NORTH PALOS
SCHOOL DISTRICT 117

Parent & Student Handbook
2020-2021
TABLE OF CONTENTS

ADMINISTRATION INFORMATION 4
   Board of Education, District Administration, District Office 4
   District Schools and School Administration 5
   Handbook Purpose 5

ATTENDANCE, ABSENCES, TRUANCY, EMERGENCY CLOSING/SCHOOL CLOSING 5
   Attendance and School Building Hours 5
   Absences 6
   Truancy 6
   Emergency Closing / School Closing 7

CONCERNS, COMMUNICATIONS, & GENERAL INFORMATION 7
   Accommodating Individuals with Disabilities 7
   Concerns and/or Suggestions 7
   Conferences: Parent-Teacher 7
   Convicted Child Sex Offender Notification 7
   Freedom of Information 8
   Grievance Procedure 8
   Methods of Communication 8

BEHAVIOR, CONDUCT, AND DISCIpline 8
   Behavior & Conduct Rules: When and Where Apply 8
   Bus Conduct 9
   Conduct Prohibited by Students 9
   Dress Code 11
   Electronic Devices 12
   Gang and Gang Activity Prohibited 12
   Harassment, Bullying, Intimidation Prevention and Response 12
   Lockers 13
   Student Identification Cards 14
   Travel by Other Means Than School Bus 14
   Vandalism 14
   Video Surveillance 14
   Weapons Prohibited 14

North Palos School District 117 Parent & Student Handbook 2020-2021
DISCIPLINE MEASURES

Discipline Overview 14
In-School Suspension 15
Out-of-School Suspension 15
Expulsion 15
Re-Engagement of Returning Students 15
Police and Agency Interviews 16
Search and Seizure 16

FEES, FINES, and SERVICES 17

Bus Fees 17
Fines 17
Food Service Program and Free/Reduced Costs 17
Meal Charges for Meals Provided by the District 17
Student Fees 17

EXTRACURRICULARS, LUNCH TIME, PARTIES, TRIPS, VISITORS, VOLUNTEERS, and WEATHER GUIDELINES FOR RECESS & OUTDOOR PE 18

Extracurricular and Co-Curricular Activities 18
Trips and Excursions 18
Lunch Time 19
School Parties and Treats 19
Visitors 20
Volunteer Guidelines 20
Volunteer Responsibilities 20
Weather Guidelines for Outdoor Recess and Physical Education 21

INSTRUCTION 21

ASSETS 21
Parent Request for Teacher or Classroom Assignment 21
English Learners 21
Exemption from Physical Education Requirement 21
Family Life & Sex Education Classes 22
Grading 22
Graduation Requirement 23
Homework 23
Promotion/Retention/Acceleration/At-Risk 23

Special Education 23
Student Surveys 24
Student Testing and Assessment Program 25
Title I Programs 25

MEDICAL AND HEALTH INFORMATION 25
Accidents 25
Administering Medicine to Students 26
Care of Students with Diabetes 26
Communicable and Chronic Infectious Disease 26
Food Allergy Management Program 27
Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students 27
Pediculosis (Head Lice) 28
Student Athlete Concussions and Head Injuries 28
School Wellness 28

RECORDS 28
Directory Information 28
Student Records 28

RESIDENCY 31
Residency Requirements 31
Education of Homeless Children 31

SAFETY 31
Safety Overview 31
Bus Evacuation Drills 31
Crisis/School Shooting Drills 32
Fire/Disaster/National Emergency Drills 32
Tornado/Severe Weather Drills 32
Threat Assessment Teams 32
Unsafe School Choice Option 32

TECHNOLOGY 32
Technology-Acceptable Use 32

APPENDIX A 41
DORN and SORRICK DISCIPLINE PROCESS AND REFERRALS 41

APPENDIX B 44
GLEN OAKS and OAK RIDGE DISCIPLINE MATRIX 44
APPENDIX C

CONRADY DISCIPLINE MATRIX

APPENDIX D

ACADEMIC CALENDAR 2020-2021

APPENDIX E

Student Medication Authorization Form

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ADMINISTRATION INFORMATION

Board of Education
Dr. Tom Kostes - President
Mr. Ron Moran - Vice President
Mr. Bobby Greene - Secretary
Mrs. Deborah Groark
Mrs. Tracy Sukalo
Mrs. Clara Fraga
Mrs. Debra Chafee

District Administration
Superintendent.......................................................................................... Jeannie Stachowiak
Assistant Superintendent of Business Operations ............................................. James Bunn
Assistant Superintendent of Pupil Personnel Services ................................. Andy Anderson
Buildings and Grounds Director................................................................. Dan Ford
Curriculum Director.................................................................................. Christine Droba
English Learning Director........................................................................... Shadia Salem
Public Relations Director............................................................................ Jim Hook
Special Education Director........................................................................ Carrie Stacy
Technology Director.................................................................................. Sean Joyce
Transportation Director............................................................................... Shelly Marr
Assistant Transportation Director.............................................................. Phillip Arredia
Grants Manager.......................................................................................... Diane Padilla
Human Resources Manager and Assistant to the Superintendent...................... Lisa Whitcomb
Network Infrastructure Manager................................................................. Dan Bekas
Office Manager......................................................................................... Mary Anne Wiorkowski

District Office

Dr. Ken Geraghty Administration Center
7825 W. 103rd Street
Palos Hills, IL 60465
Phone: (708) 598-5500

North Palos School District 117 Parent & Student Handbook 2020-2021
District Schools and School Administration

Dorn Elementary School
PreK - 1st Grade
Eileen McCaffrey, Principal
7840 W. 92nd Street
Hickory Hills, IL 60457
(708) 598-5509

Sorrick Elementary School
PreK - 1st Grade
Natalie Profita, Principal
7825 W. 103rd Street
Palos Hills, IL 60465
(708) 233-8200

Glen Oaks Elementary School
2nd - 5th Grade
Kristin Reingruber, Principal
9045 S. 88th Avenue
Hickory Hills, IL 60457
(708) 598-5711

Oak Ridge Elementary School
2nd - 5th Grade
Kevin Buscemi, Principal
Jennifer Stefan, Assistant Principal
8791 W. 103rd Street
Palos Hills, IL 60465
(708) 598-5713

Conrady Junior High School
6th - 8th Grade
Adrienne Pavek, Principal
Dorita McCabe, Assistant Principal
Jed Ramsey, Dean of Students
7950 W. 97th Street
Hickory Hills, IL 60457
(708) 598-5721

Handbook Purpose (Board Policy 2:240)
The parent student handbook is only a summary of board policies governing the district. Board Policy is available at District Office and on the district’s homepage under Board of Education Board Policy. The purpose of the handbook is to enhance communication by highlighting the policies most commonly referenced by families and staff. School code and policies are subject to change throughout the year. As a result, this document may be amended during the year due to legislative and Board of Education changes.

ATTENDANCE, ABSENCES, TRUANCY, AND EMERGENCY CLOSINGS

Attendance (Board Policy 7:70)
Students will not have access to buildings until 15 minutes prior to start time in the Pre-K through grade five buildings and 20 minutes at Conrady. There is no outside supervision prior to entering the building. The start and dismissal times of the schools are:

<table>
<thead>
<tr>
<th>SCHOOL BUILDINGS</th>
<th>ATTENDANCE HOURS</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Start Time</td>
</tr>
<tr>
<td>Conrady Junior High</td>
<td>7:50 AM</td>
</tr>
<tr>
<td>Grades 6-8</td>
<td></td>
</tr>
<tr>
<td>Glen Oaks &amp; Oak Ridge</td>
<td>8:30 AM</td>
</tr>
<tr>
<td>Grades 2-5</td>
<td></td>
</tr>
<tr>
<td>Dorn &amp; Sorrick</td>
<td>Morning PreKindergarten and Kindergarten Session</td>
</tr>
<tr>
<td>Grades Pre-K-1</td>
<td>9:00 AM</td>
</tr>
<tr>
<td></td>
<td>Afternoon PreKindergarten and Kindergarten Session</td>
</tr>
<tr>
<td></td>
<td>12:45 PM</td>
</tr>
<tr>
<td></td>
<td>1st Grade: 9:00 AM</td>
</tr>
</tbody>
</table>

Illinois law requires that whoever has custody or control of any child between six (by September 1) and 17 years of age shall assure that the child attends school in the district in which he or she resides during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child’s age, shall assure that the child attends school during the entire time school is in session.
Absences (Board Policy 7:70)

When it is necessary for a child to be absent, the parent or guardian is required to call the school attendance line at (708) 598-5743 by the time school begins.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student’s absence. There are two types of absences: excused and unexcused.

- An excused absence includes illness, observance of a religious holiday or event, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student’s mental, emotional or physical health or safety, attending a military honors funeral to sound TAPS (grades 6-8), or other reasons as approved by the Superintendent or designee. Additionally, a student will be excused for up to 5 days in cases where the student’s parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment from a combat zone or combat-support postings.
- All other absences are considered unexcused. Methods for identifying the cause(s) of a student’s unexcused absenteeism include interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information.

Students who arrive late/tardy cause a disruption to the educational environment. Students who arrive late/tardy should report to the school office. Elementary students who arrive more than 15 minutes late should bring a lunch to school.

If a student is absent, the parent or guardian must call the school each day, unless the school is informed of an extended illness. After 3 days, a physician’s note may be required for extended, frequent, or questionable absences due to illness.

If parents plan to take students out of school for trips, vacations or travel for 10 consecutive days or more, they must transfer the student(s) out of the district and enroll him/her in the school at the new location or re-enroll in District 117.

Head Lice Regulations: NPD117 has a no-nit head lice policy. Children who have head lice will be excluded from school until they are free of both lice and nits. (Nits appear the same under normal circumstances, whether they are dead or alive. If viable, nits remain on the hair, re-infestation and continued transmission can occur). Upon return to school, students must report to the health office and be free of nits and lice before being readmitted to class.

Truancy (Board Policy 7:70)

A “truant” is defined as a child who is absent without valid cause for more than 1% but less than 5% of the past 180 school days. Student attendance is critical to the learning process. Truancy is, therefore, a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days cause are “chronic truants”. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State’s Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

North Palos School District 117 Parent & Student Handbook 2020-2021
Emergency Closing/School Closing (Board Policy 4:170)
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". Closing information is also shown in the mornings scrolled across the bottom of television screens on Channels 2, 5, 7, 9 and 12.

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.

CONCERNS, COMMUNICATIONS, & GENERAL INFORMATION

Accommodating Individuals with Disabilities (Board Policy 8:70)
Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities as those without disabilities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities: aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

Concerns and/or Suggestions (Board Policy 8:110)
Parents and/or students should address concerns or suggestions within a reasonable time of any occurrence. An appointment must be arranged with the appropriate staff member (or his/her secretary) to expedite any concerns or suggestions.

Conferences: Parent-Teacher (Board Policy 8:95)
Conferences are scheduled two times a year at all schools. If you have concerns at any time, please schedule an appointment.

Convicted Child Sex Offender; Screening; Notifications (Board Policy 4:175)
The school district conducts criminal background checks and fingerprinting of all applicants for employment in pursuit to not employ individuals who are have a child sex offender conviction. Child sex offenders are not allowed on school property unless specific permission is obtained according to Board policy. Information about sex offenders is available to the public as per the Sex Offender Community Notification Law.
Freedom of Information (Board Policy 2:250)
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.

Grievance Procedure (Board Policy 2:260)
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 196 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.

Methods of Communication (Board Policy 8:10)
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.

CONDUCT AND BEHAVIOR RULES

Behavior & Conduct Rules: When and Where Apply (Board Policy 7:190)
Behavior expectations and grounds for disciplinary action apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

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

**Bus Conduct** *(Board Policy 7:220)*

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

For questions regarding bus transportation issues, contact the Transportation Center at (708) 233-4562.

**Conduct Prohibited by Students** *(Board Policy 7:190)*

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
   a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law).
   b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner prescription.
   c. Any performance-enhancing substance on the Illinois High School Association’s most current cannabis banned substance list unless administered in accordance with a physician or licensed practitioner prescription.
   d. Any prescription drug when not prescribed for the student by a physician or licensed for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law.
   e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
f. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

12. Engaging in teen dating violence. (Board Policy 7:185)

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Disruptive behavior consists of acts that interfere with maintaining a safe and orderly educational environment. When adults are in the position to tend to such behavior, consequences are necessary. Examples of disruptive behavior include, but are not limited to, horseplay, shouting, making inappropriate noises, propelling objects, speaking out of turn, spreading rumors, inappropriate photos, inappropriate music, unauthorized selling or buying of items, controversial clothing, altercations, performing a task without permission, and any behavior outside the established normal rules, procedures, and expectations. Laser pointers, too, create a disruption, and students should not be in possession of them. Even though playful horseplay may take place between friends, it often leads to either someone getting hurt or friends getting into a fight. As a result, consequences are necessary to deter such behavior. If any physical contact is deemed to have a malicious intent, performed out of anger, and/or intended to cause severe physical harm, any such actions may be categorized as assault.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

**Dress Code (Board Policy 7:160)**
The student’s individual appearance is primarily the responsibility of the student and parent. Students will be permitted the opportunity to express their individuality in a manner which is not offensive or inappropriate for the school setting, is not a threat to student health or safety, or if it doesn’t become a disruptive influence to the educational process. As a result, students should adhere to the following guidelines:
- **Shirt tops** – must cover back, chest, shoulders, underarms, midriff and undergarments at all times with no visible chest or cleavage. “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.

**Electronic Devices** *(Board Policy 6:236)*

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 buses. Additionally, earphones and/or earbuds should be kept out of sight. 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.

**Gang & Gang Activity Prohibited** *(Board Policy 7:190)*

“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.

**Harassment, Bullying, Intimidation Prevention and Response** *(Board Policies 7:180; 7:20)*

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 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.

**Lockers** (Board Policy 7:140)

Lockers remain the property of the school, are provided to students without charge, and are subject to the guidelines presented under Search and Seizure. Students are personally responsible for all contents in their lockers.

Combination locks that are to be used at CJHS must be purchased from the school with copies of the combination being recorded with the office. Locker combinations should not be shared with any other students. All non-official school locks will be cut off at the expense of the student’s account. Students should not leave unsealed food or beverages in lockers at any time. If a student has a problem with their locker or combination lock, they should immediately report it to the office.

For the purpose of extended care of lockers, decorating of lockers either inside or out is not allowed. Students may seek permission to decorate a hallway bulletin board to acknowledge special recognition of their peers.
**Student Identification Cards** (Board Policy 7:190)
For Conrady only: Students should carry their identification cards each day. If lost, students may purchase a replacement I.D. in the office for a five dollar ($5) fee.

**Travel by Other Means Than School Bus**
Students who use other means to travel to or from school, such as walk, bicycle, skateboard, or automobile, should do so with common safety protocol. Failure to do so could have privileges revoked for a given period of time. Walkers must cross with the crossing guard.

**Vandalism** (Board Policy 7:170)
The School Board will seek restitution from students and their parents for vandalism or other student acts that cause damage to school property.

**Video Surveillance** (Board Policy 7:340)
School district buildings and busses are equipped with video and/or electronic recording devices created in part for law enforcement, security, or safety reasons and may also be used for the purposes of investigation of misconduct or accidents.

**Weapons Prohibited** (Board Policy 7:190)
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 or 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 alikes” 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.

## DISCIPLINE MEASURES

**Discipline Overview** (Board Policy 7:190)
School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to dropout of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension 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.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

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.

**In-School Suspension (Board Policy 7:200)**

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are expected to complete classroom work for equivalent academic credit in addition to any assigned restorative justice or community service activities.

**Out-of-School Suspension (Board Policy 7:200)**

1. Prior to a student receiving an out-of-school suspension, a conference will take place with the student. During the conference the conduct violations will be explained and the student will be given an opportunity to respond. (A pre-suspension conference is not required when the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as possible.)
2. An attempted phone call shall be made to the student’s parent(s)/guardian.
3. A written notice of the suspension will be provided to the parent(s)/guardian that includes various details pertaining to the suspension in addition to any available services, if appropriate.
4. Upon parent request, suspensions may be reviewed at the district level.

**Expulsion (Board Policy 7:210)**

1. Parents will be provided with a written request to appear at an expulsion hearing.
2. The Board or a hearing office will conduct an expulsion hearing.
3. The Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If expulsion is decided, a detailed explanation will be provided.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

**Re-Engagement of Returning Students (Board Policy 7:190)**
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.

**Police and Agency Interviews** (Board Policy 7:150)

There are times when government agencies and law enforcement officers need to conduct investigations or assist the school in investigations that require interview of student(s). Procedures for such interviews will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, school officials will:
   a. Notify or attempt to notify the student’s parent/guardian and document the time and manner in writing;
   b. Make reasonable efforts to ensure the student’s parent/guardian is present during questioning or, if they are not present, ensure that school employees (including but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning; and
   c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

**Search and Seizure** (Board Policy 7:140)

In order to maintain order, safety, and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

**School Property and Equipment:**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

**Students:**

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

**Student Passwords:**

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

**Seizure of Property:**
If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

**FEES, FINES, AND SERVICES**

**Bus Fees (Board Policy 4:110)**
Students must have their bus tag/pass with them whenever they ride the bus. Free bus transportation is provided to students in the District residing 1.5 miles or more from their school of attendance or are impacted by an Illinois Department of Transportation approved serious safety hazard. Students residing less than 1.5 miles from their school of attendance and not impacted by an IDOT approved serious safety hazard may ride the bus by paying a fee each year. Students may not begin bus service until this fee is paid. All payments may be made at the District Office 7825 W. 103rd Street, Palos Hills. Free transportation service and vehicle adaptation is provided for a special education student when required by the student’s individualized educational program. Bus fees are prorated for new families only. Students enrolled at the beginning of the school year must pay the yearly fee for transportation regardless of when they register for bus service.

**Fines (Board Policy 4:140)**
Students must pay for the loss of, or damage to, school books or other school-owned materials.

**Food Service Program & Free/Reduced Costs (Board Policy 4:120)**
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).

**Meal Charges for Meals Provided by the District (Board Policy 4:130-E)**
Pursuant to the Hunger-Free Students’ Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Student may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

The Hunger-Free Students’ Bill of Rights Act applies to all schools that participate in the United States Department of Agriculture child nutrition program.

The Building Principal and District Staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery. The District will make reasonable efforts to collect charges classified as delinquent debt.

When a student’s funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. If a parent/guardian regularly fails to provide meal money and does not qualify for free meal benefits, the Building Principal or designee, will direct the next course of action. Continual failure to provide meal money may require the District to notify the Illinois Department of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges.

**Student Fees (Board Policy 4:140)**
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, equipment and/or transportation fees.

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. The free meals/waiver application is available on the District website.

**EXTRACURRICULARS, LUNCH TIME, PARTIES, TRIPS, VISITORS, VOLUNTEERS, AND WEATHER GUIDELINES FOR OUTDOOR RECESS & P.E.**

**Extracurricular and Co-curricular Activities (Board Policy 6:190)**

Extracurricular activities are school-sponsored programs for which some or all the activities are outside the instructional day. Co-curricular activity refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit.

Extracurricular and co-curricular activities include clubs, sports, PTSA/PTA events, dances, parties, graduation ceremony, assemblies, banquets, and any school-sponsored events outside the regular school day. Many of these activities are privileges, not given rights. As a result, if a student is not in good behavioral or academic standing, the administration may deny the student’s eligibility to participate in such extracurricular activities or co-curricular activities.

Students are not permitted to participate or attend any school activity if they were absent for any part of the same school day, unless for a medical appointment verified by a doctor’s note. If a student does not attend a scheduled after-school detention, ASSETS, or other expected commitment, he/she will not be permitted to participate in extracurricular activities on the day of missing the established commitment. In addition, any student whose conduct is unacceptable during an extracurricular event can lose his/her privilege to attend future functions.

**Trips and Excursions (Board Policy 6:190; 6:240; 7:240)**

Trips and excursions are a privilege for students. Trip opportunities are often available for students ranging from day trips to overnight trips. Each trip has criteria of eligibility that is clearly communicated when trips are announced throughout the year. Such criteria is dependent upon the nature of the trip, student behavior on previous trip(s), the grade level of the student, behavior factors, and whether or not the student is progressing successfully in the classroom. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all trips 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:

- Two incidents resulting in an In-School and/or Out-of-School Suspension
- Failing (1) one or more classes and/or getting more than (2) two “D’s” among all classes (Grades counted shall be for the quarter the trip takes place as well as the cumulative grades. Eligibility for students with special needs will be determined on an individual basis)
- 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

The district does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.
**Lunch Time**
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 school. The lunchroom staff maintain a safe, orderly and inviting lunchroom environment for students to reach the goals above.

**Lunchroom Visitor 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 complete a volunteer form and waiver and 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.

**School Parties and Treats** *(Board Policy 6:250; 6:50; 8:90; 8:95)*
*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.

Students are not allowed to bring food and/or treats to share with others during school hours. Due to health concerns and food allergies, all treats and snacks to be shared with others after school hours must be store-bought (non-homemade), should not require refrigeration, and should have a clearly printed label listing ingredients.

**Conrady Treats:** All treats must fit in the school locker. Students must get explicit permission from the after-school supervisor to bring treats. Students who bring their lunch to school should make sure the lunches are sealed and stored in their personal lockers. Students are allowed to carry water bottles with them throughout the school day as long as they are filled with water only and do not create a disruption to the school environment. If such liberty is abused, the school reserves the right to prohibit carrying water bottles throughout the school day.
**Visitors** (Board Policy 8:30)
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)

**Volunteer Guidelines** (Board Policy 5:280; 6:250)
The following guidelines have been developed for field trip chaperones in order to ensure a safe and successful trip. 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 Information Form and Waiver of Liability and present a 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 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** (Board Policy 6:250)
- 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.

**Weather Guidelines for Outdoor Recess and Physical Education** *(Board Policy 3:60)*

**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.

**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.

Please be certain the students are dressed accordingly to weather conditions.

**INSTRUCTION**

**ASSETS** *(Board Policy 6:180)*

ASSETS After-School Student Success Enrichment Team (ASSETS) is an after-school academic support program offered free, including free transportation, to students three days per week at Dorn and Sorrick Schools; four days a week at Glen Oaks and Oak Ridge Schools, and Conrady Junior High. Dates and times are established at the beginning of each school term.

Space for ASSETS is limited. Students qualify for ASSETS based on student learning data from state, local assessments, and other nationally-normed assessments and staff recommendations. The academic focus in ASSETS is on English Language Arts and Math. Grade level and below grade level standards are addressed in a small group setting by licensed teachers.

Students who qualify for ASSETS but also want to participate in an extracurricular activity may do so by splitting time between ASSETS and the activity. Arrangements for splitting time are made at the school level. Students who qualify for ASSETS will receive enrollment information. If, for some reason, a parent/guardian chooses to opt his/her child out of this free, after school academic support program, he/she shall do so in writing (letter provided by the school administrator or written by a parent) after meeting with the building administration and before ASSETS begins. Enrollment changes shall only be made at the semester. Parents/guardians who opt out may have the opportunity to opt back into the program at the start of the next semester ASSETS is offered, if 1) there is space for the student and 2) if the student still qualifies. Students who are opted out of the ASSETS program may participate in extracurricular activities.

**Parent Request for Teacher or Classroom Assignment** *(Board Policy 7:30)*

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 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.

**English Learners** *(Board Policy 6:160)*

The District offers opportunities for resident English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all

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North Palos School District 117 Parent & Student Handbook 2020-2021

21
Children are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child’s placement in, and information about, the District’s English Learners programs. English Learners who are enrolled in English Learner programs will receive progress reports in their language development.

School districts are mandated to annually assess the English language proficiency, including aural comprehension (listening), speaking, reading, and writing skills, of all English learners in kindergarten and any of grades 1 through 12 using the English language proficiency assessment prescribed by the State Superintendent of Education.

**Exemption from Physical Education Requirement** *(Board Policy 7:260)*

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in the Individual Education Plan (IEP).

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student’s participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

**Family Life & Sex Education Classes** *(Board Policy 2:260; 6:210; 6:260; 6:60)*

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional course in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

**Grading** *(Board Policy 6:280)*

Report cards are distributed to Prek students three times per year, and all other students four times per year. A standard-based report card is used for Kindergarten-5th. The performance levels are broken down by:

<table>
<thead>
<tr>
<th>Exceeding Expectations</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Expectations</td>
<td>3</td>
</tr>
<tr>
<td>Partially Meeting Expectations</td>
<td>2</td>
</tr>
<tr>
<td>Not Yet Making Progress or Minimal Progress Towards Expectations</td>
<td>1</td>
</tr>
</tbody>
</table>
Letter grades are used in grades 6th – 8th. The letter grade and equivalent numerical ranges are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-93</td>
</tr>
<tr>
<td>B</td>
<td>92-86</td>
</tr>
<tr>
<td>C</td>
<td>85-78</td>
</tr>
<tr>
<td>D</td>
<td>77-70</td>
</tr>
<tr>
<td>F</td>
<td>69 or below</td>
</tr>
</tbody>
</table>

The end of the year cumulative grade is the mathematical average of the four quarterly grades.

**Graduation Requirement** *(Board Policy 6:190; 6:280; 7:240)*

In order to be eligible for participation in the 8th grade graduation ceremony, a student must be promoted to the 9th grade prior to the completion of the school year. All student fees must be paid in order for the student to attend or participate in the graduation ceremony.

**Homework** *(Board Policy 6:290)*

Homework is a necessary part of the District’s instructional program. Homework is assigned to further a student’s educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

- Is used to reinforce and apply previously covered concepts, principals, and skills;
- Is not assigned for disciplinary purposes;
- Serves as a communication link between the school and parents/guardians;
- Encourages independent thought, self-direction, and self-discipline; and
- Is of appropriate frequency and length, and does not become excessive, according to the teacher’s best professional judgment.

**Promotion/Retention/Acceleration/At-Risk** *(Board Policy 6:110, 6:280; 6:135)*

The Superintendent shall establish a system of grading and reporting academic achievement students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on the Illinois Assessment of Readiness (IAR) or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

District 117 is committed to providing an appropriate educational program based on each child’s needs. Recognizing that all children can learn, the district expects that each child should achieve reasonable success relative to his/her level of ability and holds the following beliefs: that all students have the capacity to work toward these expectations, that as a district we are able to influence student achievement, and that parental involvement is critical to student success. With this in mind, the assessment of a student’s progress commensurate with his/her ability will be used as a guideline to determine promotion, retention or acceleration. Early identification of students who are not meeting the district’s expectations is considered essential. If a student is not meeting grade level expectations, the student may be scheduled for an intervention program.

North Palos School District 117 recognizes the need for academic interventions for all students. Early entrance, subject area acceleration and whole grade acceleration are curriculum interventions intended for academically talented students. Please contact your school talented for more information.

**Special Education** *(Board Policy 6:120)*

**Education of Students with Disabilities**

The district shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the district. The Illinois State Board of Education maintains a webpage of the most up-to-date information regarding the education of students with disabilities. Information for parents and guardians is found at: [https://www.isbe.net/Pages/Special-Education-Parents-of-Students-with-Disabilities.aspx](https://www.isbe.net/Pages/Special-Education-Parents-of-Students-with-Disabilities.aspx) which includes topics...
from Advocacy to Webinars for Parents. Another helpful link for parents that includes rights, procedural safeguards, as well as up-to-date information regarding physical restraint / timeout is: https://www.isbe.net/Pages/Special-Education-Programs.aspx.

Misconduct by Students With Disabilities (Board Policy 7:230)
Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Copies of intervention guidelines are provided at annual IEP meetings and available upon request.

Notice Regarding Individualized Education Plans (IEP) and Service Logs
Article 14 of School Code now requires all public school districts in Illinois to provide the child’s parent or guardian with copies of all written material that will be considered at the IEP meeting at least three school days in advance of such meeting. Each service provider is required to keep a service log and to make service logs available at each IEP meeting or upon request.

Notice of Section 504 to Parents
Students who do not qualify for an IEP may qualify for services under Section 504 if the student has a physical or mental impairment that substantially limits one or more major life activity, has a record of a physical or mental impairment, or is regarded as having a physical or mental impairment.

Notice of Efforts to Receive Medicaid Reimbursement
The school district participates in the Illinois Department of Healthcare and Family Service program through which Federal Medicaid funds are made available to school districts in the State to help cover the costs of providing necessary school-based IEP services to students. By participating in this program, the school district is allowed to seek federal Medicaid funds to help cover some costs of the school-based IEP services the School District provided to your child. In order to seek the Federal funds, the School District must disclose information from your child’s education records which may include your child’s name, birth date, and Medicaid number to the Illinois Department of Healthcare and Family Services (HFS) regarding the IEP services the School District provided to your child.

Child Find Screenings
Pupil Personnel Services (PPS) include the roles of school psychologists, school social workers, speech language therapists, and school health personnel. 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.

Student Surveys (Board Policy 7:15)
Student surveys are created for the purpose of monitoring the quality of the District’s educational programs or assisting students’ career choices. Before a survey that is created by a third party (not employed by the district) is given to students, parent(s)/guardians may review the survey upon request, within a reasonable amount of time; may refuse to allow their child to take the survey and without penalty to the child.
**Student Testing and Assessment Program** *(Board Policy 6:340)*  
Students participate in various assessments throughout the school year. Assessment data is used to determine student’s areas of strength as well as target areas for improvement. Assessment data is used to determine the best academic plan to support student’s individual needs including, but not limited to, extended day programs such as ASSETS, reading and math enrichment and intervention, summer school, and honors.

Due to the importance of the state assessment in academic planning for each individual student and district as a whole, as well as the ability for North Palos School District 117 to meet federal mandates we ask that students are present in school during the state assessment window. We understand that students may be absent due to unexpected illnesses; however, we ask that no doctor’s appointments, vacations, or other non-emergency absences occur during this time. State testing is scheduled during the fourth quarter of the school year. Dates vary by building.

**Title I Programs** *(Board Policy 6:170)*  
The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally-disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equity among the District’s schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equity among the District’s schools.

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

**District-Level Parent and Family Engagement Compact**  
The Superintendent or designee shall develop a District-Level Parent and Family Engagement Compact according to Title I requirements. The District-Level Parent and Family Engagement 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 those enrolled in programs under Title I.

Parents have the right to request their child’s classroom teachers’ qualifications by contacting the administration of the school the child attends.

**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** *(Board Policy 7:270)*

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 School Medication Authorization form.

**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.

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.

**Emergency Aid to Students** Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

**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** *(Board Policy 7:280)*

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** (Board Policy 7:285)
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.

**Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students** (Board Policy 7:100)
All students are required to present appropriate proof of a health examination, including immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or 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. 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 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)  (Board Policy 7:250)**
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  (Board Policy 7:305)**
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  (Board Policy 6:50)**
Student wellness, including good nutrition and physical activity, shall be promoted in the District’s educational program, school activities, and meal programs. 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  (Board Policy 7:340)**
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  (Board Policy 7:340)**
A student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a
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 school records. They are:

1. The right to inspect and copy the student’s education records within 10 business 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. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian 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/guardian 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 without consent is permitted 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/guardian 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 or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student’s records are being forwarded to another school to which the student is transferring.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every four years or upon a student’s change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Gender
- Grade level
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Photographs, videos, 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.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information 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 student’s parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

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
Residency Requirements
Only students who are residents of the District may attend a District school. A student’s residence is the same as the person who has legal custody of the student. A student whose family moves out of the District during the school year will be permitted to attend the school for the remainder of the year without payment of tuition. Students that move out of the District but elect to complete the school year in the District will not be provided transportation on school district buses. Transportation to and from school is the sole responsibility of the parents or guardian.

Parent Must Have the Following Information At the Time of Registration:

1. Required registration forms
2. Necessary documents required by the district to prove residency.
3. Copies of the following documents:
   - Current physical including immunizations
   - Transfer papers from previous school showing current grades and attendance
   - State of Illinois Good Standing Form if transferring from an Illinois school
   - A copy of the Child’s Original Birth Certificate, if foreign born, passport must also be provided

Questions about legal custody and/or residency requirements can be directed to the Business Office.

Education of Homeless Children (Board Policy 6:140)
The District 117 Homeless Information Liaison, Diane Padilla, can be reached at (708) 233-5785.

Contact information for the Illinois Homeless Education Program
Vicki Hodges, State Coordinator for Homeless Education
Illinois State Board of Education
100 North First Street, 2000 E-240
Springfield, Illinois 62777
vhodges@isbe.net

SAFETY

Safety Overview (Board Policy 4:170)
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 buildings, 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 (Board Policy 4:170)
Every school holds this drill once 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 (Board Policy 4:170)
Each school conducts regular lockdown drills necessary for safety in the event of an intruder in the school. At least one drill 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 (Board Policy 4:170)
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 (Board Policy 4:170)
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 the Illinois Association of Regional Superintendents of Schools, Illinois State Board of Education (ISBE), and the State Fire Marshal. These visits are held annually or biannually. Any and all findings are forwarded to the district office for review, and recommendations are 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.

Threat Assessment Teams (Board Policy 4:170; 4:170-AP7)
Whether a threat exists for an individual or for the larger school community, each school will convene a school threat assessment team that includes administration, mental health provider, teaching staff, and law enforcement to proactively identify potential threats, investigate, and respond to threatening situations. This team works with confidential information on an as-needed basis in accordance with state and federal laws pertaining to student privacy records. Members of the school community should report anything suspicious or concerning to school administration, law enforcement, or via any established tips lines set up by the school district.

Unsafe School Choice Option (Board Policy 4:170)
The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

TECHNOLOGY

Technology-Acceptable Use (Board Policy 6:236)
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 federal laws protecting students 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.

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 smartphones, 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 with members of the District community in which the employee conducts or performs such work. District business might relate to education, instruction, student and employee relations and discipline, extra-curricular activities, professional activities, and other District operations. “District business” does not include protected concerted union activity.

“On District Property or at Related Events and Activities”: Use is considered to be on District property or at a related event or activity when it occurs on, or within sight of, school grounds at any time, including before, during, and after school hours; off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; and when traveling to or from school or a school activity, function, or event through District-sponsored transportation. Simply because use does not occur on District property or at a related event or activity does not mean the use is not subject to this AUP or other District policies and procedures, including discipline policies and procedures. For example, student or employee misconduct on technology may lead to consequences under this AUP or other District policies and procedures if the conduct materially and substantially interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of an employee; or (b) endanger the health or safety of students, employees, or school property, regardless of when or where that misconduct occurs.

“Electronic Resources”: The District’s “electronic resources” include, but are not limited to, the District’s electronic networks and information systems, such as the Internet, Wi-Fi, electronic data networks, and infrastructure for oral, visual, and written electronic communication, including electronic mail, text messaging, instant messaging, and chat programs. “Electronic resources” also include technology owned or licensed by the District and provided by the District for use by its employees or students, including, if offered, technology issued to students and/or employees (i.e., a “one-to-one” program), and District and District-authorized webpages and social media or websites. If a user accesses the District’s electronic resources, including Internet service or Wi-Fi, with a personal technology device, that use is also considered use of “electronic resources” that is covered by this AUP.

“Includes” or “Including”: When used in this AUP and any related administrative procedures, handbooks, and guidelines implementing this AUP, “includes” means “includes, but not limited to” and “including” means “including, but not limited to” and reference a non-exhaustive list.
Internet Publications: Web Pages that are limited to the provision of information, allowing users to view content but not to contribute to the content of the webpage.

Members of the District community: Students, parents, residents, employees, contractors and volunteers of the District, and other individuals serving, served by, and/or working with or for the District.

One-to-One Program: Program through which the District issues all students and/or employees, or certain groups of students and/or employees, District-owned or -licensed personal technological devices, such as personal computers and laptop computers, for educational, extra-curricular and/or business purposes identified in the program. The participant in the one-to-one program typically may take the technological device with them when they leave school grounds for use outside of normal school or business hours.

Personal Purposes: Any uses other than uses for “District business,” such as accessing personal cell or smart phones, email, and social media websites such as Twitter, Facebook, and others for purposes other than District business. “Personal purposes” includes protected concerted union activity.

Personal Technology: All technology that is not owned or licensed by the District.

Protected Concerted Union Activity: Actions by employees concerning wages or working conditions, such as discussing work-related issues or terms and conditions of employment between employees or with members of the District community.

Social Media Websites: Webpages that do not simply provide information, but rather allow users to comment, exchange or share content, collaborate, and/or interact. Also known as social networking websites. Examples of social media websites include Internet forums, weblogs (or “blogs”), video logs (or “vlogs”), wikis, social networks (such as Facebook, Twitter, and MySpace), podcasts, photograph and video sharing programs (such as YouTube and Instagram), rating websites, music-sharing websites, and crowdsourcing.

Technology: Includes desktop computers, laptop computers, tablet computers, cell phones and smartphones, text messaging services, instant messaging services, and other technology, as well as any webpages or social media profiles, such as Internet forums, weblogs (or “blogs”), video logs (or “vlogs”), wikis, social networks and social media pages (such as Facebook, Twitter, and MySpace), podcasts, photograph and video sharing programs (such as YouTube and Instagram), rating websites, music-sharing websites, and crowdsourcing.

User: A user of the District’s electronic resources is any person who uses the District’s electronic resources, with or without District authorization, and may include students, parents, employees, contractors, and volunteers of the District.

Section I: Acceptable Use of the District Electronic Resources

Applicability

This section applies to all “users” of the District’s electronic resources, including students and employees.

Acceptable Use – General

Only authorized users may access the District’s electronic resources. This includes connecting personal technology devices to the District’s electronic resources, including the Internet and Wi-Fi.

Access to the District’s electronic resources is intended for educational and extra-curricular purposes and District business. Employees may use District electronic resources for incidental personal use during non-work times as long as that use complies with the other parameters of this AUP and any implementing procedures and does not interfere with the employee’s job duties or the provision of education and services by the District. Students may only use the District’s electronic resources for incidental personal use during non-instructional times if the student is authorized to use the particular electronic resource at the time used, the use complies with the other parameters of this AUP and any implementing procedures, and the use does not violate any other District policy or state or federal law, including District’s student discipline policy 7:190 and implementing procedures.
Users must take reasonable steps to protect the security of the District’s electronic resources. Among other things, users may not share passwords or allow others to access electronic resources using the user’s password or profile. Any user who becomes aware of a security breach must notify a District representative immediately.

Users are responsible for appropriately using the District’s electronic resources. If a user has questions about whether a particular use is acceptable, the user is expected to speak to a supervisor (for employees) or teacher or administrator (for students and all other users) before engaging in the particular use.

acceptable Use - District-Issued Technology (Including One-To-One Programs)
The District may issue technology to users, including students and employees, for educational or extra-curricular purposes and/or District business, including through a one-to-one program. Use of District-issued technology is governed by this AUP, including the Acceptable and Unacceptable Use provisions of this AUP, regardless of when, where, or for what purpose the use occurs. This includes use that occurs outside of normal school hours (for students), before or after work times (for employees), for personal purposes, and/or off District property or away from related events or activities.

The user is responsible for reasonable care of District-issued technology at all times during which the technology is issued to the user, regardless of whether the technology is on school property or at related events or activities. This includes the requirement that the user not allow others to use the technology without authorization from an administrator. The procedures implemented by the Superintendent or designee for this AUP may contain further guidelines regarding responsible use, as may handbooks and other guidelines issued at the school level. Costs associated with repair or replacement of technology damaged as a result of a user’s failure to exercise reasonable care shall be the responsibility of the user, including any fees for insurance premiums and deductibles, regardless of whether the damage is caused by the user or a third party. Users may be required to obtain and/or pay for insurance for District-issued technology in order to be issued such technology by the District.

Students may only use or access District-issued technology outside of school with parental or guardian supervision. The District is not responsible for unacceptable use of District-issued technology by students at any time, including outside of school, although students may face consequences for such misuse under this and other District policies.

Unacceptable Use – General
Users are expected to conform to general expectations of norms outlined in this AUP and other District policies when using the District’s electronic resources. This AUP sets forth some general examples of unacceptable use, but does not attempt to set forth all prohibited uses. The following are examples of uses of the District’s electronic resources that are strictly prohibited:

- Any use at a time or in a manner that is not authorized or approved, or in a manner that causes or reasonably could be foreseen to cause a substantial and material disruption to the educational environment or invasion of the rights of others;
- Knowingly or recklessly causing a security breach or disruption of service to an individual or system;
- Damaging District electronic resources or the electronic resources of others via District electronic resources, including accessing or attempting to access any content to which the user is not authorized, including “hacking”;
- Misrepresenting one’s identity or using another person’s password, user profile, or technology or allowing another to use one’s identity, password, or technology without authorization;
- Any use in a manner that violates State or federal law including using materials that are subject to intellectual property laws, such as copyright and trademark laws, without authorization;
- Any use that violates any Board policy, including policies addressing bullying, harassment, and hazing, and student and employee discipline policies or codes of conduct;
- Publishing or transmitting private information, including photographic, video, and audio depictions of others, without authorization;
• Any transmission, access, creation, or transmission of material that is sexually graphic or explicit, obscene, threatening, intimidating, abusive, harassing, or otherwise indecent, or that reasonably could be interpreted as promoting illegal activity, including illegal drug use;
• Any use for a commercial purpose where the user does not have the express written authorization of the Superintendent or designee;
• Uploading or downloading material, including software, without express authorization of a member of the District’s technology staff;
• Accessing or participating in any games without the express authorization of a supervisor (for employees) or teacher or administrator (for students and other users), or using the District’s electronic resources for more than incidental personal use;
• Providing personal information, including photographs, about themselves or another; and
• Any attempt to do any of the above.

A user should notify the District’s Complaint Manager or Nondiscrimination Coordinator immediately under Board Policy 2:260 upon receipt of a communication through the District’s electronic resources that the user believes is inappropriate or that makes the user feel threatened or uncomfortable.

Internet Filtering, Safety, and Security Measures
The District will implement technology protection measures on each District computer with Internet access, including filtering devices to block user access to visual depictions of material that is obscene, pornographic, or otherwise harmful to minors as defined by the Children’s Internet Protection Act (CIPA). The procedures implemented by the Superintendent or designee for this AUP shall allow users to make requests, including anonymous requests, to disable the filter for bona fide research or other lawful purposes.

The District also will take steps, to the extent practical, to promote the safety and security of users of its electronic resources. The steps taken shall include efforts to prevent inappropriate network use such as: (a) unauthorized access, including “hacking,” and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors. The steps taken shall also include efforts to protect student and employee privacy, safety, and security when using electronic communications.

The District and its employees shall take steps, to the extent practical, to educate, supervise, and monitor students’ uses of electronic resources as required by CIPA and other federal and state laws.

Confidentiality of Private Information
Users of the District’s electronic resources must comply with all policies and procedures that govern confidentiality of private information, including policies governing school student records and personnel records or information, when using the District’s electronic resources.

Maintenance of Records
Certain laws require the District to maintain business records, including public records, school student records, and personnel records, for certain periods of time. Users of the District’s electronic resources are responsible for maintaining records as required by District policy, District procedures, and/or relevant laws. This may include maintaining school student records and local records as required by state and federal law.

Disclaimer, Limitation of Liability, and Indemnification
The District does not guarantee the quality of the services provided through its electronic resources. The District makes no guarantees about the accuracy of information accessed through its electronic resources. The District is not responsible for: (i) any loss or damages resulting from the unavailability or failure of its electronic resources; (ii) any information that is rendered unavailable because of its electronic resources or lack thereof; or (iii) any inaccurate information accessed through its electronic resources.

All users assume full responsibility for any costs, liabilities, or damages arising from their use of the District’s electronic resources, and must reimburse the District for any loss, including reasonable attorney’s fees, incurred as a result of their use to the extent allowed by law. The District is not liable for the actions of users of its electronic resources.

No Expectation of Privacy
Users of the District’s electronic resources have no expectation of privacy with respect to use of the District’s electronic resources, including access of the District’s Internet or Wifi using personal technology, or with respect to any material created, transmitted, accessed, or stored via District electronic resources. This includes material created, transmitted, accessed, or stored for personal use, including incidental personal use, on or through the District’s electronic resources. The District reserves the right to monitor users’ activities on District electronic resources at any time for any reason without prior notification; to access, review, copy, store, and/or delete any electronic information accessed or stored therein; and to disclose such information to others as it deems necessary and/or as required by law. Users should be aware that information may remain on the District’s electronic resources even after it has been deleted by the user. This section of this policy may only be altered through amendment of this policy, and may not be altered or diminished by the verbal or written assurances of any employee or representative of the District.

Section II: Student Use of Personal Technology for Educational Purposes
Applicability
This section applies to all students of the District.

Authorized Use of Personal Technology for Educational Purposes
The Superintendent or designee may authorize students to use personal technology for educational and/or extracurricular purposes, including for classroom instruction and extracurricular activities, through a formal BYOD or BYOT program. Each student must return a BYOD or BYOT agreement, created by the Superintendent or designee, signed by both the student and the student’s parent/guardian, before participating in a BYOD or BYOT program.

A BYOD or BYOT program authorized by the Superintendent or designee may include use of personal social media websites of students. Students must meet qualifications for holding an account from the social media website and must be authorized by a parent/guardian to utilize a particular social media website before using that website for educational purposes.

Students may use BYOD or BYOT technology on District property or at related events and activities only at times, at places, and for purposes expressly permitted by the BYOD or BYOT program or school personnel. When a student uses personal technology at a time, at a place, in a manner, or for a purpose authorized by the BYOD or BYOT program, the student’s use of the personal technology is governed by Section I of this AUP, all other District policies, administrative procedures, handbooks and guidelines governing use of the District’s electronic resources, and student discipline policy 7:190. At all other times while on District property or at related events and activities, students must comply with requirements for the use of personal technology on District property or at related events and activities outlined in Section IV of this AUP, even if the personal technology device used is one that is authorized for use in a BYOD or BYOT program.

Section IV: Student Personal Use of Technology
Applicability
This section applies to all students of the District when on District property and at school related events and activities.

Acceptable and Unacceptable Personal Use of Technology on District Property and at Related Events and Activities
Students may bring personal technology on District property and to school related events and activities, but must keep such technology powered off at all times except when using the technology in an approved BYOD or BYOT program or during an emergency.

Student use of technology, including District electronic resources and personal technology, on District property and at school related events and activities must comply with Section I of this AUP, all other District policies, administrative procedures, handbooks and guidelines governing use of the District’s electronic resources, as well as student discipline policy 7:190.

Section VI: Internet Publications and District Social Media
Applicability
This section applies to all students and employees of the District who establish and/or operate Internet publications and/or social media websites (“websites”) for educational, extra-curricular, or other purposes related to District business, and any other individual operating or attempting to operate a website suggesting approval by or official affiliation with the District.

**Official District Websites**

Only the Superintendent or designee may operate or approve for operation by District employees official websites on behalf of the District, including the District’s website, blogs, and social media accounts. No third-party website may suggest that it is an official District website without the express written authorization from the Superintendent or designee. No website shall be operated using the District’s logos or other marks in a manner suggesting approval by or official affiliation with the District without express written authorization from the Superintendent or designee.

**Other Websites**

Employees and students who wish to establish websites for educational, extra-curricular, or other purposes related to District business, including websites for departments, student courses, field trips, fundraisers, and clubs and teams, must obtain prior written authorization from the Superintendent or designee. Administrative procedures implementing this policy shall set forth the manner by which authorization must be requested and the factors the Superintendent or designee will consider in addressing such requests. No students shall be authorized to establish or operate a website by the District unless an employee of the District agrees to supervise the website.

**Monitoring Responsibilities**

Employees assigned to operate the District’s official websites, employees or students who are authorized to operate websites for educational, extra-curricular, or other purposes related to District business, and employees who supervise students operating authorized websites are responsible for maintaining and monitoring those websites. The administrative procedures implementing this policy shall set forth maintenance requirements, including the requirement that content be kept current and accurate and comply with all relevant laws and District policies and procedures, including Section I of this AUP and all other District policies, administrative procedures, handbooks and guidelines governing use of the District’s electronic resources. The administrative procedures shall also set forth monitoring requirements, including the requirement that user content be monitored on a regular basis by a District employee for compliance with relevant laws and District policies and procedures, including age-appropriateness of content.

**Confidentiality, Privacy, and Non Discrimination**

All District official websites and websites operated by students and/or employees for educational, extra-curricular, or other purposes related to District business shall comply with relevant confidentiality and privacy policies and laws, including laws governing educational or student records, and non-discrimination policies and laws. No personally identifying student information shall be posted on such websites unless written authorization has been obtained from the student’s parent/guardian, except that photographs of and other content created by students while participating in public extracurricular activities, including sports and theater and musical productions, may be used without parental/guardian permission. Employees operating District official websites and websites operated by students and/or employees for educational, extra-curricular, or other purposes related to District business have no expectation of privacy in materials contained on those websites.

**Links to Outside Websites and User Contents**

Each website operated on behalf of the District or by students and/or employees for educational, extra-curricular, or other purposes related to District business must state clearly that it is not an open or limited open forum for public use. Contributions from the public on a website, through links, comments, and other types of user content, may vary based on the characteristics of the particular website, but in no case does the District intend to create an open forum or a limited open forum over which no control of user content may be exercised.

Employees assigned to operate the District’s official websites, employees or students who are authorized to operate websites for educational, extra-curricular, or other purposes related to District business, and employees who supervise students operating authorized websites shall only link to outside websites and allow
comments that conform with the publicly stated purpose of the website. The website shall state that links to outside websites and comments from third parties do not constitute an endorsement by the District of the opinions, products, or services presented on any website linked to or listed on a website that is linked to, or of any comment. The administrative procedures implementing this policy may set forth additional requirements and limitations on links to outside websites and/or comments.

Regardless of the characteristics of the website in question, employees assigned to operate the District’s official websites, employees or students who are authorized to operate websites for educational, extra-curricular, or other purposes related to District business, and employees who supervise students operating authorized websites shall delete user comments or other submissions that: (i) include vulgar language; (ii) include personal attacks of any kind; (iii) reasonably can be interpreted as discrimination or animus on the basis of any protected or other immutable characteristic; (iv) contain spam or links to commercial websites; (v) are clearly off topic; (vi) advocate illegal activity; (vii) constitute marketing of particular services, products, or political organizations; (viii) infringe on copyrights or trademarks; (ix) contain personally identifiable medical information or other privileged or confidential information; (x) may compromise the safety or security of the District or its students, employees, or other members of the District community; (xi) do not conform with the purpose of the particular website in question; or (xii) interfere with, disrupt, or adversely affect the school environment, school operations, or an educational function, including comments or other submissions that may reasonably be considered to: (a) be a threat or an attempted intimidation of an employee; or (b) endanger the health or safety of students, employees, or school property.

Section VII: Consequences of Violating AUP
The activities covered by this policy are privileges, not rights. The District reserves the right to place reasonable limits and prohibitions on such privileges. Failure to comply with this AUP and any implementing administrative procedures, handbooks, or guidelines may lead to the loss of such privileges and may lead to other consequences including discipline, referral for civil and/or criminal prosecution, and any other consequence authorized by law.

The District's ability to impose consequences for violations of this AUP is not limited to conduct that occurs on District property, at school related events and activities, or during school/business hours. For example, student or employee misconduct on technology may lead to consequences under this AUP or other District policies and procedures if the conduct materially and substantially interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of an employee; or (b) endanger the health or safety of students, employees, or school property, regardless of when or where that misconduct occurs.

Section VIII: Notification of Policy and Acknowledgement
All students, employees, and users of the District’s electronic resources are required to sign and return to the District an acknowledgement form indicating that the user has reviewed, understands, and agrees to abide by this AUP and any related administrative procedures, handbooks, and guidelines. A parent/guardian of each student must also sign and return an authorization form. Any person who fails to return a signed authorization form as required by this Section shall be refused the privileges of accessing or using the District’s electronic resources, using personal technology for educational purposes or District business, using personal technology on District property and at related events, and operating Internet and social media websites for the District or as a student or employee of the District. A signed authorization form shall remain valid and on file indefinitely, although the Superintendent or designee may require a new form be completed from time to time.

Even if there is no signed form on file, any person who accesses the District’s electronic resources, uses personal technology to conduct District business, uses personal technology on District property and at related events, or operates Internet and social media websites for the District or for educational, extra-curricular, or other District business purposes agrees by that conduct to abide by the terms of this AUP and any implementing administrative procedures, handbooks, or guidelines.

Students shall be provided age-appropriate training regarding the standards and acceptable use of the District’s electronic resources; Internet safety; appropriate behaviors while online, on social networking websites, and in chat rooms; cyberbullying awareness and response; and other requirements for compliance with CIPA and other federal and state laws before use of the District’s electronic resources or technology for educational purposes begins. The District shall communicate to students regarding this AUP and any
implementing administrative procedures, handbooks, and/or guidelines each year through a training or the curriculum.

The District shall communicate to employees this AUP and any implementing administrative procedures, handbooks, and/or guidelines each year at an in-service training.
Teacher will reinforce behavioral expectations, pre-correct potential misbehaviors, intentionally set the tone.

Observe problem behavior

**NO**
Let the student tell his/her story. Warning/conference/problem solve with the student. Re-teach student behavioral expectations and remind of consequences.

Behavior does not stop...

**2nd Offense**
Implement one or more classroom interventions. Parent may be notified by phone, email or referral of problematic behavior and intervention used.

Behavior does not stop...

**3rd Offense**
Teacher/staff fills out a referral form and the child may be sent to the office. Depending on the offense, a phone call home will be made.

Student will miss the school/classroom PBIS reward. Behavioral expectations will be re-taught.

Behavior does not stop...

**4th Offense**
Teacher/staff fills out another referral form. The parent may be called to meet with the team. Depending on the offense, specific disciplinary action may be taken.

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**YES**
Let the student tell his/her story. Teacher/Staff completes a major referral form. A copy of the form is provided to/reviewed by the administrator, sent to the parent and social worker.

Disciplinary Action
A conference is held with the student to discuss the behavior. Disciplinary action is taken in response to the severity and # of the offense in accordance with the matrix below.

Team Planning
The team meets with the parent(s) to develop a behavior plan. Plans for re-teaching and progress monitoring are put in place.

*As needed, depending on the offense*

Classroom Interventions:
- Reward system
- Individual student schedules
- Move seat
- Self-monitoring system (sticker chart or checklist)
- Refocus or reflection form
- Phone calls, emails or notes to parents
- Loss of privileges
DORN & SORRICK Teacher/Staff-Managed Minor Offenses

This table provides definitions of teacher/staff managed behaviors. Staff should follow the classroom behavior management system. 4 incidents will result in an office referral.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Description/definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic misconduct</td>
<td>Lying, cheating or forgery</td>
</tr>
<tr>
<td>Disruption</td>
<td>Low intensity, but inappropriate interruption to the environment</td>
</tr>
<tr>
<td>Defiance/disrespect</td>
<td>Challenging or refusing to follow directions</td>
</tr>
<tr>
<td>Electronic device violation</td>
<td>Use of device in school that violates district policy</td>
</tr>
<tr>
<td>Harassment</td>
<td>Physical or verbal intimidation</td>
</tr>
<tr>
<td>Inappropriate language (general)</td>
<td>Profanity or offensive language not directed at an individual</td>
</tr>
<tr>
<td>Not in assigned location</td>
<td>Skipping class or leaving the assigned location without permission</td>
</tr>
<tr>
<td>Physical contact</td>
<td>Pushing, shoving, and horseplay that causes harm or intends to cause harm to another student</td>
</tr>
<tr>
<td>Property misuse (minor)</td>
<td>Damage or inappropriate use of the belongings of staff or other students</td>
</tr>
<tr>
<td>Unprepared for class</td>
<td>Not completing homework or having the appropriate materials for class</td>
</tr>
</tbody>
</table>

DORN & SORRICK Discipline Matrix for Major Behavior Offenses

**ASD = After-School Detention * ISS = In-School Suspension * OSS = Out-of-School Suspension**

This discipline matrix serves as a guide for school administration of the most common behavior offenses; discretion may be exercised as appropriate.

<table>
<thead>
<tr>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assault/fighting Actions involving serious physical contact in which injury occurs</td>
<td>Loss of privilege, 1-2 hour ASD or 1 day ISS</td>
<td>Loss of privilege, 2 day ISS</td>
<td>5 day OSS; Possible alternative placement, expulsion or referral to legal authorities</td>
</tr>
<tr>
<td>Abusive language/profanity Inappropriate or offensive language directed at staff and/or students</td>
<td>Loss of privilege, Verbal warning and reteaching</td>
<td>Loss of privilege, 1 hour ASD</td>
<td>1 day ISS</td>
</tr>
<tr>
<td>Bullying/harassment Repeated, unwanted and targeted behavior resulting in an imbalance of power/ Physical or verbal intimidation</td>
<td>Loss of privilege, 1-day ISS, character education</td>
<td>Loss of privilege, 1-day OSS, parent meeting, character education</td>
<td>2-3 day OSS, behavior plan, character education</td>
</tr>
<tr>
<td>Offense Description</td>
<td>1st Offense</td>
<td>2nd Offense</td>
<td>3rd Offense</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>---------------------------------------</td>
<td>---------------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>1st Offense</td>
<td>Loss of privilege, 1 hour ASD</td>
<td>Loss of privilege, 1-2 hour ASD</td>
<td>Loss of privilege, ½ Day ISS</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>Loss of privilege, 1-2 hour ASD</td>
<td>Loss of privilege, ½ Day ISS</td>
<td>1-2 day ISS or OSS</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>Loss of privilege, ½ Day ISS</td>
<td>1-2 day ISS or OSS</td>
<td></td>
</tr>
<tr>
<td>4th Offense</td>
<td>1-2 day ISS or OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defiance/insubordination Flagrant or hostile challenge of the authority of a school staff member</td>
<td>Loss of privilege, 1 hour ASD</td>
<td>Loss of privilege, 1-2 hour ASD</td>
<td>Loss of privilege, ½ Day ISS</td>
</tr>
<tr>
<td>Indecent exposure Exposing the private body parts of self or others</td>
<td>Verbal warning/reteaching</td>
<td>Team meeting with student, social worker, admin &amp; parent</td>
<td>Behavior plan, 1-2 hour ASD</td>
</tr>
<tr>
<td>False alarms/false reporting Alerting others of an emergency when there is no emergency (e.g. pulling the fire alarm or falsely reporting a threat)</td>
<td>Verbal warning/reteaching</td>
<td>Team meeting with student, 1-day ISS</td>
<td>Team meeting with police/ SRO, 1-2 Day OSS</td>
</tr>
<tr>
<td>Property misuse/vandalism (major) Deliberate destruction of or damage to property/facility</td>
<td>Restitution, verbal warning and reteaching</td>
<td>Restitution, team meeting with student, 1-day ISS</td>
<td>Restitution, team meeting with police/ SRO, 1-2 Day ISS or OSS</td>
</tr>
<tr>
<td>Theft Unauthorized borrowing or stealing the property of others</td>
<td>Restitution, verbal warning and reteaching</td>
<td>Restitution, team meeting with student, 1-day ISS</td>
<td>Restitution, team meeting with police/ SRO, 1-2 Day ISS or OSS</td>
</tr>
<tr>
<td>Threat to staff or students Making statements or exhibiting behaviors which threaten the safety of self or others with understanding/intent to harm</td>
<td>Loss of privilege, 1-2 hour ASD or 1 day ISS or OSS</td>
<td>Loss of privilege, 2 day ISS or OSS</td>
<td>Loss of privilege, 3-5 days OSS, team meeting and modify behavior plan</td>
</tr>
<tr>
<td>Weapons &amp; Illegal Substances Possession/use of weapons, drugs, alcohol, and/or tobacco</td>
<td>Loss of privilege, 1-2 hour ASD or 1 day ISS or OSS</td>
<td>Loss of privilege, 2 day ISS or OSS</td>
<td>Loss of privilege, 3-5 days OSS, team meeting and modify behavior plan</td>
</tr>
</tbody>
</table>
## GLEN OAKS & OAK RIDGE DISCIPLINE MATRIX

<table>
<thead>
<tr>
<th>GLEN OAKS &amp; OAK RIDGE Teacher/Staff Managed</th>
<th>GLEN OAKS &amp; OAK RIDGE Admin Managed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Handled in the classroom using classroom management system and parent contact by teacher.</strong>&lt;br&gt;&lt;br&gt;Teacher documents infractions by using the minor incident form for the 1st-3rd incidents of similar behavior.&lt;br&gt;&lt;br&gt;On the 4th incident of similar behavior, staff documents infraction using a major referral form and submits to administration.</td>
<td><strong>Handled in the office based on completion of 4 minor incident forms and teacher parent contact, OR major incident listed below.</strong>&lt;br&gt;&lt;br&gt;For any major incident, staff documents infraction using a major referral form and submits to administration.</td>
</tr>
</tbody>
</table>

### Minor Incidents

- **Disruptions**<br><br>**Examples:** running in hallways, interrupting, excessive talking, teasing, yelling, out-of-seat, not telling the truth or withholding information from staff, disregard for school-wide PBIS expectations.

- **Property Misuse**<br><br>**Examples:** writing on desks, writing on books, destroying school supplies or property, destroying classroom materials/manipulatives, inappropriate use of school-issued technology

- **Misuse of Personal Electronic Device**<br><br>**Examples:** student engages in using personal electronic device(s) improperly (including smart watches), taking inappropriate photos or videos with personal devices, searching inappropriate topics or posting to social media, throwing or hitting electronic device

- **Noncompliance, Defiance, Disrespect**<br><br>**Examples:** student engages in verbal or non verbal non-compliance, defiance, or disrespect, arguing, negative tone of voice, eye rolling, talking back

- **Inappropriate Language**<br><br>**Examples:** student engages in verbal messages that include swearing, name calling or use of words in an inappropriate way

### Major Incidents

- **Property Damage**<br><br>**Example:** student deliberately impairs the usefulness of property (i.e. flushing a Chromebook in the toilet), vandalism, theft.

- **Open Defiance, Major insubordination**<br><br>**Example:** flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult in authority

- **Abusive/Threatening Language or Behaviors**<br><br>**Example:** profane/disrespectful language and/or behavior that includes swearing, name calling, bullying, racial slurs, sexual slurs, threats, harassment, or intimidation. Threats to the safety of self or others.
<table>
<thead>
<tr>
<th><strong>GLEN OAKS &amp; OAK RIDGE Teacher/Staff Managed</strong></th>
<th><strong>GLEN OAKS &amp; OAK RIDGE Admin Managed</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minor Incidents</strong></td>
<td><strong>Major Incidents</strong></td>
</tr>
<tr>
<td><strong>Physical Contact</strong></td>
<td><strong>Fighting/Physical Aggression</strong></td>
</tr>
<tr>
<td><strong>Examples</strong>: student engages in non-serious, but inappropriate physical contact such as not keeping hands to self, pushing, shoving, public display of affection</td>
<td><strong>Example</strong>: actions involving serious physical contact where injury occurs</td>
</tr>
<tr>
<td><strong>Not in Assigned Location</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Examples</strong>: does not go to assigned class or activity, is out of class without permission from a staff member, is out of class for an unreasonable amount of time</td>
<td><strong>Absences; Chronic and/or Unexcused</strong></td>
</tr>
<tr>
<td></td>
<td><em>Handled by office staff</em></td>
</tr>
<tr>
<td><strong>Examples</strong>: student has excessive truancy or absenteeism that is causing loss of learning/grades, leaving school grounds without permission</td>
<td></td>
</tr>
<tr>
<td><strong>Missing Materials, Missing Assignments</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Examples</strong>: student is missing school supplies, homework, or class assignments</td>
<td><strong>Academic Misconduct</strong></td>
</tr>
<tr>
<td></td>
<td><em>Student must redo/complete alternative assignment each time.</em></td>
</tr>
<tr>
<td></td>
<td>1st-2nd time: Teacher contacts parents</td>
</tr>
<tr>
<td></td>
<td>3rd time: Parent conference</td>
</tr>
<tr>
<td><strong>Examples</strong>: student delivers messages that are untrue, plagiarism, cheating on assignment or test, forgery</td>
<td><strong>Gang Activity</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Example</strong>: unauthorized organization of gangs/ gang related activity</td>
</tr>
<tr>
<td><strong>Weapons and Illegal Substances</strong></td>
<td><strong>Examples</strong>: possession/use of weapons, drugs, alcohol, vaping, and/or tobacco</td>
</tr>
</tbody>
</table>
**Glen Oaks/Oak Ridge Major Incidents - Administration Managed**

This Discipline Matrix serves as an administrative guide to the most common behavioral offenses; may also include parent contact or conference, restorative practices, reteaching, behavior plan, social work, search of student upon entry to the building, check in/check out, removal of privileges, contact of authorities, removal from environment. Administrative discretion may be exercised as appropriate.

**KEY:** ISS - In-School Suspension, OSS: Out of School Suspension, Detention - Could be during OR after school.

### Accumulation of 4+ Minor Referrals

<table>
<thead>
<tr>
<th>PROGRESSION FROM TEACHER MANAGED MINOR REFERRALS FOR THE SAME BEHAVIOR</th>
<th>1st OFFENSE</th>
<th>2nd OFFENSE</th>
<th>3rd OFFENSE</th>
<th>4th OFFENSE</th>
<th>5th OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2 Detentions</td>
<td>2-3 Detentions</td>
<td>1 Day ISS</td>
<td>1-2 Days ISS/OSS</td>
<td>2 Days OSS</td>
<td></td>
</tr>
</tbody>
</table>

### School Attendance

#### ABSENCES: CHRONIC AND/OR UNEXCUSED

<table>
<thead>
<tr>
<th>1st OFFENSE</th>
<th>2nd OFFENSE</th>
<th>3rd OFFENSE</th>
<th>4th OFFENSE</th>
<th>5th OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedures for Truancy Checks: Range includes but not limited to: Parent Contact, Parent Meeting, Home Visits, Detentions, Extended Detentions, ISS/OSS, Certified Letters, Health Check, Social Work, Parent and Student Education Support Programs, Law Enforcement, and Referral to Legal Authorities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Abusive or Threatening Language or Behaviors

<table>
<thead>
<tr>
<th>1st OFFENSE</th>
<th>2nd OFFENSE</th>
<th>3rd OFFENSE</th>
<th>4th OFFENSE</th>
<th>5th OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>THREAT TO STAFF Possible Alternative Placement &amp; / or Expulsion and Referral to Legal Authorities</td>
<td>1-10 Day Suspension</td>
<td>3-10 Day Suspension</td>
<td>5-10 Day Suspension</td>
<td></td>
</tr>
<tr>
<td>FALSE ALARMS, REPORTS, THREATS Possible Alternative Placement &amp; / or Expulsion and Referral to Legal Authorities</td>
<td>1-3 Day Suspension</td>
<td>3-10 Day Suspension</td>
<td>5-10 Day Suspension</td>
<td></td>
</tr>
<tr>
<td>INAPPROPRIATE PHYSICAL CONTACT</td>
<td>1-2 Detentions</td>
<td>2-5 Detentions</td>
<td>3-5 Detentions</td>
<td>1+ Days ISS</td>
</tr>
<tr>
<td>HARASSMENT, INTIMIDATION, BULLYING</td>
<td>1+ Detentions</td>
<td>2+ Detentions</td>
<td>1+ Day ISS</td>
<td>1+ Days OSS</td>
</tr>
<tr>
<td>PROFANITY – GENERAL</td>
<td>Verbal Warning</td>
<td>1 Detention</td>
<td>2+ Detentions</td>
<td>3+ Detentions</td>
</tr>
<tr>
<td>PROFANITY TOWARD STAFF</td>
<td>2+ Detentions</td>
<td>5+ Detentions</td>
<td>1 Day ISS</td>
<td>2+ Days ISS</td>
</tr>
<tr>
<td>RACIAL/SEXUAL SLURS</td>
<td>2+ Detentions</td>
<td>1 Days ISS</td>
<td>1 Day OSS</td>
<td>1 Day OSS + 1 Day ISS</td>
</tr>
<tr>
<td>SEXUAL HARASSMENT</td>
<td>2+ Detentions or ISS/OSS; File Report</td>
<td>1-2 Days OSS; File Report</td>
<td>3-5 Days OSS; File Report</td>
<td></td>
</tr>
<tr>
<td>INDECENT EXPOSURE OF SELF OR OTHERS</td>
<td>2+ Detentions or ISS/OSS</td>
<td>1-2 Days OSS</td>
<td>3-5 Days OSS</td>
<td></td>
</tr>
</tbody>
</table>

### Physical Fighting/Aggression

<table>
<thead>
<tr>
<th>1st OFFENSE</th>
<th>2nd OFFENSE</th>
<th>3rd OFFENSE</th>
<th>4th OFFENSE</th>
<th>5th OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSICAL AGGRESSION TO STAFF Possible Alternative Placement &amp; / or Expulsion and Referral to Legal Authorities</td>
<td>1-10 Day Suspension</td>
<td>3-10 Day Suspension</td>
<td>5-10 Day Suspension</td>
<td></td>
</tr>
</tbody>
</table>
### Student Fighting or Assault
Students who do not respond or negatively respond to staff are subject to additional days of suspension. 

<table>
<thead>
<tr>
<th>Student Fighting or Assault</th>
</tr>
</thead>
<tbody>
<tr>
<td>2+ Detentions or ISS/OSS</td>
</tr>
<tr>
<td>3-5 Detentions or ISS/OSS</td>
</tr>
<tr>
<td>3-10 Days ISS/OSS</td>
</tr>
<tr>
<td>5-10 Days OSS; Possible Alternative Placement &amp; / or Expulsion and Referral to Legal Authorities</td>
</tr>
</tbody>
</table>

### Weapons and Illegal Substances
Possible Alternative Placement & / or Expulsion and Referral to Legal Authorities

<table>
<thead>
<tr>
<th>WEAPONS AND ILLEGAL SUBSTANCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10 Day ISS/OSS</td>
</tr>
<tr>
<td>3-10 Day OSS/ISS</td>
</tr>
<tr>
<td>5-10 Day OSS</td>
</tr>
</tbody>
</table>

### Property Damage
Possible Alternative Placement & / or Expulsion and Referral to Legal Authorities

<table>
<thead>
<tr>
<th>VANDALISM/THEFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restitution + 1-2 Detentions</td>
</tr>
<tr>
<td>Restitution + 2 Detentions OR 1-3 Day ISS/OSS</td>
</tr>
<tr>
<td>Restitution + 1-5 Day ISS/OSS</td>
</tr>
<tr>
<td>Restitution + 3-10 Day OSS</td>
</tr>
<tr>
<td>Restitution + 5-10 Days OSS</td>
</tr>
</tbody>
</table>

### Gang Activity
Possible Alternative Placement & / or Expulsion and Referral to Legal Authorities

<table>
<thead>
<tr>
<th>GANG RELATED ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3 Days ISS/OSS</td>
</tr>
<tr>
<td>1-3 Days ISS/OSS</td>
</tr>
<tr>
<td>3-5 Days OSS</td>
</tr>
<tr>
<td>5-10 Days OSS</td>
</tr>
</tbody>
</table>

### Open Defiance, Major Insubordination
Possible Alternative Placement & / or Expulsion and Referral to Legal Authorities

<table>
<thead>
<tr>
<th>MAJOR INSUBORDINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2+ Detentions</td>
</tr>
<tr>
<td>5+ Detentions</td>
</tr>
<tr>
<td>1 Day ISS</td>
</tr>
<tr>
<td>2+ Days ISS</td>
</tr>
<tr>
<td>1+ Days OSS, possible alternative placement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACADEMIC MISCONDUCT, FORGERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2 Detentions</td>
</tr>
<tr>
<td>2-3 Detentions</td>
</tr>
<tr>
<td>1 Day ISS</td>
</tr>
<tr>
<td>2 Day ISS/OSS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUS MISCONDUCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning</td>
</tr>
<tr>
<td>Priority Seating</td>
</tr>
<tr>
<td>1-3 Detentions</td>
</tr>
<tr>
<td>2-5 Detentions</td>
</tr>
<tr>
<td>5+ Detentions</td>
</tr>
</tbody>
</table>

### Sample Administration Provided Consequences/Responses
- Parent contact/conference
- Behavior plan
- Social work
- Search of student upon entry to the building
- Check in/check out
- Removal of privileges
- Removal from environment*
- Possible alternative placement
- Contact of appropriate authorities

* Removal from environment may include the following: Removal from location (cafeteria, bus, playground, etc.), classroom/school transfer, in-school suspension, or out-of-school suspension/expulsion (in accordance with Board policy)
### Teacher/Staff Managed - Minor Incident

<table>
<thead>
<tr>
<th>PBIS</th>
<th>Behavior</th>
<th>Definition</th>
<th>1st Incident</th>
<th>2nd Incident</th>
<th>3rd Incident</th>
<th>4th Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>B E R E S P E C T F U L</td>
<td>Disruption</td>
<td>Low intensity, but inappropriate disruption, noise with materials</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Administrative conference/ consequence; parent contact</td>
</tr>
<tr>
<td></td>
<td>Property Misuse</td>
<td>Low intensity misuse of property</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Administrator conference/ consequence; parent contact</td>
</tr>
<tr>
<td></td>
<td>Misuse of personal electronic device</td>
<td>iPods, cameras, cell phones, tablets, etc.</td>
<td>Confiscated; turned into office; parent must pick-up item</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Noncompliance, Defiance, Disrespect</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Administrative conference/ consequence; parent contact</td>
</tr>
<tr>
<td></td>
<td>Inappropriate Language</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Administrative conference/ consequence; parent contact</td>
</tr>
<tr>
<td>B E S A F E</td>
<td>Physical Contact</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Administrative conference/ consequence; parent contact</td>
</tr>
<tr>
<td></td>
<td>Not in Assigned Location</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Teacher/staff follows classroom behavioral management system</td>
<td>Administrative conference/ consequence; parent contact</td>
</tr>
<tr>
<td>BE HERE AND READY</td>
<td>Tardies /Absences</td>
<td>Range includes but not limited to: parent contact, parent meeting, home visits, certified letters, health check, social work, parent and student education support program, and/or referral to appropriate authorities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>----------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Missing materials, missing assignments</td>
<td>Teacher/staff follows classroom behavioral management system, Teacher/staff follows classroom behavioral management system, Teacher/staff follows classroom behavioral management system, Administrative conference/ consequence; parent contact</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Academic misconduct</td>
<td>Cheating, forgery, Teacher contacts parent; student must redo/comple alternate assignment, Teacher contacts parent; student must redo/complete alternative assignment, Parent conference with teacher; student must redo/complete alternative assignment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Administration Managed – Major Incidents

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Description</th>
<th>Consequences may include, but are not limited to, the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property damage</td>
<td>Student deliberately impairs the usefulness of property (i.e. flushing a Chromebook in the toilet)</td>
<td>Parent contact/conference, parent/student responsible for assessed damages, behavior plan, social work, search of student upon entry to building, check in/check out, removal of privileges, removal from environment*, possible alternative placement, contact of appropriate authorities</td>
</tr>
<tr>
<td>Open defiance, major insubordination</td>
<td>Flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult in authority</td>
<td>Parent contact/conference, behavior plan, social work, search of student upon entry to the building, check in/check out, removal of privileges, removal from environment*, possible alternative placement</td>
</tr>
<tr>
<td>Fighting/ Physical Aggression</td>
<td>Actions involving serious physical contact where injury occurs</td>
<td>Parent contact/conference, behavior plan, social work, check in/check out, removal of privileges, removal from environment*, possible alternative placement</td>
</tr>
<tr>
<td>Abusive/ threaten of language or behaviors</td>
<td>Profane/disrespectful language and/or behavior that includes swearing, name calling, bullying, racial slurs, sexual slurs, threats, harassment, or intimidation. Threats to the safety of self or others.</td>
<td>Parent contact/conference, behavior plan, social work, check in/check out, removal of privileges, removal from environment*, possible alternative placement, contact of appropriate authorities</td>
</tr>
<tr>
<td>Weapons and</td>
<td>Possession/use of weapons, drugs,</td>
<td>Parent contact/conference, behavior plan, social work, search of student upon entry to the building, check in/check out, removal of privileges, removal from environment*, possible alternative placement, contact of appropriate authorities</td>
</tr>
<tr>
<td>Illegal substances</td>
<td>Alcohol, and/or tobacco</td>
<td>From environment*, possible alternative placement, contact of appropriate authorities</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Gang activity</td>
<td>Unauthorized organization of gangs/ gang related activity</td>
<td>Parent contact/conference, behavior plan, social work, removal of privileges, removal from environment*, possible alternative placement, contact of appropriate authorities</td>
</tr>
</tbody>
</table>

* Removal from environment may include the following: Removal from location (cafeteria, bus, playground, etc.), classroom/school transfer, in-school suspension, or out-of-school suspension/expulsion (in accordance with Board policy)
This Discipline Matrix serves as a guide for school administration of the most common behavioral offenses; discretion may be exercised as appropriate.

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ABSENCES:</strong> CHRONIC AND/OR UNEXCUSED</td>
<td>Parental Contact; 1-3 Hour Detention</td>
<td>Parental Contact; 3 Hour Detention – 1 Day ISS</td>
<td>Parental Contact; 1 Day ISS – 1 Day OSS</td>
<td>Parental Contact; 1 – 2 Day OSS</td>
<td></td>
</tr>
<tr>
<td><strong>ACADEMIC MISCONDUCT</strong></td>
<td>Parental Contact; 1-3 Hour Detention</td>
<td>Parental Contact; 3 Hour Detention – 1 Day ISS</td>
<td>Parental Contact; 1 Day ISS – 1 Day OSS</td>
<td>Parental Contact; 1 – 2 Day OSS</td>
<td></td>
</tr>
<tr>
<td><strong>ALCOHOL &amp; DRUGS</strong></td>
<td>3-10 Day Suspension (ISS/OSS) + Referral to Law Enforcement</td>
<td>5-10 Day Suspension (ISS/OSS); Alternative Placement and/ or Expulsion; Update Legal Authorities</td>
<td>5-10 Day Suspension (ISS/OSS); Alternative Placement and/ or Expulsion; Update Legal Authorities</td>
<td>5-10 Day Suspension (ISS/OSS); Alternative Placement and/ or Expulsion; Update Legal Authorities</td>
<td></td>
</tr>
<tr>
<td><strong>ASSAULT OR THREAT TO STAFF</strong></td>
<td>5-10 Days Suspension; Possible referred to legal authorities.</td>
<td>Alternative Placement &amp; / or Expulsion, &amp; / or referred to legal authorities.</td>
<td>Alternative Placement &amp; / or Expulsion, &amp; / or referred to legal authorities.</td>
<td>Alternative Placement &amp; / or Expulsion, &amp; / or referred to legal authorities.</td>
<td></td>
</tr>
<tr>
<td><strong>DISRUPTIVE CLASSROOM BEHAVIOR</strong></td>
<td>Two ASDs</td>
<td>2-3 Hour Detention</td>
<td>3 Hour Detention - 1 Day ISS</td>
<td>1 Day ISS - 1 Day OSS + 1 Day ISS</td>
<td>2 Days OSS</td>
</tr>
<tr>
<td><strong>ELECTRONIC DEVICES</strong></td>
<td>Confiscated; turned into office; parent must pick up item.</td>
<td>Confiscated; turned into office; parent must pick up item + 1 hour ASD</td>
<td>Confiscated; turned into office; parent must pick up item + 2 hour ASD</td>
<td>Confiscated; turned into office; parent must pick up item + 3 hour detention</td>
<td>Confiscated; turned into office; parent must pick up item + 1 Day ISS</td>
</tr>
<tr>
<td><strong>EXTRACURRICULAR ELIGIBILITY</strong></td>
<td>1) A student may not be failing any class and/or may not have more than 2 “D’s” in his/her classes.</td>
<td>2) Students with a lack of regular attendance at school may not be permitted to participate in extracurricular activities, including but not limited to graduation ceremony, concerts, trips, dances, and PTSA events.</td>
<td>3) Student fees must be paid in order for a student to attend or participate in extracurricular activities, including but not limited to graduation ceremony, trips, dances, and PTSA events.</td>
<td>4) Students with a lack of regular attendance at school may not be permitted to participate in extracurricular activities, including but not limited to graduation ceremony, concerts, trips, dances, and PTSA events.</td>
<td>5) Student fees must be paid in order for a student to attend or participate in extracurricular activities, including but not limited to graduation ceremony, trips, dances, and PTSA events.</td>
</tr>
</tbody>
</table>
4) Eighth grade students may not have a current or cumulative F in any class to be able to participate in eighth grade trips, dance, or graduation ceremony.

5) Students who get picked up late from events may jeopardize their ability to attend future events or be enrolled in extracurricular activities.

EXTRACURRICULAR PARTICIPATION
(Including after school activities, dances, trips, PTSA events, etc.)

Loss of privileges will be based upon the child’s actions and be at the discretion of the administration under the following guidelines:

1) Any child suspended from school will lose his/her privilege to attend during the period of an in-school or out-of-school suspension.

2) Any student who has serious or repeated misconduct offenses may lose his/her privilege of participating and/or attending for the remainder of the school year as determined by school administration.

3) Any student who demonstrates inappropriate behavior during the extracurricular or co-curricular activity shall be subject to school disciplinary measures.

4) Any student with three suspensions will not be allowed to participate in dances or parties.

5) Four suspensions within a given school year will result in the suspended student being denied the privilege to participate in the graduation ceremony, extracurricular activities, school assemblies and any other school functions the administration deems necessary.

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<thead>
<tr>
<th></th>
<th>1st OFFENSE</th>
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<th>5th OFFENSE</th>
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<tbody>
<tr>
<td>FALSE ALARMS-THREATS</td>
<td>3-5 Days Suspension + Referred</td>
<td>10 Days OSS; Possible Alternative</td>
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<td>(FALSE REPORTING)</td>
<td>to Legal Authorities</td>
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<td>FIGHTING / ASSAULT</td>
<td>1 Day ISS-2 Days OSS</td>
<td>2-5 Days OSS + Parent Meeting</td>
<td>3-5 Days OSS + Parent Meeting</td>
<td>5 Days OSS; Possible Alternative</td>
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<td>and Behavior Plan</td>
<td>and Modify Behavior Plan</td>
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<td>FOOD THROWING /</td>
<td>1 Day ISS</td>
<td>1 Day OSS</td>
<td>1 Day ISS +1 Day OSS</td>
<td>2-3 Days OSS</td>
<td>3-5 Days OSS</td>
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<td>FORGERY / IMPROPER USE</td>
<td>ASD + Parent Contact</td>
<td>2-3 hour detention</td>
<td>1 Day ISS + Parent Meeting</td>
<td>1 Day ISS + 1 Day OSS</td>
<td>2+ Days OSS</td>
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<td>INAPPROPRIATE PHYSICAL</td>
<td>1 ASD -2 Hour detention</td>
<td>2-3 Hour detention</td>
<td>1 Day ISS</td>
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<td>1 Day OSS</td>
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<td>INDECENT EXPOSURE OF</td>
<td>1 Day ISS –3 Days OSS</td>
<td>3-5 Days OSS + Report to Legal</td>
<td>5-10 Days OSS + Update Legal</td>
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<td>SELF OR OTHERS</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; OFFENSE</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; OFFENSE</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; OFFENSE</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; OFFENSE</td>
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<tr>
<td><strong>INSUBORDINATION --MAJOR</strong></td>
<td>3 Hour Detention - 1 Day ISS</td>
<td>1 Day ISS + 1 OSS Required Parent Conference + Social Work</td>
<td>2 Days OSS + Parent Meeting and Behavior Plan</td>
<td>2 Days OSS + 1 Day ISS</td>
<td>2-5 Days OSS; Possible Alternative Placement / Expulsion</td>
</tr>
<tr>
<td><strong>INSUBORDINATION --MINOR/DISRESPECT TOWARD STAFF</strong></td>
<td>2 ASDs – 3 Hour Detention</td>
<td>3 Hour Detention</td>
<td>1 Day ISS + mandatory parent conference</td>
<td>1 Day ISS + 1 Day OSS; Behavior Plan; Social Work</td>
<td>2-3 Days OSS + Alternative Services / Placement</td>
</tr>
<tr>
<td><strong>LATE TO SCHOOL</strong></td>
<td>Written Warning</td>
<td>Dean’s Conference</td>
<td>ASD</td>
<td>2 Hour Detention</td>
<td>3 Hour Detention + Support Services</td>
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<tr>
<td>Between 5 – 90 Minutes / Per Semester</td>
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<tr>
<td><strong>MISSED DETentions</strong></td>
<td>Original Detention Rescheduled + 1 ASD Detention</td>
<td>Original Detention Rescheduled + 3 Hour Detention</td>
<td>Original Detention Rescheduled + ISS</td>
<td>Original Detention Rescheduled + OSS + Social Wk</td>
<td>Original Detention Rescheduled + OSS + Social Wk</td>
</tr>
<tr>
<td><strong>PHYSICAL HARASSMENT, INTIMIDATION, BULLYING</strong></td>
<td>1 Day ISS + Character Education</td>
<td>1 Day OSS + Parent Meeting + Character Education</td>
<td>1 Day ISS + 1 Day OSS</td>
<td>2 Days OSS + Behavior Plan</td>
<td>3+ Days OSS + Modified Behavior Plan</td>
</tr>
<tr>
<td><strong>PROFANITY – GENERAL</strong></td>
<td>Verbal Warning - ASD</td>
<td>ASD – 2 ASD</td>
<td>2-3 Hour Detention</td>
<td>1 Day ISS</td>
<td>1 Day OSS</td>
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<tr>
<td>Not toward staff; non-aggressive</td>
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<tr>
<td><strong>PROFANITY TOWARD STAFF</strong></td>
<td>1 Day ISS</td>
<td>1 Day OSS + Parent Meeting</td>
<td>1 Day OSS + 1 Day ISS</td>
<td>2 Days OSS</td>
<td>3+ Days OSS + Behavior Plan</td>
</tr>
<tr>
<td><strong>PROPPELLING OBJECTS</strong></td>
<td>ASD-2 Hour Detention</td>
<td>2-3 Hour Detention – 1 Day ISS</td>
<td>1 Day ISS - 1 Day ISS + Parent Meeting</td>
<td>1 Day OSS + 1 Day ISS</td>
<td>2 Days OSS</td>
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<tr>
<td><em>If injury occurs, automatic suspension.</em></td>
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<tr>
<td><strong>PUBLIC DISPLAY OF AFFECTION</strong></td>
<td>Verbal Warning</td>
<td>ASD</td>
<td>2 Hour Detention</td>
<td>3 Hour Detention</td>
<td>1 Day ISS</td>
</tr>
<tr>
<td><strong>RACIAL/SEXUAL SLURS</strong></td>
<td>3 Hour Detention + Character Education</td>
<td>ISS + Re-Teach of Character Education</td>
<td>OSS + Parent Meeting</td>
<td>1 Day OSS + 1 Day ISS</td>
<td>1 Day OSS + 2 Days ISS</td>
</tr>
<tr>
<td><strong>TARDY TO CLASS</strong></td>
<td>Verbal Warning Issued to Student</td>
<td>Complete Written Response for Tardies</td>
<td>ASD</td>
<td>2 Hour Detention</td>
<td>3 Hour Detention + Loss of Extracurricular Privileges</td>
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<td>(per class / per quarter)</td>
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<tr>
<td>THEFT – MAJOR</td>
<td>Suspension, Report to Legal Authorities, and Restitution</td>
<td>Suspension, Report to Legal Authorities, and Restitution</td>
<td>Suspension, Report to Legal Authorities, and Restitution</td>
<td>Suspension, Report to Legal Authorities, and Restitution</td>
<td>Suspension, Report to Legal Authorities, and Restitution</td>
</tr>
<tr>
<td>THEFT – MINOR</td>
<td>2-3 Hour Detention - 1 Day ISS</td>
<td>1 Day ISS – 1 Day OSS</td>
<td>2-3 Days OSS + Parent Conference</td>
<td>3-5 Days OSS + Referral to Legal Authorities</td>
<td>5 Days OSS; Legal Authorities</td>
</tr>
<tr>
<td>TOBACCO USE / POSSESSION, SMOKING</td>
<td>1-2 Days OSS</td>
<td>2-4 Days OSS + Parent Meeting + Cessation Program</td>
<td>3-6 Days OSS + Report to Legal Authorities</td>
<td></td>
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</tr>
<tr>
<td>TRUANT FROM CLASS</td>
<td>ASD for Each Class Missed</td>
<td>2-Hour Detention + Parent Meeting</td>
<td>3-Hour Detention + Behavior Plan</td>
<td>1 Day ISS + Modified Behavior Plan</td>
<td>2+ Days ISS + Other Necessary Interventions</td>
</tr>
<tr>
<td>VERBAL HARASSMENT, NAME-CALLING, INTIMIDATION, BULLYING</td>
<td>ASD</td>
<td>2 ASDs</td>
<td>3 Hour Detention</td>
<td>In-School Suspension</td>
<td>Out-of-School Suspension</td>
</tr>
<tr>
<td>VANDALISM-MAJOR *Depending on severity, legal authorities may be contacted any time.</td>
<td>Restitution + Suspension</td>
<td>Restitution + Suspension</td>
<td>Restitution + Suspension – Expulsion or Alternate Placement</td>
<td>Restitution + Suspension – Expulsion or Alternate Placement</td>
<td>Restitution + Suspension – Expulsion or Alternate Placement</td>
</tr>
<tr>
<td>VANDALISM –MINOR</td>
<td>Restitution + ASD</td>
<td>Restitution + 3 Hour Detention</td>
<td>Restitution + 1 Day ISS</td>
<td>Restitution + 1 Day OSS</td>
<td>Restitution + 2+ Days OSS</td>
</tr>
<tr>
<td>UNAUTHORIZED ORGANIZATION, GANGS, GANG-RELATED ACTIVITY</td>
<td>1- 3 Days ISS + Parent Meeting</td>
<td>1-3 Days OSS; Report to Legal Authorities</td>
<td>3-5 Days OSS; Update Legal Authorities</td>
<td>5+ Days OSS; Update Legal Authorities</td>
<td>10 Days OSS + Referred Alternate Placement</td>
</tr>
</tbody>
</table>
### NORTH PALOS SCHOOL DISTRICT 117
**ACADEMIC CALENDAR 2020-2021**

#### JULY: 2020

<table>
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#### AUGUST: 2020

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<tr>
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#### SEPTEMBER: 2020

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#### OCTOBER: 2020

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#### DECEMBER: 2020

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#### JANUARY: 2021

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#### MARCH: 2021

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#### MAY: 2021

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#### JUNE: 2021

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**H** = Legal Holiday  
**X** = Non-Attendance Day  
**TI** = Teacher Institute Day (No Students)  
**T** = Team Day  
**HD** = Half Day  
**E** = Emergency Make-Up Day

(continued on next page)
## NORTH PALOS SCHOOL DISTRICT 117
7825 West 103rd Street * Palos Hills, IL 60465 * (708) 598-5500

<table>
<thead>
<tr>
<th>CONRADY JUNIOR HIGH</th>
<th>DORN ELEMENTARY</th>
<th>GLEN OAKS ELEMENTARY</th>
<th>OAK RIDGE ELEMENTARY</th>
<th>SORRICK ELEMENTARY</th>
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<tbody>
<tr>
<td>Grades 6-8</td>
<td>Grades PreK - 1</td>
<td>Grades 2-5</td>
<td>Grades 2-5</td>
<td>Grades PreK-1</td>
</tr>
<tr>
<td>(708) 598-5721</td>
<td>(708) 598-5509</td>
<td>(708) 598-5711</td>
<td>(708) 598-5713</td>
<td>(708) 233-8200</td>
</tr>
<tr>
<td>7950 West 97th Street</td>
<td>7640 West 92nd Street</td>
<td>9045 South 88th Avenue</td>
<td>8791 West 103rd Street</td>
<td>7825 West 103rd Street</td>
</tr>
<tr>
<td>Hickory Hills, IL 60457</td>
<td>Hickory Hills, IL 60457</td>
<td>Hickory Hills, IL 60457</td>
<td>Palos Hills, IL 60465</td>
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### REGULAR DAY SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Grades 6-8</th>
<th>Grades PreK - 1</th>
<th>Grades 2-5</th>
<th>Grades 2-5</th>
<th>Grades PreK-1</th>
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</thead>
<tbody>
<tr>
<td>7:50 AM - 2:22 PM</td>
<td>AM Session: 9AM - 11:30AM</td>
<td>AM Session: 9AM - 3:15 PM</td>
<td>AM Session: 9AM - 11:30AM</td>
<td>AM Session: 9AM - 11:30AM</td>
<td>AM Session: 9AM - 3:15 PM</td>
</tr>
<tr>
<td></td>
<td>PM Session: 12:45-3:15PM</td>
<td>PM Session: 12:45-3:15PM</td>
<td>PM Session: 12:45-3:15PM</td>
<td>PM Session: 12:45-3:15PM</td>
<td>PM Session: 12:45-3:15PM</td>
</tr>
</tbody>
</table>

### HALF DAY SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Grades 6-8</th>
<th>Grades PreK - 1</th>
<th>Grades 2-5</th>
<th>Grades 2-5</th>
<th>Grades PreK-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50 AM - 11:08 AM</td>
<td>AM Session: 9AM - 11 AM</td>
<td>AM Session: 9AM - 10 AM</td>
<td>AM Session: 9AM - 11 AM</td>
<td>AM Session: 9AM - 11 AM</td>
<td>AM Session: 9AM - 10 AM</td>
</tr>
<tr>
<td></td>
<td>PM Session: 11AM - 12 Noon</td>
<td>PM Session: 11AM - 12 Noon</td>
<td>PM Session: 11AM - 12 Noon</td>
<td>PM Session: 11AM - 12 Noon</td>
<td>PM Session: 11AM - 12 Noon</td>
</tr>
<tr>
<td></td>
<td>First Grade: 9 AM - Noon</td>
<td>First Grade: 9 AM - Noon</td>
<td>First Grade: 9 AM - Noon</td>
<td>First Grade: 9 AM - Noon</td>
<td>First Grade: 9 AM - Noon</td>
</tr>
</tbody>
</table>

### TEAM DAY SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Grades 6-8</th>
<th>Grades PreK - 1</th>
<th>Grades 2-5</th>
<th>Grades 2-5</th>
<th>Grades PreK-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50 AM - 1:04 PM</td>
<td>AM Session: 9 AM - 11 AM</td>
<td>AM Session: 9 AM - 2:00 PM</td>
<td>AM Session: 9 AM - 11 AM</td>
<td>AM Session: 9 AM - 11 AM</td>
<td>AM Session: 9 AM - 2:00 PM</td>
</tr>
<tr>
<td></td>
<td>PM Session: 12 Noon - 2 PM</td>
<td>PM Session: 12 Noon - 2 PM</td>
<td>PM Session: 12 Noon - 2 PM</td>
<td>PM Session: 12 Noon - 2 PM</td>
<td>PM Session: 12 Noon - 2 PM</td>
</tr>
</tbody>
</table>

### PARENT ORIENTATION

<table>
<thead>
<tr>
<th>Time</th>
<th>Grades 6-8</th>
<th>Grades PreK - 1</th>
<th>Grades 2-5</th>
<th>Grades 2-5</th>
<th>Grades PreK-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, August 27, 2020</td>
<td>6 PM - 8 PM</td>
<td>6 PM - 8 PM</td>
<td>6 PM - 8 PM</td>
<td>6 PM - 8 PM</td>
<td>6 PM - 8 PM</td>
</tr>
</tbody>
</table>

### Attendance Line for All Schools: (708) 598-5743
## STUDENT MEDICATION AUTHORIZATION FORM 7:270

Medication and special health care procedures may be administered at school by the school personnel when such treatment is necessary for school attendance and cannot otherwise be accomplished. Medication and special health care procedures shall be administered to a student by a school nurse or applicable school district employee as per IL school code.

This section to be completed by the child’s parent(s)/guardian(s). A new form must be completed every school year.

<table>
<thead>
<tr>
<th>STUDENT’S NAME:</th>
<th>BIRTH DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>PARENT PHONE NUMBER(S):</td>
<td>EMERGENCY NUMBER:</td>
</tr>
<tr>
<td>SCHOOL:</td>
<td>GRADE:</td>
</tr>
</tbody>
</table>

This section to be completed by the student’s physician, physician assistant with prescriptive authority, or advanced practice RN with prescriptive authority. (Note: If for asthma inhaler only, use the Asthma Inhaler on reverse side):

<table>
<thead>
<tr>
<th>PRESCRIBER’S PRINTED NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE ADDRESS:</td>
</tr>
<tr>
<td>OFFICE PHONE:</td>
</tr>
<tr>
<td>MEDICATION NAME:</td>
</tr>
<tr>
<td>PURPOSE:</td>
</tr>
<tr>
<td>DOSAGE:</td>
</tr>
<tr>
<td>TIME MEDICATION TO BE ADMINISTERED OR UNDER WHAT CIRCUMSTANCES:</td>
</tr>
<tr>
<td>STEPS TO FOLLOW IF ADVERSE REACTION TO MEDICATION:</td>
</tr>
<tr>
<td>PRESCRIPTION DATE:</td>
</tr>
<tr>
<td>DIAGNOSIS REQUIRING MEDICATION:</td>
</tr>
<tr>
<td>IS IT NECESSARY FOR MEDICATION TO BE ADMINISTERED DURING THE SCHOOL DAY?</td>
</tr>
<tr>
<td>EXPECTED SIDE EFFECTS / PRECAUTIONS, IF ANY:</td>
</tr>
<tr>
<td>TIME INTERVAL FOR RE-EVALUATION:</td>
</tr>
<tr>
<td>OTHER MEDICATIONS STUDENT IS RECEIVING:</td>
</tr>
<tr>
<td>PRESCRIBER’S SIGNATURE:</td>
</tr>
</tbody>
</table>

All physician orders will need to be renewed at the beginning of each school year. Medication should be brought to school in the original container appropriately labeled by the pharmacy. Parent/guardian may request the pharmacy to dispense two bottles of medication, one for home and one for school. Please return signed forms to the nursing office of the school your child attends.
ASTHMA INHALERS
Parent(s)/Guardian(s): Please attach prescription label here:

For only parents/guardians of student who need to carry and use their asthma medication or epinephrine auto-injector: I authorize the School District and its employees and agents, to allow my child to self-carry and self-administer his or her asthma medication and/or epinephrine auto-injector. (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-carry and self-administration of asthma medication or epinephrine auto-injector. 105 ILCS 5/22-30.

Please initial to indicate: (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.

PARENT/GUARDIAN INITIALS:______________

FOR ALL PARENT(S)/GUARDIAN(S):

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, on my behalf, to administer or attempt to administer to my child (or allow my child to self administer pursuant State law, while under the supervision of the employees and agents of the School District) lawfully prescribed medication in manner previously described. ILCS 5/22-30 amended by P.A. 99-480. I acknowledge that it may be necessary for the administration of the medications to my child to be performed by an individual other than a school nurse and specifically consent to such practice, and I 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 the administration or child’s self-administration of medication.

PRINTED NAME OF PARENT/GUARDIAN:__________________________________________________________

ADDRESS (IF DIFFERENT FROM STUDENT’S ABOVE):

__________________________________________________________

Rev. 3/2020