

# ***Student Handbook 2016-2017 School Year***

## **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, Facebook, Twitter and/or the District website to notify families. The Illinois State Board of Education has directed districts to contact the Emergency Closing Center ([www.emergencyclosingcenter.com](http://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)*

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.

### **EXCESSIVE HEAT**

When the temperatures are forecasted to be 90+ degrees, we suggest that students come to school dressed in light-weight and light-colored summer clothes (short sleeve shirts, appropriate-length shorts, etc.). Students in grades **Kindergarten through Five** may bring individual containers of water to maintain a sufficient level of fluids. Students in grades **Six through Eight** have regular breaks between classes when they may drink water at the fountains and therefore will not be allowed to have individual water containers. Teachers at all levels will be asked to give their classes a reasonable number of water breaks. Outdoor and indoor physical activities in gym will be modified appropriately for weather conditions.

If the temperature and humidity becomes excessive (100+ degrees), other options will be considered, including reduced 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. Naturally, we will make every effort to notify parents in writing as soon as a decision is made to modify school hours or close school. 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.

### SEVERE THUNDERSTORM

1. There will be no district-wide action on a severe thunderstorm watch.
2. If a storm occurs at dismissal time, the principal will consider holding the students until the major storm activity has passed. If the dismissal is delayed, the principal will notify the District Office of this action.

### BLIZZARD

1. Public warning of impending blizzard conditions will be made through local media. District 122 administrators are responsible for early dismissal decisions.
2. Parents should warn their children about the following:
  - a. Wearing proper dress.
  - b. Going directly home from school or from the bus stop.
  - c. Visibility and road conditions for motorists and safety procedures.
3. 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.

### TORNADO WATCH

1. A tornado watch is the forecast of one or more tornadoes over a large area.
2. Each school in District 122 has an emergency band radio which continuously monitors the Civil Defense Weather Alert, State Weather Bureau, and the State Highway Police.
3. If at dismissal time the weather is threatening, although no tornado warning has been received, the principal will consider holding students until major storm activity has passed. 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. Public Warning Signal - 5 minute steady blast on the Civil Defense Siren is the signal that a TORNADO has been sighted.
2. 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.
3. Children will remain in the tornado shelter areas until the "All Clear" signal is sounded.

## **ADMISSION OF STUDENTS**

Children entering Kindergarten must be five years of age on or before September first of that school year.

Children entering first grade must be six years of age on or before September first of the current school year.

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.

The five schools of District 122 provide students with a quality education. Each year a number of families have attempted to falsify documents regarding their residency for the purposes of attending District 122 schools. Although this effort speaks highly of the educational services we provide in our schools, it is not fair to the students and taxpayers of District 122. Falsifying documents is an illegal practice which places an additional financial burden on the taxpayers of District 122.

In order to address this problem, the district has initiated a plan to verify each student's residency every year. Sometimes it may become necessary to make personal house checks at the address provided by those whose residency is in question. If your residency needs to be verified, an individual from the district 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.

We appreciate your cooperation during this activity. We know that as a taxpayer in the District, you want the Board of Education and District 122 officials to protect the financial interests of the District. The residents of District 122 are entitled to obtain the maximum return of the financial resources that have been provided to the District. 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. **Public Act 89-480** 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 students 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 student 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")

## 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.

	Full Day	Early Out Day	Half Day
AM Preschool	9:05 a.m. – 11:40 a.m.	9:05 a.m. – 10:30 a.m.	9:05 a.m. – 10:40 a.m.
PM Preschool	12:30 p.m. – 3:05 p.m.	11:00 a.m. – 12:25 p.m.	11:00 a.m. – 12:25 p.m.
AM Kindergarten	8:50 a.m. – 11:30 a.m.	8:50 a.m. – 10:40 a.m.	8:50 a.m. – 10:20 a.m.
PM Kindergarten	12:40 p.m. – 3:20 p.m.	11:20 a.m. – 1:10 p.m.	10:40 a.m. – 12:10 p.m.
Grades 1 – 5	8:50 a.m. – 3:20 p.m.	8:50 a.m. – 1:10 p.m.	8:50 a.m. – 12:10 p.m.
Grades 6 – 8	8:15 a.m. – 2:45 p.m.	8:15 a.m. – 12:35 p.m.	8:15 a.m. – 11:35 a.m.
Early Bird Band - Grades 6 - 8	7:25 a.m. – 8:10 a.m.	7:25 a.m. – 8:10 a.m.	7:25 a.m. – 8:10 a.m.

## EARLY ARRIVALS

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

## ATTENDANCE AND PUNCTUALITY

Regular attendance at school is essential. A child who is frequently absent misses discussion and class instruction which cannot be made up.

This is not meant, however, to encourage parents to send a child to school when his attendance would endanger the health of his classmates or himself. It means only that absence for reasons other than illness should be avoided if at all possible.

Punctuality is very important. Being ready to start the day on time helps establish good work habits which are a distinct asset in school and in later life.

## DEFINITIONS

Truant - A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Valid cause for absence - 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.

Chronic or habitual truant - A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days.

Truant minor - A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

## TRUANCY

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- parent-teacher conferences
- student and/or family counseling
- information about community service agencies

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the South Cook Intermediate Service Center.

The Board of Education, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

#### **ABSENCE NOTIFICATION & PROCEDURE**

A student's parent(s)/guardian(s) must: (1) upon the child's enrollment, provide telephone numbers to the Building Principal and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's 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.

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.

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 and provide identification in order for the school to release the child.

Please make every effort to avoid appointments for your children during school hours. All teachers have been instructed not to excuse any child without a written request from the parent or guardian nor to permit a child to leave the school ground with an unidentified person.

When a field trip or excursion is planned, a form will be sent home for parental signature signifying your consent. The destination, date and means of travel will be stated and an adequate number of chaperones will accompany the group. Field trips are considered an extension of the classroom and should be attended unless the child is ill.

#### **STUDENT EMPLOYMENT**

The Superintendent shall develop procedures, and present them to the Board of Education for its approval, for excusing from attendance those students necessarily and lawfully employed.

#### **GENERAL RESPONSIBILITIES OF STUDENTS**

As citizens of the United States, students are guaranteed certain individual rights and have corresponding individual responsibilities.

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Parents, teachers and administrators have a responsibility--indeed, a duty--to protect rights of students while maintaining an educational atmosphere conducive to the teaching and learning process.

The concept of balancing rights of the individual with rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school:

1. To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.
2. To respect rights and individuality of other students, school administrators, and staff.
3. To refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety. (See Dress Code)
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience, misconduct or behavior that materially and substantially disrupts the educational process.
7. Students are not permitted to bring skateboards, rollerblades, roller skates, scooters, radios, pagers, miscellaneous electronic devices, firearms, weapons or other items judged to be disruptive or detrimental to the school's program.
8. The displaying or imitating of gang signs, symbols or gestures is forbidden. Any student found to belong, or pretending to belong to a gang will be subject to appropriate disciplinary action.
9. To maintain the best possible level of academic achievement.
10. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in school and at school sponsored activities.

## **EXTRACURRICULAR AND CO-CURRICULAR ELIGIBILITY**

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.

## **DRESS CODE**

Appropriate dress on the part of students fosters a safe environment conducive to learning and promotes productive behavior. Students may not wear clothes that are distracting to other students, disruptive to the educational process, or which may somehow threaten the health or safety of other students.

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.
- Unusually long pants which may create a safety hazard while walking or using the stairs.

- 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.

Students may wear shorts or skirts, of an acceptable length. They must be no shorter than the fingertip length of the arm extended straight downward parallel to the body.

Students may not wear non-clothing items, such as banners or flags, as clothing or as accessories to their clothing while at school during the day or after school at school district sponsored events. Students may wear clothing with printed or embroidered flags provided they meet with the District's student dress code.

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. Shoes must have laces or Velcro. Slip-ons are not acceptable. Rubber soled street shoes, shoes with raised defined heels and platform shoes are not acceptable.
2. Student clothing should allow freedom and efficiency of movement. Oversized clothing could be dangerous during movement.
3. Students excused from physical education will also be excused from outdoor recess.
4. Your child is also responsible for his or her own watch, wallet, rings, bracelets, keys, necklaces, etc. It is encouraged that these articles be left at home. There is a chance for them to be lost or broken. These objects may injure another child. It is for this reason that jewelry is not to be worn during physical education class.
5. Absences (excused or unexcused), tardiness, misbehavior, and improper dress may affect the participation/ preparedness portion of a student's grade.
6. It is recommended that students wearing a dress or skirt to school should wear shorts underneath during gym class.

#### POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Through the Positive Behavioral Interventions and Supports (PBIS) system, students are rewarded in various ways for displaying these character traits. PBIS teaches students the school expectations, rewards students who follow those expectations and gives fair consequences when necessary. Our three school-wide rules are Respect Yourself, Respect Others, and Respect Property. There are two types of discipline issues at Simmons: minor and major. Minor behaviors are handled by the teacher. These include, but are not limited to the following:

- Tardy to 1st-8th Period
- Minor Class disruptions (such as talking)
- Gum Chewing
- Academic Issues (missing work, cheating, plagiarism, off-task behavior)
- Hallway Misbehavior (running, book checking, shouting, etc.)
- Inappropriate Language
- Dress Code Violations (see Dress Code section)
- Locker misuse

- Public Displays of Affection (PDA)
- Cell phone use
- Report of misbehavior from a substitute

Possible consequences if one of the same behaviors occurs multiple times include: warning, parent contact, 30 minute detention(s), parent contact, 60 minute detention, or referral to administration.

Major behaviors are addressed by administration.

- Chronic Cellphone Use
- Tardy to School
- Physical Aggression
- Insubordination/ Gross Disrespect (such as repeated disregard for teacher directions, swearing at a teacher, substitute or staff member)
- Sexual Harassment
- Truancy/ Leaving Classroom without Permission
- Theft/ Possession of Stolen Property
- Gang Activity
- Bullying/ Extortion
- Vandalism
- No-show to Detention
- Technology Misuse
- Academic Dishonesty (cheating, plagiarism)
- False Alarm/ Misbehavior during Drills

Possible consequences include, but not limited to, detention, parent meeting, loss of privileges, in-school suspension, out of school suspension, or expulsion. Repeated offenses may result in increased consequences.

## **STUDENT BEHAVIOR**

### STUDENT RESPONSIBILITIES TO THE TEACHER(S) AND TO OTHER EDUCATIONAL EMPLOYEES

Article 24-24 of *The School Code of Illinois* requires teachers and other certified personnel to maintain discipline, and states that they "stand in the relation of parents and guardians to the pupils." Therefore, students are expected to respect the authority of all certified educational personnel.

### STUDENT RESPONSIBILITIES TO NON-CERTIFIED PERSONNEL

This respect must also extend to custodians, maintenance personnel, secretaries, clerks and assistants who assist the certified staff in providing children with the best possible education.

### AGENCY AND POLICE INTERVIEWS

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures 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.

### WHEN AND WHERE CONDUCT RULES APPLY

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's

misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### 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 or nicotine materials, including without limitation, electronic 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, or selling:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - 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. 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.
  - g. "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.
  - h. 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.

4. 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.
5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. 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.
8. 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.
9. 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.

10. 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.
11. Teen dating violence, as described in policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. 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.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. 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.
20. 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.
21. 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.

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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 limit the number and duration of expulsions and out-of-school suspension 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 drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/ guardian(s).

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. The Building Principal or designee shall ensure that the student is property supervised.
7. 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.
8. 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.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. 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.
12. 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.
13. 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.
14. 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 alikes" 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.

#### RE-ENGAGEMENT OF RETURNING STUDENTS

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/ guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

#### DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

#### STUDENT RESPONSIBILITIES TO THEIR OWN ACADEMIC SUCCESS

To attain the best success possible in their studies, students are expected to:

- Complete all assigned work on time.
- Have regular and punctual attendance in school.
- Give his or her best effort at all times.
- Give the teacher his or her individual attention.
- Cooperate with teachers and other students.

#### STUDENT RESPONSIBILITIES TO ALL FEDERAL, STATE, LOCAL AND SCHOOL RULES

To ensure order in the operation of the school building and compliance with the law, students may be required to:

- Bring a written excuse, signed by a parent or guardian, after each absence.
- Arrive on time to begin each school day (a written excuse may be required for tardiness).
- Arrive on school grounds or neighboring streets or property **no earlier than 10 minutes before school begins.**
- Leave school grounds immediately and report home after each school day.
- Remain seated during lunch time, with no loud talking or shouting.
- Line up outside of school before entering and maintain good order while being escorted into school (*Elementary Schools*).

#### 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.

## TEACHER RESPONSIBILITIES

The teaching staff will maintain discipline, according to the provisions of Article 24-24 of the *Illinois School Code*, and will demonstrate a high degree of professionalism in providing for the individual academic, social and physical development needs of each student. Although the primary responsibility for classroom discipline belongs to the teacher, when a student is disruptive to the instructional program being conducted in the classroom, he or she may be removed. Teachers may use reasonable force to ensure the safety of their students and themselves.

## PARENT RESPONSIBILITIES

The parent or guardian is an essential part of the instructional team. To assist their son or daughter in obtaining the best possible educational advantages, parents should provide the following:

- Regular support and respect for the classroom teacher.
- Firm but loving discipline in the home.
- Opportunities for their children to discuss the many problems associated with "growing-up".
- A clean, quiet place for youngsters to do their homework.
- A phone call to the school before 9:00 a.m. at the elementary level and 8:30 a.m. at the middle school level on the day of any absence.

Parents and guardians make valuable contributions to their children's education by providing and sharing worthwhile reading material. In homes where it is the custom to read and share suitable topics in the family group, children gain a wealth of knowledge and understanding that they will always value. Another rewarding activity might be making excursions to places of importance such as museums, art galleries, interesting industrial areas, historic sites, etc. Such experiences enrich the family life and give fine opportunities for critical life skill learning.

## CORPORAL PUNISHMENT

In compliance with Illinois Law P.A. 88-0346 corporal punishment will not be used in this school district.

## 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.

## PROFESSIONAL LEARNING COMMUNITY

A professional learning community makes sure that people in the organization have a clear sense of the mission they are to accomplish and a shared vision of the conditions they must create to achieve their mission. They work together in collaborative teams that join in the process of collective inquiry into both best practices for accomplishing their aims, and the current reality of the conditions in their organization. Any discrepancy between best practice and the reality of their school spurs them to take action to reduce the discrepancy.

The ongoing process that drives the daily work of the organization's teams is known as "The Cycle of Continuous Improvement." This cycle is designed to engage staff in:

1. Gathering and analyzing data and information;
2. Identifying weaknesses and areas of concern;
3. Working together to develop strategies to address specific weaknesses and concerns;
4. Supporting each other as they implement those strategies;
5. Gathering new data and information to assess the impact of the strategies; and
6. Starting the process all over again.

Additionally, the effectiveness of the organization is assessed on the basis of results, rather than intentions or activities. In order for the entire focus of the teaching and learning process to support the concepts of a professional learning community, two incontrovertible points needed to be tightly supervised:

1. Every professional staff member would be part of a team whose focus is student learning;
2. Every team would identify and pursue a specific, measurable goal that, if achieved, would result in demonstrably higher levels of student learning. Since the team must focus on results that involve raising the performance of all students, each teacher team in every school must be actively involved in the investigation of four "critical questions:"
  - a. What do we want students to know?
  - b. How do we know when they know it?
  - c. What do we do when they do not know it?
  - d. What do we do when they already know it?

## **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, performance based on the PARCC (Partnership for Assessment of Readiness for College and Careers), NWEA MAP (Measures of Academic Progress) Testing, 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.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student's final grade include:

- a miscalculation of test scores;
- a technical error in assigning a particular grade or score;

- the teacher agrees to allow the student to do extra work that may impact the grade;
- an inappropriate grading system used to determine the grade; or
- an inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

## **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 *Partnership for Assessment of Readiness for College and Careers* (PARCC), 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.

## **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.

## **LIBRARY BOOKS AND MATERIALS**

Books and materials which are designated for circulation may be taken home from the classrooms or school library with the teacher's permission. Reference books are to be kept in the building at all times, and the circulation of any other items needed for reference may be restricted by the principal or teachers. It is understood that loss or damage will be paid for by the child who borrows the book.

## **STUDENT FEES**

All children, regardless of grade, are charged student fees. The fees are due at registration to annually prove residency or upon enrollment.

Student fees include the use of basic texts, the cost of workbooks, and many incidental items. Students and their parents are held responsible for the loss, undue wear, or damage of books.

There shall be no refund of fees for unused portions of the school year.

## **TUITION**

Requests to have children attend the schools of District 122 while parents are living outside the district boundaries will be given individual consideration by the Board of Education.

When families move, the school should be notified immediately since our records need to be updated for emergency situations. Also, per capita student cost tuition may be charged if children remain in our schools while legal residence is outside of our district.

## **LUNCH PERIODS**

Lunch periods for the various classes will be determined by the principal of the school and will be at least twenty minutes in length.

## **BREAKFAST AND LUNCH PROGRAMS**

Breakfast and lunch programs are available to students at all schools.

## **WELLNESS – CLASSROOM TREATS**

Ridgeland School District 122 continues to emphasize the importance of education and choice to promote a healthy lifestyle for students. 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. Healthy eating is a lifestyle activity where having food choices and the ability to exercise moderation is the most effective way to achieve optimum personal health.

Many parents also provide class “birthday treats” to help celebrate their child’s special day. Parents are limited to bringing in birthday treats from the items listed below. Please note that individual classrooms may prohibit certain items due to health or food allergies.

Ridgeland School District Employees will not provide food to students during the school day. Foods used as part of the Ridgeland School District 122 Board approved curriculum will be allowed, provided the school front office has a signed permission slip from the parent stating that their child will be participating in the curriculum activity that involves nutritional valued food products.

The list is divided into two options for parents “edible and non-edible” treat options.

### **NON-FOOD OPTIONS FOR STUDENT CELEBRATIONS**

Each item shall not exceed \$5.00 in cost unless it is a class gift such as a book or game. All items must be age appropriate.

1. Pencils
2. Coloring Books
3. Stickers

4. Erasers
5. Crayons
6. Books
7. Colored Chalk
8. Book Markers
9. Certificates
10. Book for the Class Library
11. Class Game
12. Novelty items appropriate for school
13. Puzzles

## HEALTHFUL FOOD AND BEVERAGE OPTIONS FOR STUDENT CELEBRATIONS

All items listed below must be store bought in the original package material and individually wrapped by manufacture. Food products must contain no peanut products or nut oils. Store bought and packaged items provide more security and identify the content of the food product by label.

### Fruits and Vegetables

1. Individually packaged by manufacturer raw vegetables sticks.
2. Individually packaged by manufacturer Fresh fruit.
3. Individually packaged by manufacturer sliced fruit.
4. Individually packaged by manufacturer dried fruits such as raisins, cranberry, strawberry, apricot, apple and etc.
5. Individually packaged by manufacturer 100% fruit or vegetable juice.
6. Pure water

Snacks with lower sugar or fat content and no transfat or peanut products or peanut oil

1. Individually packaged by manufacturer pretzels, popcorn or reduced fat crackers.
2. Individually packaged by manufacturer reduced fat cookies.
3. Individually packaged by manufacturer 100 calorie snack pack.

Any questions, contact your building principal. Your support for the Wellness initiative is very important. Without the shared belief that the health of our children is of critical importance the Wellness program will not succeed. Thank you for your cooperation.

## **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.

**Appropriate Behavior at the Bus Stop:**

1. Stay off the street.
2. Respect the property and privacy of homeowners.
3. Ride the assigned bus and use the assigned stop.

**Appropriate Behavior on the Bus:**

1. Be respectful of the bus driver at all times.
2. Obey the directions of the bus driver and school personnel.
3. Students assigned a permanent seat are required to take that seat each day.
4. Remain seated, facing forward until the bus comes to a complete stop.
5. Keep hands, feet, and objects to yourself.
6. Objects are not to be thrown on the bus. Arms and heads should be inside the windows at all times.
7. Food or beverages are not allowed on the bus.
8. Keep the aisle clear of personal belongings.
9. Students must remain on the bus until they are directed to exit by the driver or school personnel.

**ACADEMIC CREDIT FOR MISSED CLASSES DURING SCHOOL BUS SUSPENSION**

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.

**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 may be 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.

Parent volunteers who frequent the building and attend a large number of events may be required to complete a Volunteer Information and Waiver of Liability form.

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:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon or any dangerous device; however, an individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to carry a concealed firearm within a vehicle into a parking area controlled by a school or District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area;
4. Damage or threaten to damage another's property;
5. Damage or deface School District property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of an alcoholic beverage or illegal drug.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education;
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

## **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**

Although no parent or member of the community will be denied the right to petition the Board for redress of a grievance, the 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.

## **THE HEALTH PROGRAM**

The Health program is under the direction of the School Nurses who provide many valuable services for the children of the district.

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 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).

Proof of immunization against meningococcal disease is required from students in grade 6, beginning with the 2015-2016 school year.

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 15<sup>th</sup> 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 health examination and 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.

Until June 30, 2015, a student transferring from out-of-state who does not have the required proof of immunizations by the first day of school may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

## **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.

## **HEALTH EXAM EXEMPTIONS**

In accordance with rules adopted by the Illinois Department of Public Health (IDPH) at student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/ guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a signed Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/ guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infection Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/ guardians show 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
4. Dental examination requirement if the student's parents/ guardians show an undue burden or a lack of access to a dentist.

## **HOW PARENTS CAN HELP**

Careful morning inspection at home for symptoms of illness will do much to check the spread of colds, coughs, sore throats, contagious skin eruptions, communicable diseases and other ailments common to children.

Checking to be sure that children always get enough rest is essential because their vitality will vary and there may be times when they need more sleep than usual. A nourishing breakfast before coming to school is also vital. Tests show that children who eat a nourishing breakfast learn better.

Parents are asked to call the school when it is evident that a child is ill and going to be absent. In long illnesses, homebound instruction may be arranged. Please check with the building principal.

## **ILLNESS OR INJURY**

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 the doctor named by the parents for instructions and/or, in extreme cases, 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)
  - 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. Head lice: Students will be excluded from school until treatment is given and nits are removed. Students must be checked by the school nurse for a readmission note before they will be admitted back to school.
5. Conjunctivitis or pink eye: Students will be excluded until on antibiotic therapy for 24 hours.
6. Doctor's note needed for readmission if diagnosed with:
  - mononucleosis
  - strep throat/scarlet fever
7. Chicken pox: Students will be excluded until all blisters are crusted and dry.
8. Suspicious rash or hives: Doctor's note may be needed.
9. Impetigo: Doctor's note needed to return to school.
10. 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.
11. Any student who has been hospitalized should have a doctor's note to return to school. Students returning from hospitalization should check in with the school nurse.
12. Any student who has been absent five (5) consecutive days should have a doctor's note to return to school.
13. 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.

## SAFETY POLICY STATEMENT

Accidents are undesirable, unplanned occurrences which can be prevented and which often result in bodily harm, loss of school time, property damage, possibly expensive legal action, and even death. Thus, it shall be the policy of Ridgeland Public Schools District 122 to take every reasonable precaution for the safety of the students, employees, visitors, and all others having business with this school district. With this in mind, it is expected that all parents, students and visitors will cooperate with the school crossing guards and comply with all parking regulations in the vicinity of the schools. In addition, pets should be kept off of school grounds for safety and sanitation reasons.

The Board of Education believes that safety education and accident prevention are important to everyone concerned with schools, not only as a protective measure during school hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.

It shall be the responsibility of the district's chief administrative officer to execute this policy in order to have a comprehensive program which will meet the needs of the Ridgeland Public School District 122.

## 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. It is the recommendation of the District to leave your name on the list.

## MEDIPLAN

School District 122 is a Medicaid Health Care Service Provider with the Illinois Department of Public Aid/Medicaid. Federal health care funds are available to the school district for health care services provided to students with Medicaid coverage. Parents are requested to inform the school district if their child or children are covered by the state's Medicaid program. Please give the office your child's 9-digit recipient number when you register. Your cooperation in this program will assist the school district in meeting the cost of providing health care services to the students.

## **STUDENT INSURANCE PROGRAM**

A basic insurance policy covering injury to students 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.

## **SPECIAL EDUCATION**

There are a variety of special education programs in District 122 to meet the need of students from early childhood to 8<sup>th</sup> grade. These programs are partially funded with grants from both the state and federal government. The district is willing to provide any interested community member with more information. Written rules and regulations concerning these programs are available on 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.

The following information is a summary of some of the services offered by the district:

- The district has screenings for preschool and kindergarten children in the areas of self-help skills, cognition, speech/language, motor skills, vision and hearing, and social development.
- Vision and hearing screenings are completed annually by the School Nurses. Speech and Language screenings can be available upon request.
- An intervention process which establishes strategies for any student who is having difficulty in the classroom can be available upon request by the parent and/or classroom teacher.
- The following special education services are available as warranted: psychological, social work, speech/language, health, occupational therapy, physical therapy, and vision and hearing services.
- Special education programs are provided at all grade levels. Additional specialized services are also available through the AERO Special Education Cooperative.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

It is the policy of the Board of Education to provide a free and appropriate public education to each identified 504 student within its jurisdiction, regardless of the nature or severity of the disability.

Furthermore, it is the intent of this district to ensure that students who fall within the definition of Section 504 of *The Rehabilitation Act of 1973* are identified, evaluated and provided with appropriate educational services.

"No otherwise qualified individual with handicaps in the United States shall, solely by reason of her or his handicap, as defined in section 706(8) of this title, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination upon any program or activity receiving Federal financial assistance ...." (29 U.S.C. Sec.794)

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.

## **RECORDS**

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.

No other information about a student may be released without parental consent, except to duly authorized staff members of the district or the State Board of Education, or in a bona fide emergency involving health or safety.

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.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the students' education records. They are:

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

Parents of eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate or misleading.

The parents or eligible student may ask Ridgeland School District 122 to amend the records that they believe are inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, a supervisor, an instructor, or a 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, an auditor, a medical consultant, or a therapist); or a parent 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 intends to enroll.

4. 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 address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520

## **PARENT - TEACHER GROUPS**

District 122 is justly proud of its Parent-Teacher groups. No organization has done more to promote an understanding of the objectives of our schools. Their close cooperation with the Board of Education, the Administration and the teaching staff has made them an important part of the educational life in this community. If you attend the monthly meetings and participate in Parent-Teacher work and study projects, you will have the satisfaction of knowing and working with many fine people who are deeply interested in the education and welfare of children. The Parent-Teacher group of your school will keep you informed about the date and time of meetings. Be sure to watch for these important announcements.

## **INSERVICE TRAINING AND CURRICULUM PLANNING**

In-service teacher training meetings are a regular part of our plan for maintaining high educational standards in the district. Continuous evaluation is necessary for the improvement of instruction and must be a cooperative endeavor engaged in by teachers and administrators. Our topics for study and discussion will change as the needs of the district dictate.

Curriculum planning and curriculum development is a continual process. The staff evaluates curriculum on an ongoing basis in order to provide these experiences to the students of District 122.

## **PHOTOGRAPHING AND VIDEO TAPING OF STUDENTS**

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

These items, along with the children's names, may be used for review of the children's behavior, 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, Facebook, Twitter, *Board Bulletin*,

etc. Any objections should be filed in writing 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). **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 video taping.

### **INSTRUCTION IN RECOGNIZING AND AVOIDING SEXUAL ABUSE (Erin's Law)**

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 student 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.

### **DRUG-FREE SCHOOLS CERTIFICATION**

Since the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful, age-appropriate, developmentally based drug and alcohol education and prevention programs which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol is presented to all students in all grades of this school district.

Standards of conduct that are applicable to students in all schools of this district clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Compliance with the standards of conduct is mandatory.

Discipline sanctions (consistent with local, State and Federal law), up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct. A disciplinary 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 – Julie Shellberg, Superintendent – 6500 West 95<sup>th</sup> Street, Oak Lawn, IL 60453 – (708) 599-5550 ext. 7218  
 Complaint Managers – Doug Ogarek, Chief School Business Official – 6500 West 95<sup>th</sup> Street, Oak Lawn, IL 60453 – (708) 599-5550 ext. 7214  
 Tracy Flood, Simmons Principal – 6450 West 95<sup>th</sup> 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.

See page 28 – NON-DISCRIMINATION WITHIN THE DISTRICT in regards to “making a complaint”.

### TEEN DATING VIOLENCE PROHIBITED

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. 7:180, *Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 8, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

See page 28– NON-DISCRIMINATION WITHIN THE DISTRICT in regards to reporting an incident to the appropriate staff.

## **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 nonschool-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 nonschool-related activity, function, or program.

### **DEFINITIONS 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*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

**BULLYING PREVENTION AND RESPONSE PLAN**

The Superintendent or designee shall develop and maintain 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. This plan must be consistent with the following requirements:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. 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.

<b>Complaint Managers</b>	Julie Shellberg Administrative Center	6500 W 95 <sup>th</sup> Street Oak Lawn, IL 60453	<a href="mailto:jshellberg@ridgeland122.com">jshellberg@ridgeland122.com</a>	(708) 599-5550 ext 7218
	Tracy Flood Simmons Middle School	6450 W 95 <sup>th</sup> Street Oak Lawn, IL 60453	<a href="mailto:tflood@ridgeland122.com">tflood@ridgeland122.com</a>	(708) 599-8540
	Meghan Dougherty Columbus Manor Elementary School	9700 S Mayfield Oak Lawn, IL 60453	<a href="mailto:mdougherty@ridgeland122.com">mdougherty@ridgeland122.com</a>	(708) 424-3481
	Anthony Gill Harnew Elementary School	9101 S Meade Oak Lawn, IL 60453	<a href="mailto:agill@ridgeland122.com">agill@ridgeland122.com</a>	(708) 599-7070
	Dan McDermott Kolb Elementary School	9620 S Normandy Oak Lawn, IL 60453	<a href="mailto:dmcdermott@ridgeland122.com">dmcdermott@ridgeland122.com</a>	(708) 598-8090
	Gregory Porod Lieb Elementary School	9101 S Pembroke Bridgeview, IL 60455	<a href="mailto:gporod@ridgeland122.com">gporod@ridgeland122.com</a>	(708) 599-1050

4. 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.
5. 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.

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.
7. 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.
8. A student will not be punished for reporting bullying or supplying information, even if the District'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.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
  - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
  - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
  - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
  - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

The District outlines anti-bullying curriculum through PBIS (Stop, Walk, Talk) to help students to prevent, stop, and report bullying.

### **SURVEYS OF PRIVATE INFORMATION**

In accordance with federal law (Public Law 103-227), students who participate in federally-funded programs (e.g. Title 1 Remedial Reading) are not required to divulge in a survey, analysis or evaluation any of the following without the prior written consent of their parents or guardians: (1) political affiliations; (2) embarrassing mental or psychological problems; (3) sex behavior and attitudes; (4) illegal, anti-social, self-incriminating and demeaning behavior; (5) critical appraisals of family members; (6) privileged relationships such as those involving lawyers, physicians and clergy; and (7) income (other than as required to determine eligibility for participation in a program or for financial assistance).

### **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.

### **COMPUTER/INTERNET ACCEPTABLE USE**

#### **ACCESS TO ELECTRONIC NETWORKS**

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

## CURRICULUM

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

## ACCEPTABLE USE

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

## INTERNET SAFETY

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

## AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**Dear Ridgeland School District 122 Parent(s) and/or Guardian(s):**

Federal law called requires school districts to let you know that you may ask for information about professional qualifications of any teacher that is instructing your child.

This notice will serve to inform you that you may 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.

You will receive a response to your request 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](http://www.isbe.net) or [www.iirc.niu.edu](http://www.iirc.niu.edu).

Sincerely,

*Julie Shellberg*

Superintendent of Schools