

RIDGELAND

SCHOOL DISTRICT 122

Student/ Parent Handbook

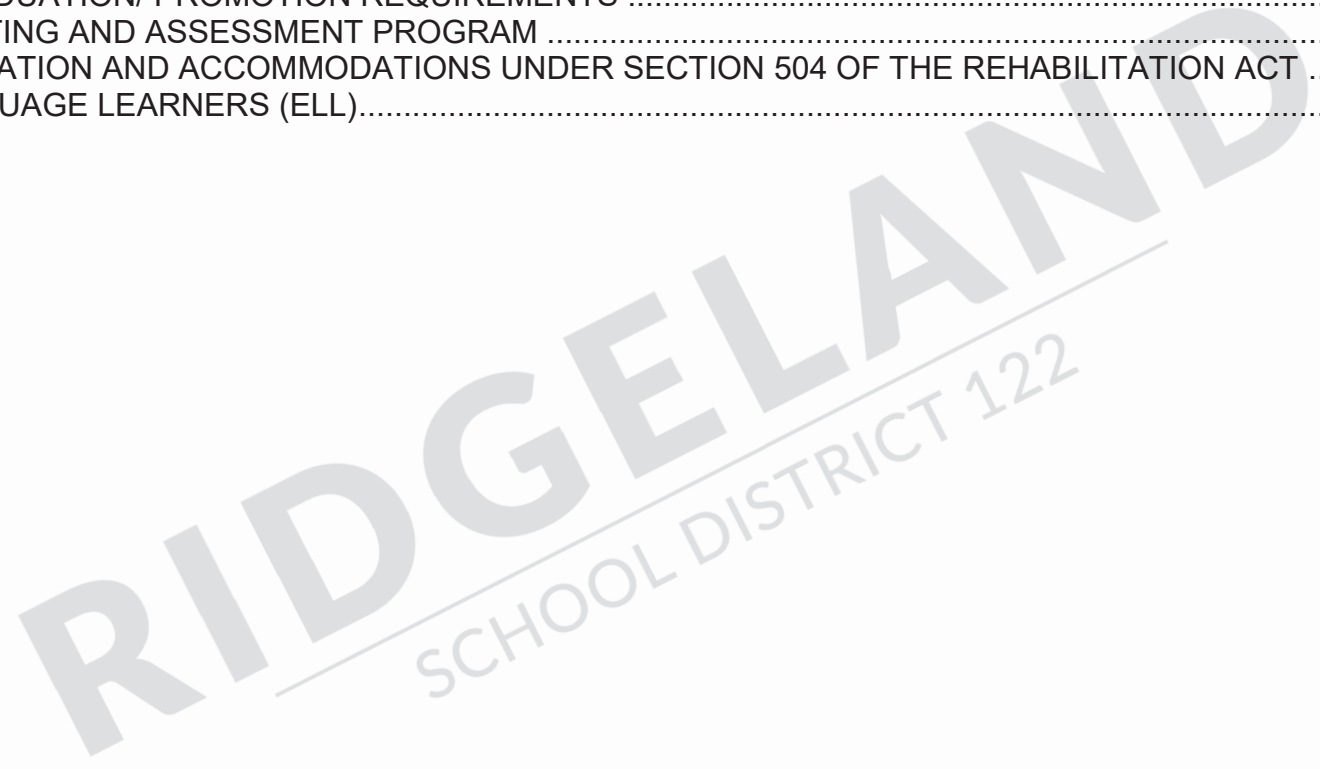
2019-2020 School Year



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Student Handbook 2019-2020 School Year

DISTRICT OPERATIONS

EMERGENCY SCHOOL CLOSING

If there is a need to close one or more of our schools due to weather conditions, power failure, or other unforeseeable circumstances, an announcement will be broadcasted on local radio and/or television stations. The District will also utilize the emergency telephone messaging system to notify families. The Illinois State Board of Education has directed districts to contact the Emergency Closing Center (www.emergencyclosingcenter.com) which acts as the clearing house for such announcements. The Bureau will, in turn, notify the radio and television stations of school closings.

AM Radio 720 and 780;
TV Stations CBS2, NBC5, ABC7, WGN9, Fox and CLTV

Please note that the announcement may be made in any of the following ways as we have no control over what the announcer may say:

*Ridgeland School District 122, Cook County
Cook County School District 122,
Ridgeland Public Schools, Cook County
DIST #122 (RIDGELAND SCHOOL DISTRICT)*

In addition the District will post school closings on the Ridgeland SD 122 website (www.ridgeland122.com), and Facebook page when applicable.

Should it be necessary to close school during the school day, it would be in the best interest of your child for you to make arrangements for her or him to go to an alternate home (such as a friend, neighbor, or nearby relative) in the event no one would be at your home upon the arrival of your child.

It is the practice of this school district to remain open whenever possible. In the case of inclement weather, it is the parent's decision as whether or not to send their child(ren) to school under those circumstances.

SEVERE WEATHER

Severe weather falls into several categories, each with a different time element, and with a different level of severity.

If the temperature and humidity becomes excessive (100+ degrees, the District may consider reducing hours or the closing of schools. In the event the decision is made to close district schools, we plan to notify parents the preceding day via notices sent home with students as well as by a phone call from the emergency telephone messaging system so that arrangements can be made for the supervision of the children. We will also contact the local media and use whatever other options we may have available to notify parents of any change in our regular schedule. As with severe weather during the winter months, we will make every effort to keep school open while maintaining a safe environment for the children.

EXTREME COLD

When it is raining or snowing, or when the outside temperature is 25° or below, or when the wind chill factor is 25° or below, students will be allowed to enter school buildings ten minutes before the start of the school day. Principals will be responsible for scheduling indoor supervision utilizing staff members currently assigned to such duty on that specific day. This policy will be in effect for determining when to remain inside for recess or any other scheduled outdoor activity.

BLIZZARD

1. Public warning of impending blizzard conditions will be made through local media. District 122 administrators are responsible for early dismissal decisions.
2. If school is canceled prior to the start of the school day, notice will be given to local media for broadcast. Additionally, every parent and guardian will receive a phone call from the emergency messaging system.

SEVERE THUNDERSTORM/TORNADO WATCH

If a storm occurs at dismissal time, the principal will consider holding the pupils until the major storm activity has passed. If the dismissal is delayed, the principal will notify the District Office of this action. If dismissal is delayed, the principal will notify the District Office of this action. The principal may also decide to dismiss children up to ten minutes early to avoid severe weather, providing there is sufficient time for each child to reach home without danger.

TORNADO WARNING

1. Children are not released from school during a tornado warning except to their parents, who must report to the school office and identify themselves. Parents are advised to exercise extreme caution when picking up their children since traffic can be a serious hazard for children during tornado warnings.
2. Children will remain in the tornado shelter areas until the "All Clear" signal is sounded.

ADMISSION OF PUPILS

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school year.

Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age. A birth certificate is required at the time of registration. For each child entering school for the first time, a physical examination and proof of vaccination report must be submitted at the beginning of the school year.

Children entering our school from other districts in Illinois must furnish a completed Illinois State Board of Education student transfer form 33-78 indicating that the student is in good standing. No public school district is required to admit a new student unless he or she can produce that form from the student's previous Illinois school district. Students transferring from outside Illinois must produce an appropriate transfer form from their previous school district and birth certificate. Parents and/or guardians will be required to furnish proof of residency.

RESIDENCY REQUIREMENTS

In order to enroll in a District school, parents must establish proof of residency within Ridgeland School District 122 boundaries in compliance with Board Policy 7:60. Residency may be established by providing any of the following: (1) utility bills; (2) driver's license or state I.D.; (3) voter registration card; (4) lease or mortgage; or (5) any other document tending to show that the child resides within the boundaries of the District.

An intergovernmental agreement between the Village of Oak Lawn and Ridgeland School District 122 provides us with a part-time law enforcement affiliate to conduct residency verification. If your residency needs to be verified, an individual from the agency will provide you with an identification card prior to conducting the verification.

For your information, the residency verification consists of the following activities:

1. a home visit during which time a series of questions will be asked regarding your residency; and
2. on some occasions a request will be made to view the student's sleeping quarters.

The registration of a student who is not a resident is a **fraudulent act**. If a student is fraudulently registered, the **student's name** will be **withdrawn immediately** from attendance rolls and a **retroactive tuition fee** will be charged for the time the student improperly attended. **105 ILCS 5/10-20.12b** specifies the penalties for fraudulent registration of a student as a **Class C misdemeanor** with potential **penalties of up to 30 days in county jail or a \$1500.00 fine or one year of probation**.

Should you have any concerns or questions about residency, please contact your building principal.

TRANSFERS

When pupils are leaving the district, parents should give at least two days' notice so that report cards can be brought up to date and transfers can be prepared. It will help if parents give the new address and, if possible, the name and address of the school the pupil will attend.

Records of standardized tests, health records and other pertinent data will be forwarded if the new school requests them. Parents may inspect these records. (See "Records")

HEALTH REQUIREMENTS

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health within one year prior to:

1. Entering school for the first time, kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 1 month and 7 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

When a community, school, or school district has a higher than expected prevalence of TB infection, the local TB control authority or the Department (of Public Health) may institute routine, periodic skin testing of school employees, volunteers and students.

Unless the District has been notified by the local health department in writing that all children in the community should be tested, the District will not require PPD testing. The local health department will make the decision.

Unless an exemption or extension applies, the failure to comply with the above requirements by September 15th of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. Students in preschool will have first day exclusion until the required health forms are received. Out-of-state transfer students who register after the first day of school of the current school year shall have 30 days following registration to comply with the immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, registered nurse, or local health department responsible for administering the immunizations.

DENTAL EXAMINATION

All students in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a student in the second or sixth grade fails to present proof by May 15, the school may hold the student's report card until the student presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall notify parents/guardians of this dental examination requirement at least 60 days before May 15 of each school year.

VISION AND HEARING SCREENINGS

Vision and hearing screenings of all children in designated grades will be conducted during the school year. A vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Parents will be notified of any problems and the School Nurse will follow up on all referrals to learn what corrective steps have been taken.

EYE EXAMINATIONS

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall notify parents/guardians of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

ILLNESS OR INJURY AT SCHOOL

When a child becomes sick or is injured at school, a staff member will administer first aid if necessary. If the condition warrants, a parent will be called to come for the child. It is important to keep the school informed of any change in the telephone number at which some member of the family can be reached in an emergency.

Should it be impossible to contact either parent, or the emergency number listed on the child's emergency card, the nurse or principal may call 911 and see that the child is transported to the hospital via an ambulance.

GUIDELINES

1. Students should not be in school if they are experiencing:
 - temperature of 100 degrees or above (temperature must be normal for 24 hours before returning to school) without medication
 - severe headache
 - nausea, vomiting, diarrhea
 - uncontrolled coughing
 - excessive nasal drainage
2. Students who have been prescribed antibiotics should not return to school until they have taken the medication for 24 hours.
3. Students will be excluded from school until treatment is given, sores are covered, and a doctor's note is received for:
 - ringworm
 - scabies
4. Conjunctivitis or pink eye: Students will be excluded until on antibiotic therapy for 24 hours.
5. Doctor's note needed for readmission if diagnosed with:
 - mononucleosis
 - strep throat/scarlet fever
6. Chicken pox: Students will be excluded until all blisters are crusted and dry.
7. Suspicious rash or hives: Doctor's note may be needed.
8. Impetigo: Doctor's note needed to return to school.
9. Students may be excused from physical education (PE) for up to 3 days with a parent note. Any student excused from PE for more than 3 days must present a doctor's note to be excused from, and readmitted to PE. Any student in a cast, brace, splint, sling, or who has stitches will be excluded from PE and must have a doctor's note in reference to PE, and a doctor's note to return to school. Any student excused from PE is automatically excused from outdoor recess and intramurals.
10. Any student who has been hospitalized is required to have a doctor's note to return to school. Students returning from hospitalization are required to check in with the school nurse.
11. Any student who has been absent five (5) consecutive days may be required to have a doctor's note to return to school.
12. Public health guidelines will be followed with regard to all communicable diseases.

MEDICATION/ ADMINISTERING MEDICINES TO STUDENTS

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

Prescription and non-prescription medications should be handed over by the parent/guardian to the School Nurse. No other School District employee shall accept the medication. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "Parent Medication Consent Statement" is submitted by the student's parent(s)/guardian(s). No student shall 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 policy and its implementing procedures.

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

SELF-ADMINISTRATION OF MEDICATION

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "Parent Medication Consent Statement." "Consent for Self-Administration of Asthma Medication," and the student's physician has authorized medication dosage. The School 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 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 medication, or the storage of any medication by school personnel.

THE SCHOOL DAY

Kindergarten hours will be announced by the individual schools since enrollment may necessitate some variance between buildings. Grades 1 through 8 are in session for the full school day and actual hours will be announced by the Principals.

ATTENDANCE AND PUNCTUALITY

Regular, punctual attendance at school is essential for student learning.

Children are expected to arrive at school, or on neighboring streets or property, **no more than ten minutes before the tardy bell**. Pupils who are transported by the district will be given special consideration because bus schedules cannot fit these limitations.

A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the Board of Education or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

ABSENCE NOTIFICATION & PROCEDURE

A student's parent(s)/guardian(s) must authorize all absences and notify the school in advance or at the time of the child's absence. If illness or some other emergency makes it necessary for a student to be absent from school, parents should notify the school office before 9:00 a.m. at the elementary level and 8:30 a.m. at the middle school level on the day of the absence.

If a student is absent without prior authorization by the parent(s)/guardian(s), the Building Principal or designee shall make a reasonable effort to notify the parent(s)/guardian(s) of the child's absence within 2 hours after the first class by telephoning the numbers given to verify the whereabouts of their child. If attempts to contact the parent are unsuccessful, the emergency contact(s) will be notified.

The parent may be required to send a written note upon the student's return to school. If a note is required, the following is the minimum that should be included in the note:

1. Student name
2. Date(s) of absence;
3. Reason(s) for the absence;
4. Signature of the parent or guardian (unless the school has been notified that another signature is to be accepted).

A doctor's excuse is required after scarlet fever, strep throat, ringworm, scabies, and whenever the Health Department recommends it. Also, the nurse may ask for a note from your physician where there is a question concerning your child's health or physical ability to take part in all activities of the school program.

In case of excessive tardiness, a note may be needed or some suitable disciplinary action may be taken because latecomers disrupt a class and cause loss of instruction time for themselves and others.

If a request for special dismissal during school hours cannot be avoided, we ask that the parent send a note stating the time and reason for which the child is to be excused. A parent or guardian must be present in order for the school to release the child.

SCHOOL LOCKERS AND DESKS

Student school lockers and desks are the property of the school and are to be used appropriately as storage areas for books, school supplies and outdoor garments. School officials may search lockers and/or desks with or without the students' knowledge or consent.

STUDENT FEES

Illinois law allows for school districts to assess fees to offset certain operational costs, such as books, supplies and activities. These fees are typically due annually at the time of registration or enrollment.

Fee waivers or payment plans may be available to eligible families pursuant to Board Policy 4:140.

BREAKFAST AND LUNCH PROGRAMS

Under the Community Eligibility Program, all students in the District are provided breakfast and lunch without charge.

BUS TRANSPORTATION

Transportation to and from school will be provided to students who reside more than one and one half miles from their school, by the most direct normal route or due to hazardous crossings as approved by the Illinois Department of Transportation. Repeated inappropriate and/or unsafe behavior may result in suspension from transportation services.

BUS CONDUCT

All students must follow the District's School Bus Safety Rules.

The Superintendent, or any designee as permitted in School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in the Student Discipline 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 the bus driver's or other supervisor's directives.
6. Such other behavior as the administration 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. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

ELECTRONIC RECORDINGS ON SCHOOL BUSES

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

VISITOR REGULATIONS

All visitors to school property are required to report to the Buildings Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. The displaying or imitation of gang signs, symbols or gestures by anyone, including visitors, is prohibited.

Except as provided in the next paragraph, any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

CLASSROOM OBSERVATION PROCEDURE

Visitors are welcome to visit District 122 classrooms. This will enable parents to become better acquainted with the school by giving them the opportunity to observe group methods and activities. However, class visits are for observation only and should not be used for conferencing with the teacher. Teachers will be glad to make appointments to discuss the lesson and/or a child's progress. Parents who wish to make a classroom observation should follow the procedure outlined below.

1. Parents who wish to make a classroom observation should make a verbal or written request with the school principal and/or teacher.
2. The principal and teacher work collaboratively with the parent/ guardian to determine the date and duration of the observation in order to provide minimal disruption to important classroom functions and the normal school schedule.
3. Parents coming to observe will report to the school office, sign-in, and receive a visitor pass prior to the classroom observation.
4. During the observation, parents are asked to sit quietly in order to provide minimal disruption to the educational process.
5. Excessive requests for observation may detract from the quality of the educational environment and may be denied.

SCHOOL VISITATION RIGHTS ACT

According to the *School Visitation Rights Act*, employers must grant an employee unpaid leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. However, no leave may be taken by an employee of an employer that is subject to the Act

unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Forms for verification to the employer confirming that a parent had actually been at school for a conference or classroom activity are available at each school office. Further and full information on the *School Visitation Rights Act* may be obtained by contacting the Illinois Department of Labor, State of Illinois Building, 160 North LaSalle - Suite C-1300, Chicago, Illinois 60601-3150, Telephone 312/793-2804.

INSPECTION OF INSTRUCTIONAL MATERIALS

Parents or guardians of any student may inspect any instructional materials used in the schools. Those materials include textbooks, teacher's manuals, films and tapes. Call the principal's office for an appointment if you wish to view any of these items.

PARENTAL AND/OR PUBLIC CONCERNS

Complaints should be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only. The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning material is as follows:

1. School Personnel
2. Principal
3. Superintendent
4. Board of Education

Any complaint about school personnel must be investigated by the administration before consideration and action by the Board.

PARENT TELEPHONE TREE / SCHOOL CRISIS PLAN

At the beginning of each school year, we update our parent telephone numbers as part of our crisis plan. These telephone numbers will be used by our Blackboard Connect Messaging System to notify parents of an emergency or crisis involving the school (we will use the Blackboard Connect Messaging System for weather emergencies which are also broadcasted on radio and TV).

All telephone numbers, both listed and unlisted, will be included on the parent telephone list. Designated school volunteers may also use these lists to contact parents about other school related matters. However, the designated school volunteers will be directed to keep these telephone numbers confidential and secure.

If you **DO NOT** want your telephone number included on the crisis telephone Blackboard Connect Messaging System list, please notify the school office in writing immediately. If you remove your name from the telephone list, please be aware that in the event of a crisis, you may not be called in a timely manner or not called at all.

PARENT AND STUDENT REUNIFICATION PLAN

In order to avoid chaos in the event of an emergency, it is important that parents are informed of the school's reunification plan prior to any crisis. To that end, at the beginning of each school year, the principal will mail a copy of a parent emergency notification letter to every parent or guardian of each enrolled student. This letter informs parents of the procedures to follow during a school emergency, specifically how to obtain information and how to reunite with their children.

Each parent emergency notification letter should contain the following information:

- Parents should **not** call or come to the school during an emergency or crisis situation
- Parents should tune into the local television or radio stations or check the district website or Facebook page for additional information

- Parents should report to the designated parent site location
- Parents should be reminded to bring proper photo identification
- Parents should be reminded that students will only be released to custodial parents, legal guardians, and authorized individuals listed on the school emergency contact list

STUDENT INSURANCE PROGRAM

A basic insurance policy covering injury to pupils while at school or on the way to and from home is provided at no cost to either the parents or the school district. The School District was able to accomplish this benefit through its membership in the Suburban School Cooperative Insurance Pool (SSCIP). Expanded coverage is available to parents for an additional cost.

RECORDS

DIRECTORY INFORMATION

The following is designated as directory information and shall be released to the general public, unless the parents request in writing that any or all such information not be released: student's name and address, grade level, parents' names and addresses, information on participation in school sponsored activities and athletics, the student's major field of study, and period of attendance in the school.

PERMANENT AND TEMPORARY RECORDS

The school district keeps two kinds of records for each child, permanent and temporary. Illinois law requires that permanent records be retained sixty years and temporary records for five years.

Permanent records consist of: Basic identifying information, including students' and parents' names and addresses, birth date and place, gender; academic transcript including grade averages, graduation date or grade level achieved; attendance record; accident reports; health records and an itemization of records.

The temporary record of each student shall consist of any other pertinent data not required to be in the permanent record. It may include family information; results of intelligence, aptitude and achievement tests; reports of psychological evaluations; special education files; disciplinary information and other verified information of clear relevance to the education of the student. When the child graduates from eighth grade, it is the policy of District 122 to transmit the child's records to the high school in which the child enrolls.

A record is kept of the release of any of this data. Parents have the right to inspect all of their children's permanent records.

This notice is to inform the class of 2017 regular education students, special education students and all parents that because of graduation, transfer or permanent withdrawal from school, the student records will be destroyed in accordance with federal and state law. The records are scheduled to be destroyed after October 15, 2022. For special education students, information which may be of continued assistance to the student may be transferred to the parent five years after the student's permanent withdrawal or graduation. The district will explain the usefulness of the records when they are released.

Please be advised that you have a right to inspect copy and/or challenge the contents of these student records prior to the date of destruction. If you wish to exercise your right, please notify the Assistant Superintendent for Specialized Programs, District 122, in writing.

DISCLOSURE OF RECORDS

The District complies with the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) in determining whether to disclose student records.

PARENT - TEACHER GROUPS

District 122 encourages parents to participate in parent-teacher groups. Parent-teacher groups meet monthly; parents/guardians may obtain more information about participation in these groups from building principals.

PHOTOS AND VIDEOS

Photographing and video taping of children during the course of daily activities in school may occur.

These items, along with the children's names, assisting in educational planning and training or for informational purposes, such as being shown at the school open house, Board of Education meetings, cable TV, publicity, public relations, *Board Bulletin*, etc. The District may use these pictures without identifying the student in various printer electronic publications. Parents have the right to object to disclosure of such photos or videos. **THERE IS NO PENALTY** for the student, such as a reduced grade, suspension from school, etc., if the parent(s) exercise their right to object to photographing and videotaping.

INSTRUCTION IN RECOGNIZING AND AVOIDING SEXUAL ABUSE

Illinois State Law (122 27-13.2) encourages local school districts to instruct students about recognizing and avoiding child sexual abuse. However, no student is required to be present during such instruction if the parent or guardian of the pupil submits a written objection to the presence of the student during this instruction. Any objections should be filed with the principal of the building in which your child is a student. A separate written objection should be filed for each child you may have in the school district (separate written notices help to keep records clear and accurate). If a parent objects in writing to such instruction, there is no penalty for the student, such as a reduced grade, suspension from school, etc.

sanction may include the completion of an appropriate rehabilitation program. School Social Workers have further details concerning appropriate rehabilitation programs.

TOBACCO USE ON SCHOOL PROPERTY

It is the intent of the Board to prohibit smoking and using tobacco materials or electronic cigarettes in the district's schools. The Board shall prohibit the use of tobacco on school property. Staff, parents, community members and other individuals shall not use tobacco at any time on any portion of property owned by the school district.

NON-DISCRIMINATION WITHIN THE DISTRICT

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Any person who feels he/she has been discriminated against on the basis of the aforesaid reasons should put such complaints in writing and follow the grievance process indicated below:

1. Attempt to resolve the problem at the principal's level
2. If the complaint is unresolved after 14 calendar days, attempt to resolve the complaint at the superintendent's level

3. If the complaint is still unresolved after 14 calendar days, the complaint will be presented to the Board of Education
4. If the complaint remains unresolved at the Board level, it will be forwarded to the South Cook Intermediate Service Center within 14 calendar days of the Board of Education's decision
5. Complaints unresolved at the South Cook Intermediate Service Center level are submitted to the State Board of Education.

The Board is further committed to providing each attendance center within its boundaries with equivalency in teachers, administrators, auxiliary personnel, and in provision of curriculum materials and instructional supplies.

MAKING A COMPLAINT

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Principal, Social Worker, or a Complaint Manager within the District. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator – Joseph Matise, Superintendent – 6500 West 95th Street, Oak Lawn, IL 60453 – (708) 599-5550 ext. 7218
Complaint Managers – Doug Ogarek, Chief School Business Official – 6500 West 95th Street, Oak Lawn, IL 60453 – (708) 599-5550 ext. 7214
Tracy Flood, Simmons Principal – 6450 West 95th Street, Oak Lawn, IL 60453 – (708) 599-8540

SEXUAL HARASSMENT

Ridgeland Public Schools District 122 does not discriminate on the basis of sex in the provision of programs, activities, services, or benefits, and guarantees both sexes equal access to educational and extracurricular programs and activities. No student shall be subjected to sexual discrimination, harassment, intimidation or bias by any District employee, by other students, or by the effect of any school policy or practice.

The Board of Education's detailed policy regarding sex equity, sex discrimination, sexual harassment and sexual intimidation is maintained in the Board Policy Manual. A copy of the policy in full is available at the District Office, offices of all schools and on the district website.

INTEGRATED PEST MANAGEMENT PROGRAM NOTICE

The Illinois General Assembly has passed a law requiring that public schools implement an Integrated Pest Management (IPM) Program and notify parents/guardians as well as school employees at least 48 hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications.

Excluded from this notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits. It should be noted that this school district already had the components of a regular integrated pest management program in place for several years.

Signs will be posted at all entry doors the 48 hours preceding the application. The signs will remain posted for 2 days after the application. Please be assured that pesticides will be utilized only when other measures have been ineffective in dealing with a particular situation.

Any questions you may have regarding the District's Integrated Pest Management Program may be directed by telephone to the Maintenance Department at 599-5550 ext. 7223 or the Chief School Business Official at ext. 7214.

EVERY STUDENT SUCCEEDS ACT NOTIFICATIONS

In accordance with the Every Student Succeeds Act (ESSA), parents request information regarding the following:

- Whether or not your child's teacher has met state licensure standards;
- Whether or not your child's teacher is teaching under emergency or provisional status;
- The bachelor's degree major of your child's teacher, any other certification or degrees held by the teacher and the subject areas of certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

Parents will receive a response to requests for information within seven (7) days.

If you have any questions or need additional information, please feel free to contact your building principal. Or additional information can be found at www.isbe.net or www.iirc.niu.edu.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS) AND EXPECTATIONS FOR STUDENT BEHAVIOR

Through the Positive Behavioral Interventions and Supports (PBIS) system, students are rewarded in various ways for displaying positive character traits that support student learning and a positive school environment for all. PBIS teaches students the school expectations, rewards students who follow those expectations and gives fair consequences when necessary.

STUDENT CONDUCT

EXPECTATIONS REGARDING STUDENT BEHAVIOR

Ridgeland 122 takes pride in its students and school community. The expectations of all Ridgeland 122 students are high and intentionally designed to give each student the best chance to be academically successful and prepared for purposeful citizenship. The purposes for outlining expectations for student behavior are to protect the learning environment and to promote a strong and supportive sense of community in the schools.

PROHIBITED STUDENT CONDUCT

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling: tobacco products, including electronic cigarettes, alcohol, illegal drugs and controlled substances, cannabis, including medical cannabis, steroids or other performance-enhancing substances, prescription drugs not lawfully prescribed, inhalants, Any substance inhaled, injected, smoke, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form "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; 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 other controlled substances

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

2. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

3. Using or possessing, video/audio recording devices, and/or other telecommunication device, unless authorized and approved by the Building Principal.
4. The District is not responsible for personal technology devices in the event of loss, damage, or theft. Students must turn off personal technology when in the classroom setting.
5. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
7. 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.
8. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
15. 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.
16. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
17. 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.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person, (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile, (c) in a school's student locker, desk, or other school property; or (d) at any other location on school property or at a school-sponsored event.

The Superintendent or designee shall ensure that the parent/guardian of a student who engages in impermissible behavior is notified of the incident. 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.

DISCIPLINARY MEASURES

School officials shall assign discipline for instances of misconduct based on a review of the specific circumstances surrounding the event. Potential disciplinary measures include, without limitation, any of the following:

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

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

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

WEAPONS

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar 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 (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

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 a-likes” of any firearm as defined above.

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

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

STUDENT APPEAL PROCESS

If a parent or guardian disagrees with the disciplinary action taken by the principal, he or she has the right to appeal the principal’s decision to the Superintendent. Should the parent or guardian disagree with the Superintendent’s decision, an appeal may be made to the Board of Education at its next regularly scheduled Board meeting.

AGENCY AND POLICE INTERVIEWS

The Superintendent shall develop policies and procedures in compliance with state law with respect to student questioning and/or detainment in connection with criminal charges or allegations, bringing a student into custody, or engagement with law enforcement personnel. Procedures will: Ensure any such questioning or detainment as described in this section is done solely in the presence of the student’s parent or guardian, a school social worker, or a hired mental health professional. In addition, such policy will (1) recognize individual student rights and privacy, (2) minimize potential disruption, (3) foster a cooperative relationship with public agencies and law enforcement, and (4) comply with State law.

DRESS CODE

Appropriate dress on the part of students fosters a safe environment conducive to learning and promotes productive behavior. Examples of inappropriate clothing include, but are not limited to:

- Clothing which contains profanity, vulgarity, nudity, innuendo; or symbols or reference to drugs, gangs, cigarettes, or alcohol.
- Styles, symbols or colors of clothing which are gang related.
- Shoelaces must be the same color in each shoe. No “flip-flops” or “Heelys” will be allowed during school hours.
- Hats, sunglasses, headbands, bandanas, or any other inappropriate headgear.
- Inappropriate jewelry including, but not limited to gang or drug symbols or jewelry (ie. facial piercings) that may cause disruption to instruction.
- No display of undergarments will be allowed during school.
- No wallet chains or belts of excessive length are allowed.
- Students must be covered from shoulder to mid-thigh.

When students are standing, walking and sitting, tops must meet bottoms in the front, back, and on the sides. Tops must cover the shoulders and back.

Students may wear sleeveless tops that have straps at least 3” wide. No spaghetti straps or strapless tops may be worn.

All bottom attire must ride over the hips. All undergarments must be covered by outer attire.

If students are inappropriately dressed, parents or guardians will be contacted to bring appropriate clothing to their student at school.

PROPER GYM ATTIRE

In order to insure a safe and happy experience for your child in physical education, the following regulations have been set up.

1. Gym shoes are mandatory and each child is encouraged to have an extra pair to leave at school in his or her classroom.
2. Students excused from physical education will also be excused from outdoor recess.
3. Jewelry may not be worn during physical education class. Students assume responsibility for jewelry and other items that may not be worn during physical education class.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

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

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 a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

DEFINITIONS OF BULLYING FROM SECTION 27-23.7 OF THE SCHOOL CODE (105 ILCS 5/27-23.7)

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

BULLYING PREVENTION AND RESPONSE PLAN AMEND

The District maintains a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. For further information, see Board Policy 7:180.

The District bullying plan includes:

1. 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. 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.
2. Complaint Managers:

Joseph Matise Administrative Center	6500 W 95 th Street Oak Lawn, IL 60453	jmatise@ridgeland122.com	(708) 599-5550 Ext. 7218
Tracy Flood Simmons Middle School	6450 W 95 th Street Oak Lawn, IL 60453	tflood@ridgeland122.com	(708) 599-8540
Meghan Dougherty Columbus Manor Elementary School	9700 S Mayfield Oak Lawn, IL 60453	mdougherty@ridgeland122.com	(708) 424-3481
Anthony Gill Harnew Elementary School	9101 S Meade Oak Lawn, IL 60453	agill@ridgeland122.com	(708) 599-7070
Dan McDermott Kolb Elementary School	9620 S Normandy Oak Lawn, IL 60453	dmcdermott@ridgeland122.com	(708) 598-8090
Rhonda Kulig Lieb Elementary School	9101 S Pembroke Bridgeview, IL 60455	rkulig@ridgeland122.com	(708) 599-1050

3. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
4. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
5. The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

The District outlines anti-bullying curriculum through PBIS (Stop, Walk, Talk) to help students to prevent, stop, and report bullying. For more information, please refer to Board Policy 7:180.

COMPUTER/INTERNET ACCEPTABLE USE

Students are required to abide by the District's Acceptable Use of Technology Policy. This policy is distributed annually during the registration process, which requires students/parents to acknowledge, via electronic signature, the requirements set forth in the policy. Parents may also access this policy by visiting the District's website.

WELLNESS – CLASSROOM TREATS

Ridgeland School District 122 continues to emphasize the importance of education and choice to promote a healthy lifestyle for pupils. One of the goals of the Wellness Program is to develop collaboration between parents, support organizations and our schools to limit minimal nutritional value foods during school hours. The Wellness initiative supports these celebrations and understands the value they offer students from an educational standpoint.

Many parents choose to provide class "birthday treats" to help celebrate their child's special day. Parents may bring in non-food treats, Note, food treats are not permitted.

Ridgeland School District employees will not provide food to students between the hours of 8:40am-3:10pm in the elementary buildings and from 8:00am-2:30pm in the middle school. Foods used as part of the Ridgeland School District 122 Board approved curriculum will be allowed, provided the school has a signed permission slip from the parent, specifying what the food they will be consuming is and stating that their child will be participating in the curriculum activity. Foods provided during school organized "celebrations" will be allowed provided that the school has a signed permission slip from the parent, specifying what the food they will be consuming is and stating that their child will be participating in the school celebration.

EXTRA CURRICULARS

For students in Kindergarten through 8th grade: Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

ACADEMICS

HOMEWORK

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaption of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the school and parents/ guardians;

4. Encourages independent thought, self-direction, and self-discipline; and
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgement.

Recognizing the importance of parental involvement in homework, the Superintendent or designee shall ensure that parents/ guardians are informed of: (1) whom to contact with questions or concerns about homework assignments, and (2) methods to facilitate homework completion.

REPORTING STUDENT PROGRESS

Teachers provide reports for parents showing the progress children have made in academic work. A combination of progress reports, report cards and parent conferences are used in presenting these progress reports to the parents.

There is a space for teachers to make personal comments. A parent's signature on this card is requested, not necessarily to show approval of the report, but to show that the parent has read the card.

An Academic Code is developed with input from the faculty of each school and is consistent for each elementary school in the district. Parent conferences will be scheduled with all teachers at the time of the first report, and if necessary, at the second report. If parents are unable to meet with teachers at the scheduled times, they are urged to arrange other conferences. Teachers are always willing to make appointments for more frequent interviews when there is need for them.

PROMOTION AND RETENTION

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and 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, and student performance. The administration shall determine remedial assistance for a student who is not promoted.

SIMMONS GRADUATION/ PROMOTION REQUIREMENTS

In an effort to better define eligibility to participate in the annual graduation ceremony and those activities associated with it, the following criteria must be met:

- Each passing grade on a trimester report card results in the earning of one credit. Students need to earn 75% of their credits (16 out of 21 credits).
- Must pass 5 subject areas (a student cannot fail two year-long subjects, or one year long, and two three semester long subjects).
- Pass Constitution test (graduation requirement – taken in seventh grade at Simmons, transfer students must show proof of passing in previous school).

STUDENT TESTING AND ASSESSMENT PROGRAM

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers the State assessment system, known as the *Illinois Assessment of Readiness* to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.

3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

SPECIAL EDUCATION AND ACCOMMODATIONS UNDER SECTION 504 OF THE REHABILITATION ACT

There are a variety of special education programs in District 122 to meet the need of students from early childhood to 8th grade. Written rules and regulations concerning these programs are available via the District website, through a request from the Director of Student Services, as well as available on the Illinois State Board of Education Website. Questions and requests for more information from the director can be directed to (708) 599-5550.

Additionally, the District will identify and provide appropriate supports to each student eligible for services under Section 504 of the Rehabilitation Act of 1973.

Questions and requests for more information should be directed to the Director of Student of Services at (708) 599-5550 ext. 7211.

ENGLISH LANGUAGE LEARNERS (ELL)

Each school offers an English Language Learners (ELL) program for students of limited English proficiency. ELL instruction is individualized for each student and tailored toward the student's interests and level of proficiency. Parent involvement is strongly encouraged in this program. Questions and requests for more information should be directed to the building principal or to the EL Coordinator at (708) 599-5550 ext. 7226.