, the end-of-the-year detention/suspension/"F" -free trip.

A student who has advanced to or beyond Step 12 on the Discipline Code could take advantage of a multiplier effect to move in a downward direction on the code. After one step down, ten days of good behavior, a student could then drop a step for every five days of good behavior. Any upward movement on the code would rescind the plan for that student.

DETENTION/SUSPENSION/"F"- FREE ASSEMBLY AND TRIP

At the end of each grading period, any junior high student not receiving a detention or suspension from the office will receive an invitation to the DETENTION/SUSPENSION/"F"-FREE ASSEMBLY. During the following grading period, if a student has not advanced his/her position on the Log Card by not receiving a detention or moving to the next Major Step on the Log Card, he/she will be eligible to attend the detention/suspension free assembly. The end-of-the-year detention/suspension "F"-free trip is a reward for students who have behaved and worked hard all year. Students are not eligible to participate if any one or more of the following are violated:

- Receive grades of F in any quarter
- Excessive tardiness or absences
- Receive any detentions or suspensions (from the office)
- Are found not to exemplify good character

PRIVILEGES

Privileges are defined as but not limited to: hall passes, computer time, special activities, field trips, dances, parties, attending games, events, special duties, monitors, tutors, teacher helpers, lunch with friends, concerts, extra curricular activities, class trips, etc.

Please note that eighth grade stage graduation attendance and participation are privileges reserved for those students who achieve passing grades in all subjects and have not been eliminated for disciplinary reasons. Each student situation will be reviewed on an individual basis.

BUS RIDER REGULATIONS

The privilege of bus transportation will be *suspended* for students who misbehave at the bus stop or on the bus in any way. Students will board and exit the bus at their designated stops only. Further, students must ride only the bus to which they are assigned.

Proper bus behavior is also expected on school-sponsored activities and trips. The school bus is considered an extension of the school. The rules of conduct which apply in the building or on the school grounds also apply on the bus. In addition, students are expected to abide by the following rules of conduct:

1. Stay off the roadway while waiting for the bus, and do not enter the bus until it has come to a complete stop.
2. Students must take their seats promptly and remain seated quietly throughout the trip. Keep noise at a minimum so the driver can have complete concentration.

3. Keep coats, books and all other objects out of the aisles. Remember to remove all belongings when leaving the bus.
4. Hands and heads must remain inside the bus at all times. No items should be thrown about or out of the bus.
5. No eating or drinking is allowed on the bus.
6. Students must board and exit the bus only at their assigned stops. Do not ask the driver to stop at undesignated locations.
7. If, for some reason, a child will not be taking the bus home, a note, signed by the parent/guardian, must be given to the homeroom teacher.
8. Students must obey all instructions given by the driver.
9. Never tamper with the bus or any of its equipment.
10. Glass containers, sharp objects such as knives or scissors are not allowed on the bus.
11. Animals are not allowed on the bus.
12. Assist in keeping the bus clean and safe at all times.

DIAGNOSTIC EVALUATION

If a student reaches or surpasses Step 15, it is becoming more and more obvious that something is not working. The evaluation here is an attempt to find out what is going wrong and to do something about it so the students can get more out of school. This involves talking to his/her parents/guardians and to other school personnel. It also involves gathering relevant academic, behavioral, intellectual and historical information. Following the evaluation, there will be a school family conference to discuss the data collected and to choose a route for the student which leads to the greatest success.

VIOLATION OF CLASSROOM RULES

Teachers may keep a student after school for academic, behavioral or classroom learning related problems. If a student fails to appear for an after school appointment or to cooperate with the teacher, he/she may be referred to the office for disciplinary action.

STUDENT SUSPENSION

The Superintendent or Principal has been authorized by the School Board to suspend students from classes and school.

The student's parents/guardians must be notified immediately by the administration of the suspension and receive a full statement of the reasons for suspension, the number of days of suspension (not to exceed 10 consecutive school days,) and the right of review of the suspension by the local School Board.

On the first day that the student is allowed to return to school following a suspension, he/she **must** be accompanied by a parent/guardian for the purpose of a conference. ***No student will be allowed to return to school unless this conference is held.***

Parent(s)/Guardian(s) have within ten days to request a hearing. At hearings conducted by the School Board or a hearing officer appointed by the Board, the student has a right to a lawyer at

the student's own expense, the right to question the person who made the decision to suspend, the right to present and question witnesses, and the right to make a statement on his/her own behalf.

If requested by the student, the parent/guardian or representative, a record will be kept of the proceedings.

If the suspension decision is reversed, all references to it in the student's records must be removed, and the school must give the student whatever assistance is necessary to make up missed schoolwork.

STUDENT EXPULSION

Only the Board of Education may expel a student and such action must be taken at a Board meeting. Expulsion defined for these purposes is the termination of enrollment permanently or for an extended period of time. Expulsion is desirable only as the last measure which a school can take and is generally reserved for cases of chronic erratic behavior; i.e., use of drugs, alcohol, repeated disruptive behavior, sexual misconduct, possession or use of a dangerous weapon, etc., and when the welfare of the group is seriously endangered.

Principals may recommend such action to the School Board through the Superintendent who must notify the parents or guardian, the principal, and the teacher of the expulsion. Only the Board may reinstate a student who has been expelled.

The Board has the option to appoint a hearing officer to conduct expulsions. If a hearing officer is appointed, he will submit to the Board a written summary of the evidence heard at the meeting. The Board will then take the action it deems appropriate.

DUE PROCESS

It is generally agreed that a well-ordered community requires the formulation of essential and enforceable rules for the good of those in that community.

A school that is conducive to learning must maintain a climate in which learning can take place in a quiet and orderly fashion.

Punitive actions taken routinely or carelessly are indefensible.

Any student who feels that the discipline code has been violated in any way may request a meeting with the Superintendent to discuss the matter in question.

STUDENT TRANSFERS

Any student who transfers from an Illinois school must present a Student Transfer Form to register at another school. This form indicates the status of the student's discipline/medical records. An example is included in Appendix A.

SPECIAL NOTE

The principal, teachers and other school personnel are authorized to review the contents of this handbook and to impose any disciplinary measure which is appropriate and in accordance with

the policies and rules on student discipline, which they determine to be in the best interests of the students, educational setting and the instructional process.

No list of misbehaviors and consequences can provide for all eventualities. Any misbehavior not included in this handbook will be handled appropriately by the faculty and the District.