

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

Corporal Punishment

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

Weapons Prohibited

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint

Manager if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

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. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972);

The Complaint Manager 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. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Harassment, Bullying, Intimidation Prevention and Response

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing Psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: *7:20, Harassment of Students Prohibited* and *7:180, Prevention of and Response to Bullying, Intimidation and Harassment*.

Vandalism

The School Board will seek restitution from students and their parents for vandalism or other student acts that cause damage to school property. (Preventing Bullying, Intimidation, and Harassment Policy 7:180)

FEES AND FINES

Student fees must be paid in order for a student to attend or participate in extracurricular activities, trips and graduation. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

GENERAL INFORMATION

Dress Code

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent are as follows:

- Shirt tops – must cover back, chest, shoulders, underarms, midriff and undergarments at all times. "Spaghetti strap" shirts, dresses, tank tops, muscle shirts, basketball or other jerseys are acceptable only if a t-shirt is worn underneath.
- Pants/Skirts/Shorts – all must be appropriately sized, worn at the waist and cover undergarments at all times. Shorts, skirts, and dresses must be no shorter than fingertip length.
- Headwear – sweatshirt hoods, sweatbands, caps, hats, bandanas, do rags, sunglasses, etc. are not allowed with the exception for religious, medical and established spirit days.
- Hair, Make-up, & Tattoos – extreme hairstyles or make-up that would interfere with the learning process, cause a disruption to the educational environment, or be a health or safety hazard are prohibited. Offensive or gang-related tattoos, brands, or writing on the body are not permitted or must be covered to prohibit their display.
- Content and Accessories – clothing worn in school or at school-related activities with pictures or messages that contain objectionable material is prohibited. This includes items related to: gangs, alcohol, tobacco, drugs, sex or violence, profanities, obscenities, religious or racial slurs, and anything which is disruptive to the educational process. Appropriate footwear must be worn at all times within the building for health and safety reasons and must not mark or damage floors. Any form of clothing which is considered contrary to good hygiene, safety requirements, or is disruptive to the educational process will not be permitted. The school administration reserves the right to approve or disapprove any items not addressed in the dress code policy. Furthermore, students in violation of the dress code will be required to change into acceptable clothing prior to being admitted back into class. Repeated dress code violations will result in a discipline referral for insubordination.

Emergency Closing/School Closing

In an effort to improve communications between parents and school, District 117 has instituted a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. No answers and busy signals will be automatically retried twice in 15 minute intervals after the initial call.

- This requires NO registration by the parent on the automated call system.
- To be included in this service, it is imperative that you let your school know any changes in your phone number.
- All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.

The district can send messages via cell phone text message. In order to receive messages:

- Your child's school must have your correct cell phone number
- You must reply to the initial text message sent in order to continue to receive messages - this is due to federal regulations regarding text message subscription services
- To check the status of your cell phone number in our system, text the word HELP to 67587

School closings are announced on WGN - 720 AM radio. Cook County public schools are announced by DISTRICT NAME & NUMBER, not school name, so listen for "NORTH PALOS SCHOOL DISTRICT 117".

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

Extracurricular Activities

Extracurricular activities are school-sponsored programs for which some or all the activities are outside the instructional day. The district sponsors several competitive interscholastic activities and clubs as an extracurricular opportunity. The purpose of extracurricular activities is to provide enrichment opportunities for the NPD117 students. Activities are designed to be consistent among grade levels and schools.

Field Trips and Excursions

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Food Service Program

A lunch program and grab and go breakfast program are available at all schools. Milk may be purchased by students who bring their lunches. Families of students who qualify under federal income guidelines may obtain reduced-cost or free lunches including free milk for their children. Families must apply annually for this program and qualify according to federal income guidelines. Menus, the Free and Reduced Lunch Program application and additional nutritional information can be found on the District's website (www.npd117.net).

Freedom of Information

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Communication Director shall serve as the District's Freedom of Information Officer and assumes all the duties and powers of that office as provided in FOIA and this policy. The Freedom of Information Officer shall approve all requests for public records unless:

- The requested material does not exist;
- The requested material is exempt from inspection and copying by the Freedom of Information Act; or
- Complying with the request would be unduly burdensome.

Methods of Communication

Keeping parents informed is a priority for your school and the district. The following communication vehicles are used to share information with parents:

- Websites: The district's website, www.npd117.net, provides frequently updated information on news and events. The site also has a directory of school websites, Board of Education information, links to other NPD117 information as well as contact information for teachers and administrators.

Your school's website contains news about your school. You will also find contact information for staff members and information on your school's PTA.

- School Email Lists: Parents who provide an email address to their school are automatically subscribed to their school's email list. Principals use their email lists to send parents school news

and reminders of upcoming important dates.

- School Newsletters: Each school publishes a newsletter regularly recapping some of the important events that occurred as well as highlighting some upcoming events.
- Newspaper Articles: Articles highlighting many of the amazing accomplishments of both students and staff are often reported and sent to the local newspapers where they are printed.

Parent Request for Teacher or Classroom Assignment - District 117 Guidelines

Classroom student enrollment at the primary and intermediate levels is based on a heterogeneous pupil population with each classroom having an enrollment balanced by gender and pupil ability. Students that meet honors criteria, have limited English proficiency or are identified special needs will be assigned to classrooms in a fashion which will be most conducive to a heterogeneous pupil classroom model and which is designed to meet the individual needs of pupils. Occasionally special instances arise where parents request a teacher and/or classroom assignment, including AM or PM kindergarten placement.

Recess

The school lunch period is structured to promote both the physical and mental well-being of our students. The lunch period provides the students:

- Time to eat and replenish to be prepared for the afternoon's lessons
- Time to socialize with peers
- Time to practice independence while learning practical, self-help skills with assistance from lunch staff as needed.
- Time to learn and practice appropriate mealtime behaviors and manners
- Time to learn and practice how to initiate conversations with peers and speak in an appropriate volume
- Time to practice independently navigating mealtime including asking for assistance as needed and cleaning up individual lunch area

Lunchroom staff are assigned to each elementary lunchroom. The lunchroom staff maintain a safe, orderly and inviting lunchroom environment for students to reach the goals above.

Lunchroom Visitors Process:

Parents may visit the lunchroom one time per week. Prior to doing so, the parent must provide a copy of his/her driver's license/State ID/passport at least 10 days prior to the visit to keep on file. Any parent/visitor requesting to visit as often as once per week must submit a current background check (fingerprinting included) conducted at HHPD or PHPD. Parents assume the cost of the background check. Results are sent directly to the district office. Parents who do not pass the background check will be notified.

Outdoor Recess and Physical Education (PE) Weather Guidelines

Please be certain the students are dressed accordingly.

Warm weather: Students will be outside for recess/PE if the temperature is no higher than 100 degrees including heat index. Students will be inside for recess/PE if temperature is above 100 degrees.

Cold weather: Students will be outside for recess if the temperature is 20 degrees or above including wind chill. Students will be inside for recess if the temperature is below 20 degrees including wind chill.

School Parties

Each elementary school has a Parent-Teacher Association (PTA) that organizes school parties. The PTA charges a set party fee. The PTA party fee covers the cost of the party games, crafts, prizes, and drinks (listed below) that are provided at each of the PTA sponsored parties. The students will participate in the following parties with the following PTA provided party menu:

- Halloween (October) and Holiday (December) Parties: salty and sweet snacks (both allergen free) and juice or water
- Valentine's Day Party: nut-free ice cream and toppings; lactose-free alternative available.
- End of Year Picnic/Party: Menu determined by school PTA Board and Building administrator

Only non-food items may be purchased by individual parents as party treats. Please do not send goodie bags. Goodie bags are not allowed at school parties. Only individual, non-food items may be distributed and may include pencils, spider rings, mini-note pads, etc. Valentine cards may not include candy items. Only Valentine cards without candy or other edible items will be allowed. If you do not want your child(ren) to eat party food items provided by the PTA, you may opt out and send food to school for your child, but please follow the nut-free guidelines.

Visitors

All visitors must initially report to the Building Principal's office for a pass. Please do not bring children with you on your classroom visitations, or supervisory activities. Use of cell phones is not allowed during school time. Any person wishing to confer with a staff member should first contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside of school hours or during the teacher's conference/preparation period. (See Safety Policy 4:170)

Volunteers Guidelines

The following guidelines have been developed for field trip chaperones in order to ensure a safe and successful trip. Thank you for your support. We believe field trips provide a valuable educational experience for students. Field trips increase student knowledge and understanding of a subject and add realism to a topic of study. In order to help ensure that school- sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

- Chaperones must sign the Volunteer Responsibilities & Guidelines form and present photo ID to the front office *7 days in advance. No exceptions.*
- Chaperones need to arrive at the start of school and to be on time.
- Chaperones are required to ride the buses (due to insurance guidelines).
- Non-parental chaperones must be 18 or older.
- Younger siblings are not allowed to accompany chaperones on trips (due to insurance guidelines).
- Timelines are critical. Please wear a watch and coordinate meeting times. Please be prompt and plan for the unexpected. Please arrive at the meeting spot a few minutes early. Buses are on very tight timelines.
- Please dress appropriately for the school trip.
- Use appropriate language.
- Cell phone usage is for communication to teacher or in case of an emergency only. Please do not use your phone to take photos.
- Please do not purchase items for the students even if they ask.
- Tobacco products are not permitted at any time during a field trip.
- Chaperones need to be aware of any medical conditions/allergies etc., of any children assigned to them.
- Chaperones shall not provide any prescription or over the counter medications to students.
- Chaperones are not to release any child to anyone other than the teacher.
- Please do not take photos of any children on the field trip due to confidentiality restrictions.
- Chaperones are not to buy, serve, or pass out any food to children in their care unless it is food provided by the school or the child's food from his/her home.

Volunteer Responsibilities

- Students must be supervised at all times while at a school sponsored event. As a chaperone, you will supervise a small group of students, helping them learn and make sure they behave appropriately. Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your care.
- Chaperones may or may not be assigned to the group their children are a part of. Teachers may assign chaperones to lead specific prearranged groups of students.
- Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure

that students do not get involved in any extra activities not pre-approved by the teacher. While you are responsible for student behavior, it is the responsibility of the teacher to discipline a student.

- Chaperones are responsible for ALL of the children in their assigned group – not just their own children.
- Please stay with the assigned group at all times. Students should never be left unattended.
- Students may go to public restrooms in groups. Please be aware of any adults who appear to be lingering around your area and/or who might access the restrooms when your students are using them.
- Chaperones may not offer food or purchase food for any students before, during or after the field trip.
- For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
- Treat all children for whom you are responsible fairly and equally.
- Report any accidents or problems to the Field Trip Coordinator immediately.
- A chaperone in each group must carry a cell phone and exchange cell phone numbers with the Field Trip Coordinator.
- Chaperones must inform the Principal/Designee of any condition that may affect his/her ability to perform his/her assigned duties.
- Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.) Keep the cell phone contact number of the teacher and other chaperones available.
- Please follow the directions of the guides even if other groups do not.
- Please follow procedures outlined by the teacher even if there is a difference of opinion, with the exception of a safety issue. Teachers have the ultimate responsibility and depend on your support.

INSTRUCTION

Assets

After School Student Success Enrichment Teams (ASSETS) is an after-school academic support program offered free to students three to four days a week beginning during the first quarter and ending before spring break.

Academic support in ASSETS focuses on English Language Arts and Math, the two cornerstone content areas of education. Both grade level and below grade level standards for students are addressed in a small group setting by certified teachers.

Space for ASSETS is limited, based on the number of available teachers. Students who qualify to enroll in ASSETS according to scores from the Measure of Academic Progress (MAP) exam given three times per year, Partnership of Assessment of Readiness for College and Careers (PARCC), as well as local unit assessment data.

Students who qualify to enroll in ASSETS for the school year must have the permission of their parents to participate in the program. Parents are encouraged to trust the recommendation of school staff and partner with the school in providing necessary support via the ASSETS program.

Students who enroll in ASSETS may "split time" with other extracurricular activities at Conrady. For example, if a student is in both ASSETS and a sport, the student will attend ASSETS from 2:30-3:15 and will participate in the sport from 3:15-4:00. Splitting time not only allows students to obtain additional academic support, but also affords students the opportunity to participate in all extracurricular areas. Students who qualify to enroll in ASSETS but decline will relinquish the privilege to be a member of any club or sport for the school year.

Conferences: Parent-Teacher

Conferences are scheduled two times a year at all schools. If you have concerns at any time, please schedule an appointment.

Education of Homeless Children

The District 117 homeless information liaison, Jim Hook, can be reached at (708)233-8074.

Contact information for the Illinois Homeless Education Program is as follows:

Jeffrey Aranowski

State Homeless Education Coordinator

100 W. Randolph St., Suite 14-300, Chicago, IL.

Phone: (217) 782-8535, Toll Free (888) 215-6379

Toll-Free Restrictions: IL residents only

Email: jaranows@isbe.net

Website: www.isbe.state.il.us/homeless/default.htm

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact Andrea Derdenger, Assistant Superintendent of English Learners at 708-233-5735.

Compact shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Compact

Each Building Principal or designee shall develop a School-Level Parent and Family Engagement Compact according to Title I requirements. This School-Level Parent and Family Engagement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

MEDICAL AND HEALTH INFORMATION

Accidents

In the event of an injury due to an accident, or serious illness during the school day, the district follows these procedures:

1. Provides emergency care and administers any required first aid until either the parents or medical authorities assume responsibility.
2. Notifies the child's parents, or other responsible person designated by the parents, immediately.
3. If warranted, gets the child to his home or to the hospital.

If there are any changes to a student's emergency contacts during the year, these should be reported to the school office and the teacher immediately.

Administering Medicine to Students

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Physician Request for Administration of Medicine" and "Parent Request to Administer Medicine to a Student" forms.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal.

Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact the building principal.

Communicable and Chronic Infectious Disease

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Food Allergy Management Program

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Our school district also may be able to appropriately meet a student's needs through other means. (pasted from paragraph below that I struck through.)

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

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

Proof of one immunization against meningococcal diseases is required for students entering grades 6, 7 and 8. A diabetes screening must be included as part of the health exam, although diabetes testing is not required. Students between the ages of 3 and 7 must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination: All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination: All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof

of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Pediculosis (Head Lice)

The school will observe the following procedures regarding head lice.

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

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

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

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. Board policy 6:50, School Wellness, can be found on the District's website. The community can provide input on this policy by contacting the Superintendent's office by phone or email.

RECORDS

Directory Information

While information maintained as a student record is generally confidential and may not be released without parental consent, throughout the school year, the District may release directory information regarding students, including the following:

- Name
- Gender
- Grade level
- Academic awards, degrees and honors
- Information in relation to school-sponsored events, activities, and athletics
- Photographs, video, or digital images used for informational or promotional purposes of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal. The District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

Student Records

Per policy 7:340, school student records are confidential. Information from them shall not be released other than as provided by law.

Permanent Records (maintained by District at least 60 years)

These records are those containing basic identifying information, including student's name/address, birthdates, gender, names/addresses of student's parents, academic information, attendance, medical, and standardized State high school test scores.

Temporary Records (maintained by District for no less than 5 years)

These records consist of all other recorded information, by which a student can be personally identified, that are not part of the permanent record. Examples include disciplinary information, special education records, test scores, psychological evaluations, honors, awards and family background.

A parent/guardian or adult student has the following rights:

1. To inspect, copy and review their student's education records within 15 school days of the request, to copy any record proposed to be deleted or destroyed, and prior to the transfer of the record to another school district. The District has a form for such a request and will notify the parent/adult student when and where the records can be reviewed.
2. Temporary student records are maintained for 5 years after a student has transferred, graduated or otherwise withdrawn from school, and may then be destroyed by the District. The parent/student (as applicable) has the right to request a copy of any record prior to such destruction. The District destruction schedule for student records is that schedule currently approved by the Local Records Commission.
3. Upon graduation or withdrawal of a special education student, special education and student temporary records which may be continued assistance to the student may be transferred to the parent or student (if applicable), after five years.
4. To request amendments of inaccurate, misleading or irrelevant information in the records. There is a right to a hearing over such amendments, if the district and parent do not agree.
5. To control access to records and consent to disclosures of student education record information (except to those disclosures already allowed by law). The district policy and procedures and Illinois law describe those exceptions and are available upon request.

SAFETY

Safety

District 117 seeks to establish a culture and climate of school safety, to sustain an environment where children feel comfortable, safe, and ready to learn. Toward this end, NPD117 has an established Safety Committee that meets regularly to discuss issues of safety in daily operations, student safety, and planning for crises in the school building, grounds and buses. The Safety Committee also meets annually with local first responders such as the fire department, police department and public safety officials to review current plans and make revisions based on feedback and current best practices. These crisis plans are distributed annually to all district staff.

District-wide practice safety drills are conducted with staff, students, and local first responders. In the event of an emergency, response time is assisted by telephones with caller identification (caller ID) in all classrooms, E-911 systems in place on all school phones, and, walkie-talkies placed in key locations throughout each building. NPD 117 utilizes telephone broadcast alerts to communicate with families and the community in case of emergency, as well as posting available information on the NPD 117 website.

Practice drills include, but are not limited to:

Bus Evacuation Drills

Every school holds this drill twice a year. During the drills, safety features of each bus are demonstrated to the students, such as how to operate emergency windows, doors, and how to operate the two-way radio to call the bus supervisor in case of an emergency.

Crisis/School Shooting Drills

Each school conducts regular lockdown drills necessary for safety in the event of an intruder in the school. At least one of these drills is held with the local police department on site, so revisions can be made to procedures in a timely manner. In order to maintain maximum security, classroom doors are locked at all times. In cooperation with local first responders, all exterior doors are numbered, classroom spaces are clearly labeled in view of the interior and exterior of the building, and building maps shared with law enforcement.

Fire/Disaster/National Emergency Drills

Each school holds periodic fire and disaster drills during the year in compliance with state recommendations. These drills are mandatory on the part of all personnel and visitors in the school. Emergency exit maps are posted in each classroom.

Tornado/Severe Weather Drills

Procedures for tornadoes and severe weather are established in the district. Each school and the administration building are equipped with an emergency weather radio, and disaster drill locations are outlined on maps posted in each room. When a tornado watch is received, all schools are notified and proceed with emergency plans. School will usually not be dismissed until regular dismissal time, and if the storm is severe or conditions warrant, students may remain at the school until the danger has passed. Release of any children to parents/guardians prior to regular dismissal will be at the administrator's discretion depending on the severity of the weather.

In addition to regular safety drills, NPD 117 participates in Health and Life Safety Compliance Visits to ensure safe buildings for students and staff. These visits also identify any concerns regarding compliance with requirements set forth by Illinois Association of Regional Superintendents of Schools, Illinois State Board of Education (ISBE), and the State Fire Marshall. These visits are held annually or bi-annually. Any and all findings are forwarded to the district office for review, and recommendations made for remediation of concerns.

Finally, although NPD 117 values its volunteers and guests, for safety reasons visitors will be permitted access to the building through designated areas only, and will be requested to identify themselves via the intercom system and have an ID ready upon entrance into the building. Volunteers may be required to be fingerprinted and have a background check. All volunteers are required to provide a driver's license or state ID.

SPECIAL EDUCATION

Education of Children with Disabilities

A booklet entitled, "The Educational Rights of Disabled Children", A Parents' Guide was developed to assist local educational agencies in advising parents of the rights of exceptional children. A copy can be obtained by contacting the Illinois Office of Education, Department of Specialized Educational Services, 100 North First Street, Springfield, IL 62777.

Use of Behavioral Interventions for Students Receiving Special Education and Related Services

In accordance with Public Act 89-191, guidelines have been adopted to address interventions used to discipline students receiving special education and related services. Copies are available from the PPS department or the Building Principal.

Pupil Personnel Services Team

PPS services include three types of screenings annually:

- A screening of children between the ages of 3 and 5 to identify those who may need special education,
- Speech and language screening to identify students who may need special services, and
- Screening for vision and hearing.

The purpose of these screenings is to help diagnose student problems and to make recommendations to the PPS team to remediate these problems.

Parents/guardians who believe their child may have a physical, mental, or emotional condition that interferes with the child's educational progress in school should discuss their concerns with the classroom teacher or building principal.

North Palos District 117 offers a continuum of special education services to students from early childhood through eighth grade who have a disability under the Individual Education Disabilities Act/Section 504 of the Rehabilitation Act. For information regarding the rules and regulations governing special education or the district special education programs and procedures, please contact the PPS Department at the District Office.

TECHNOLOGY

Electronic Devices

Electronic devices include, without limitation, cell phones, MP3 players, iPods, CD players, digital recording devices, personal computers, PDA's, and Kindles; must be powered off and kept out of sight at all times while at school and when on school property, including busses. Exceptions to this rule are allowed only when explicit permissions granted by school personnel with specific guidelines and direct supervision of school personnel giving permission for the established amount of time. The policy also pertains to students participating in or attending extracurricular activities. Students need clear permission each and every time the device is to be used. Students in violation of the established Electronic Devices policy may have their electronic device confiscated, turned in to school administration, and be subject to disciplinary action.

Furthermore, sending receiving or possessing sexually explicit or otherwise inappropriate pictures or images, is commonly known as "sexting," is prohibited. This conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing and indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Students with such violation are subject to suspension and notification of law enforcement.

The school is not responsible for any damage, malfunction, loss, or theft to any electronic device brought to school.

Technology-Acceptable Use

The purposes of the Acceptable Use of Technology Policy (AUP) are:

- Section I: For all students, employees, and other "users" of the School District's "electronic resources," as those terms are defined in this AUP, defining authorized access to and acceptable use of the District's electronic resources; mitigating the risk of disclosure or unauthorized access to private and protected information through the District's electronic resources; and complying with requirements of federal laws protecting student's use of electronic resources in public schools.
- Section II: For all students, defining authorized use of personal technology in "bring your own device" (BYOD) or "bring your own technology" (BYOT) programs, as those terms are defined in this AUP.
- Section III: For all employees, defining authorized use of personal technology to conduct "District business," as that term is defined in this AUP, including in BYOD or BYOT programs.
- Section IV: For all students, defining authorized use of technology for personal purposes on District property and at related events and activities.
- Section V: For all employees, defining authorized use of technology for personal purposes on District property, at related events and activities, and with "members of the District community," as that term is defined in this AUP.
- Section VI: For all employees and students, defining the terms under which official District Internet and social media websites may be operated and when one may operate an Internet or social media website to conduct District business or for educational or extra-curricular purposes.
- Section VII: Outlining the consequences of violating of the AUP.
- Section VIII: Setting forth requirements regarding notification and acknowledgement of the AUP by students, employees, and users of the District's electronic resources.

Administrative Procedures

The Superintendent or designee shall create administrative procedures implementing this policy which, along with handbooks and guidelines issued at the school or department level, may supplement this policy.

Definitions

"Bring your own device (BYOD) or bring your own technology (BYOT) program": Programs under which students and/or employees are authorized to use personal technology devices not owned or licensed by the District, including personal computers, cell phones, and smart phones, for certain educational, extra-curricular, and/or business purposes identified in the program.

"District business": Any work conducted as an employee of the District, whether for educational, extra-curricular, or other business or operational purposes of the District. This includes communications

