

# Parent/Student Handbook & School Calendar

# 2011 - 2012



## DOLTON WEST SCHOOL DISTRICT 148 INFORMATION DIRECTORY

**Administrative Offices:** 114 West 144th St., Riverdale, IL 60827  
Superintendent (708) 841-2290  
Assistant Superintendent (708) 841-3508  
Business (708) 841-2554  
Support Programs (708) 841-5959

**Technology Office:** 325 W. 142nd St., Riverdale, IL 60827 (708) 841-2445

The District operates the following schools:

### EARLY CHILDHOOD CENTER

#### Pre-K

560 West 144th Street  
Riverdale, IL 60827  
(708) 841-2602  
Fax (708) 201-2082

### FRANKLIN SCHOOL

#### K - 6

14701 Chicago Road  
Dolton, IL 60419  
(708) 201-2083  
Fax (708) 201-2084

### LINCOLN ELEMENTARY SCHOOL

#### K - 6

14151 Lincoln Avenue  
Dolton, IL 60419  
(708) 201-2075  
Fax (708) 849-3758

### LINCOLN JUNIOR HIGH

#### 7 - 8

14151 Lincoln Avenue  
Dolton, IL 60419  
(708) 201-2075  
Fax (708) 849-3758

### PARK SCHOOL

#### K - 6

14200 Wentworth Avenue  
Riverdale, IL 60827  
(708) 849-9440  
Fax (708) 201-2144

### RIVERDALE SCHOOL

#### K - 4

325 West 142nd Street  
Riverdale, IL 60827  
(708) 849-7153  
Fax (708) 201-2145

### ROOSEVELT ELEMENTARY

#### SCHOOL - K - 6

111 West 146th Street  
Dolton, IL 60419  
(708) 201-2070  
Fax (708) 849-7880

### ROOSEVELT JUNIOR HIGH

#### 7 - 8

111 West 146th Street  
Dolton, IL 60419  
(708) 201-2071  
Fax (708) 849-1285

### WASHINGTON ELEMENTARY

#### SCHOOL - K - 6

13900 School Street  
Riverdale, IL 60827  
(708) 201-2078  
Fax (708) 841-4971

### WASHINGTON JUNIOR HIGH

#### SCHOOL - 7 - 8

13900 School Street  
Riverdale, IL 60827  
(708) 201-2078  
Fax (708) 841-4971

## School District 148 Board of Education



Joyce J. Jackson  
*President*



Faith E. Gunter  
*Vice President*



Rev. Lamar D. Collins  
*Secretary*



James E. Bendell



William F. Gunter Jr.



Larry Lawrence



Valencia Wooten

### Board of Education Meeting Dates

August 25, 2011	February 23, 2012
September 22, 2011	March 22, 2012
October 27, 2011	April 26, 2012
November 17, 2011	May 24, 2012
<i>(Due to Thanksgiving)</i>	June 28, 2012
December 22, 2011	July 26, 2012
January 26, 2012	

Meetings are held at 7:00 p.m. at the District Office.

This parent/student handbook and calendar contains only summaries of School Board policies. The handbook may be amended during the year without notice. Additional information also is available on the District's website at [www.district148.net](http://www.district148.net)



**BOARD OF EDUCATION**, School District 148, Cook County  
Our mission is to challenge and support all students to reach their highest level of performance.

Dear Parents,

We are excited about the start of the new school year and the opportunities we will have to help our students and staff excel. Improvements are being made in our schools which we hope will enhance our children's success. We encourage you to join us in fulfilling our theme for the year: Achieving Excellence Together!

This Handbook & School Calendar has been prepared to serve as a helpful resource for you and your child. Please read it through with your child. Inside you will find important information, policies, procedures, and rules consistent throughout the District. It also contains key dates for meetings, report card distributions, and various scheduled events in our schools.

On behalf of the Board of Education, I welcome you and your child to the 2011-12 school year. We look forward to seeing you in our schools!

Respectfully,

Dr. Jayne E. Purcell  
Superintendent

**Si usted tiene dificultad comunicandose en Ingles o'entendiendo el contenido de este libretto, por favor llame al 201-2075.**

ADMINISTRATIVE OFFICES: 114 West 144th Street, Riverdale, Illinois 60827-2703 • (708) 841-2290 • FAX (708) 841-5048

**BOARD OF EDUCATION**

Ms. Joyce J. Jackson President	Mrs. Faith E. Gunter Vice President	Rev. Lamar D. Collins Secretary
Mr. James E. Bendell Member	Mr. William F. Gunter Jr. Member	
Mr. Larry Lawrence Member	Ms. Valencia Wooten Member	

**ADMINISTRATION**

Dr. Jayne E. Purcell, Superintendent (708) 841-2290	Dr. Patricia Moore, Asst. Superintendent (708) 841-3508
Dr. Candace K. Dunleavy Dir. of Support Programs (708) 841-5959	Dr. James D. McEnroe Interim Business Manager (708) 841-2554

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## INTRODUCTION

Dolton West Elementary School District 148 is a pre-kindergarten through eighth grade system with one early childhood center, six elementary schools, and three junior high schools. The district serves families in sections of Dolton, Riverdale, Harvey, and South Holland comprised of 4.70 square miles and a population of approximately 25,000 residents.

This handbook/calendar is intended to provide key information, dates, procedures and guidelines to parents/guardians, students, and the community.

## PHILOSOPHY

District 148 believes all children can learn and each child has unique talents and abilities that the school experience should highlight and develop. Education should combine challenge and success, expectations and support, independence and responsibility. The proof of success for District 148's educational program is the development of students who will contribute positively and productively to home and society as responsible adults.

## MISSION

The Mission of School District 148 is to challenge and support all students to reach their highest level of performance.

## GOALS

1. By aligning the district-wide reading and math curriculum to the Illinois Learning Standards, District 148 will improve performance for all students.
2. By providing all teachers with professional development opportunities that prepare them to teach children who come from economically-disadvantaged environments, District 148 will adequately improve performance in all subject areas, with intensive focus on reading and math.
3. By providing all special education and regular education teachers with opportunities for collaboration and training, District 148 will improve performance in all subject areas for students with disabilities, with intensive focus on reading and math.

## GENERAL INFORMATION

### ATTENDANCE AND PREPARATION

All students are expected to be present, on time, and prepared each day with the proper tools to accomplish academic assignments. Students who are habitually tardy will be expected to make up the missed time after school.

Students' absences will be excused only for the following reasons: illness, death in the immediate family, family emergency, and recognized religious holidays.

For the safety of your child, if he/she is going to be absent, please call your child's school between 8:30 a.m. and 9:00 a.m. and provide the following information:

### CHILD'S NAME CHILD'S TEACHER, SPECIFIC REASON FOR ABSENCE

Please save time and effort by doing this; otherwise, phone calls must be made to the home or work if the parent does not notify the school.

Any students excluded from school by the nurse or Principal for medical concerns must have a doctor's note to be readmitted to school.

School assignments missed during absences are expected to be made up in a reasonable length of time as directed by the teacher.

Students absent due to vacations will be given assignments upon return only.

Cases of habitual absence will be checked by the school nurse, social worker and/or Principal. If remediation is not made, the truancy department and courts of Cook County will be contacted

## ADMISSION AND RESIDENCY

Only students who reside within District 148's boundaries may attend a district school on a tuition-free basis unless otherwise provided by state law or the McKinney-Vento Homeless Assistance Act. Children must be five years of age on or before September 1st to be enrolled in Kindergarten. An original, certified birth certificate must be presented at the time of registration. Current medical and immunization records must also be presented.

## INSTRUCTIONAL HOURS

Pre-Kindergarten and Kindergarten  
8:55 a.m. - 11:30 a.m. Morning Session  
12:30 p.m. - 3:00 p.m. Afternoon Session

Grades 1 - 6

8:55 a.m. - 3:00 p.m. at all elementary schools

Grades 7- 8

8:55 a.m. - 2:30 p.m. at Lincoln Junior High, Roosevelt Junior High and Washington Junior High schools.

## STANDARDS FOR BEHAVIOR ON SCHOOL PROPERTY

The following statement of standards reflects expectations for everyone - students, staff, parents, and visitors who are on school property, school buses, or conducting school business. These standards respect constitutional rights. While individual differences are acknowledged, the need for an educational environment free from disruptive forces is mandatory. Everyone in the school is required to conform to these standards. All school and District rules reflect and support these standards.

1. Individuals are responsible for their own actions and their responses to the actions of others.
2. Individuals will practice polite and respectful interactions with others.
3. Individuals may disagree, but they will not threaten or harm others.
4. Individuals will not use foul or derogatory language.
5. Individuals will not bring weapons or implements that could be used or mistaken for weapons to the schools.
6. Individuals will not physically threaten, coerce, or attack others.
7. Gangs and gang activities will not be tolerated.
8. Individuals will accept the reality that the greater good for groups of people will outweigh most individual desires.

School personnel will make every attempt to continue to resolve problems; however, if the school environment is disturbed, the following steps will be taken:

1. The individual creating the disturbance will be asked to leave the school property.
2. If the individual refuses to leave, the local police will be called.
3. Upon arrival of the police, the individual will be escorted off school property and may be subject to criminal prosecution.

## **AFTER-SCHOOL PROGRAM**

District 148's 21st Century Community Learning Centers After-School Program will be available Mondays through Thursdays from 2:45 p.m. to 5:45 p.m. at Roosevelt Junior High School and from 3:15 p.m. to 6:15 p.m. at Franklin Elementary, Roosevelt Elementary, and Washington Elementary schools. This grant-funded program is designed to help increase children's academic success particularly in the areas of reading and mathematics.

The District has applied for, and has 21st Century Community Learning Centers After-School Program grant applications pending, for Lincoln Elementary, Lincoln Junior High, Park Elementary, Riverdale Elementary, and Washington Junior High schools.

Parents complete applications at registration and will be notified of their child's acceptance into the program. Completion of an application does not guarantee placement.

## **STUDENT ARRIVAL AND DISMISSAL**

Students may enter school buildings at 8:40 a.m. Please make sure your child arrives at school on time each and every day. Students are expected to head home immediately after school is dismissed unless he/she is there for an educational activity planned by a teacher or is enrolled in an after school program

## **BAND PROGRAM**

Eligible students in Grades 5-8 may participate in the District's band program. Band lessons and rehearsals are scheduled before, during, and after school hours. An instrument rental program is available.

## **BIRTH TO AGE THREE PROGRAM/FAMILY ENRICHMENT PROGRAM**

The Family Enrichment Program, sponsored by ECHO (Exceptional Children Have Opportunities), is offered to District 148 residents with children from birth to age three. Play school, workshops, field trips, and more are offered at no charge to parents. Transportation can be provided. The Family Enrichment Program is housed at the Annex, 150 W. 137th St., Riverdale, IL. For further information call (708) 841-5950.

## **SCHOOL BREAKFAST PROGRAM**

Breakfast is served every day from 8:40 to 8:55 a.m. to all students free of charge.

## **SCHOOL LUNCH PROGRAM**

Students can bring a sack lunch from home.

Students who bring their lunches must bring them in the morning. Students are not allowed to call home for forgotten lunches. Parents are discouraged from bringing lunches to school because it interrupts the instructional program.

Eating lunch in school is a privilege. Any students who misbehave during lunch will be given a consequence in accordance with the lunch rules for their school.

The District also participates in the Federal Free and Reduced Price Lunch program which is available to students in Grades 1-8. More information will be provided, as it becomes available, about this year's program.

## **EMERGENCY WEATHER OR OTHER PROBLEMS: DURING SCHOOL HOURS**

All students are drilled for emergency procedures during school hours. Students will be directed to special locations for protection and remain there until conditions clear. In the event of a tornado sighting near the school at the end of the school day, students will not be dismissed until an "all clear" is given.

During circumstances of severe weather, children will be released ONLY to parents.

## **EMERGENCY WEATHER: CLOSING OF SCHOOL**

It is possible, particularly during the winter months, severe weather may force the closing of school. If schools are closed, an automated phone call will be made to parents/guardians. Chicago area radio and television stations also will be notified, announcements will be given through the media and any closings will be posted on the District's website at [www.district148.net](http://www.district148.net).

## **SCHOOL FEES**

Registration fees are: \$50 for kindergarten students and \$55 for students in Grades 1 through 8. Questions about the fee waiver request process should be directed to the Building Principal's office.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extracurricular opportunities are available for all students without regard to race, color, national origin, ancestry, sex, sexual orientation, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, order of protection status, or actual or potential marital or parental status, including pregnancy. Any student may file a grievance by using the Uniform Grievance Procedure.

## **Sex Equity**

No student shall, on the basis of sex, sexual orientation or gender identity, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure.

A student may appeal the Board of Education's resolution of the complaint to Intermediate Service Center 4 (pursuant to 105 ILCS 5/3-10 of [The School Code](#)) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of [The School Code](#)).

## **Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

## **VISITORS**

The District encourages parents/guardians to visit our schools during school hours.

All of our school buildings are equipped with electronic security systems and visitors are admitted via a buzzer system. A visitor management and screening system also requires parents, visitors, volunteers, contractors, and anyone who enters a District facility to go to the main office of each building and present a driver's license or valid state identification card for scanning before being allowed further entry into the buildings. Visitors will be given a printed badge to be worn throughout their visit. Visitors who arrive without a photo ID will not be admitted into the buildings.

Parents wishing to visit a classroom are expected to provide the school with 24-hour notice so the classroom teacher may be consulted prior to a proposed visit. The building principal determines when such visits can be made along with their duration and frequency.

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21	22 No School - Institute Day	23 Opening Day for Students 8:55 a.m. - 11:00 a.m. Star Assessments Reading & Math K-8	24 First Full Day of School 8:55 a.m. - 2:30/3:00 p.m. Star Assessments Reading & Math K-8	25 Daily Registration begins 9:30 a.m. - 11:00 a.m. School Board Meeting 7:00 p.m. at District Office Star Assessments Reading & Math K-8	26 Star Assessments Reading & Math K-8	27																																																																																																									
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# August 2011

# PROCEDURES, POLICIES & GUIDELINES

## ALCOHOL, AND ILLICIT DRUGS

### Prohibition

The use or possession by students of alcoholic beverages, illicit drugs, including but not limited to marijuana, controlled substances, anabolic steroids, look-alike substances, needles and drug paraphernalia, as defined in applicable Illinois and Federal Statute (other than drugs prescribed by a doctor) shall not be permitted on the school property, on school buses, within the school building, or at any school-sponsored activity.

### Definitions

For the purposes of this policy, controlled substances include any drugs:

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but have not been legally obtained.

### Curriculum

In addition, drug abuse education and prevention relating to the effects of and potential dangers involved in the use of illicit drugs, alcohol and harmful substances, including anabolic steroids shall be included in the curriculum in compliance with the provisions of the Drug-Free Schools and Communities Act of 1986, as amended. Further, age-appropriate, developmentally-based drug and alcohol education prevention programs providing information concerning effective techniques for resisting peer pressure to refuse illicit drugs, anabolic steroids, and/or alcohol will be provided in the curriculum.

### Gross Misconduct and Penalties

#### 1. Gross Misconduct

- A. Sale of, or supplying to others, or offering for sale or use of, alcoholic beverages, illicit drugs, controlled substances, or anabolic steroids, look-alike substances, or drug paraphernalia on school property, or while under the jurisdiction of the school.
- B. Possession of alcoholic beverages, illicit drugs, controlled substances, or anabolic steroids, look-alike substances, or drug paraphernalia on school property or while under the jurisdiction of the school.
- C. Under the influence of alcoholic beverages, illicit drugs or controlled substances at school or while under the jurisdiction of the school.

#### 2. Penalties

- a. Penalties which may be administered by the Superintendent or Principal:
  1. Immediate suspension of the offending student for a period not to exceed 10 days upon compliance with the procedural statutory provisions and school regulations preliminary to any student suspension.
  2. The suspension may be reduced by up to 50% provided the student and parent participate in a rehabilitation program approved by the Administration.
  3. A student who has been disciplined for violation of this policy, upon return, should be referred to the school social worker to discuss counseling, rehabilitation and re-entry programs that are available to students.
  4. If there is reason to believe a student is using illicit drugs at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his/her parents.
  5. A student who acknowledges to a counselor, social worker, or other appropriate personnel that he/she has a drug/chemical dependency problem, prior to a violation of this policy, will be referred to the school social worker for resource information on

available programs. **No** disciplinary action will be taken by the school when a student voluntarily seeks help for a drug/chemical dependency problem. If the student, after voluntarily seeking help for a drug/chemical dependency problem, violates the school's alcohol, drug and anabolic steroid policy, the penalties set forth above will be enforced.

- b. Penalties reserved to the Board of Education:

After requesting the parents to appear for and holding a hearing, the Board may expel the student for the remainder of the school year or take any less severe action.

- c. Referral to other authorities:

All persons apprehended for violation of this policy will be referred to the proper police authorities.

### Organizations

Organizations sponsoring activities in the schools' facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

### Dissemination of Policy

A copy of this policy shall be supplied to each student and parent(s) of a student by means deemed appropriate by the building Principal.

### Biennial Review

A biennial review of the policy shall determine the effectiveness of the District's Drug and Alcohol Free Program. Such review shall also determine changes to be implemented where needed, consistent with Federal and State law.

## ALTERNATIVE LEARNING OPPORTUNITIES

The District provides opportunities to help students who are at risk of academic failure or dropping out of school. The efforts include education and support services to address individual learning styles, and social needs, and may include parent-teacher conferences, counseling services by social workers, alternative school placement, community agency services, and more.

## ASBESTOS INSPECTION REPORT AND ASBESTOS MANAGEMENT PLAN

The Federal AHERA, Asbestos Hazard Emergency Response Act, requires the District to have its buildings inspected for asbestos and file a "Management Plan" that outlines how the District will deal with materials containing asbestos in its buildings.

The law also requires the District to notify parent organizations and the parents of School District 148 students of the availability of the results of the inspection and the Management Plan.

The most recent Asbestos Inspection Report and Management Plan for each school site is available from the Business Office. If any parent/guardian would like to review either of these documents, please contact the Business Office at the following address:

Dolton West School District 148  
114 West 144th Street

Riverdale, IL 60827 Telephone: (708) 841-2554

## AUTOMOBILES

To ensure the safety of all children, no cars are allowed on school playgrounds to pick up or drop off students. Please check with your school regarding appropriate parking locations. No student is allowed to drive to school.

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# September 2011

## BICYCLES

Students in Grades 4-8 may ride bicycles to school. Bike racks are provided and bikes must be locked. Bikes may not be ridden on the playground. This is to ensure the safety of all students. Students riding bikes must cross the street with the assistance of crossing guards. Anyone ignoring the rules will not be allowed to continue riding bikes to school. Students riding to school do so at their own risk and the school will assume no responsibility for bike loss or damage.

## BOARD OF EDUCATION

The Board of Education, a seven-member elected body, meets on the fourth Thursday of each month. This may vary in certain months due to holidays. Please check the calendar for dates. Meetings are held at the District Office.

As the legal governing body of the District, the Board determines educational policies and the annual school budget. It also supervises the expenditure of funds and may conduct referenda to raise taxes to generate additional revenue.

Parents who wish to speak at a Board meeting may do so during the "Audience Participation" portion, once they are recognized by the board president.

The Board of Education welcomes communications from the community.

The Board of Education places trust in its employees and desires to minimize the extent to which its employees are subjected to spiteful or malicious commentary at public meetings.

The following guidelines, therefore, shall apply as the proper procedure to be followed by persons with complaints or questions:

1. Matters concerning individual students or individual circumstances should be addressed to the teacher.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the Principal of that school.
3. Unsettled matters from (2) above or problems and questions concerning the District should be directed to the Superintendent.
4. If the matter cannot be settled satisfactorily by the Superintendent, a written report may be submitted to the Superintendent for review by the Board of Education. Written reports must address specific concerns and need to be submitted to the Superintendent at least one week prior to the next Regular Board Meeting for inclusion in the Board's packet of information. All written correspondence must include the name and address of the writer. The Superintendent may request a closed session of the Board of Education, where appropriate by law, to review the concern. Generally, all parties involved and any others deemed necessary by the Board or the Superintendent, shall be invited to the meeting in an effort to resolve the complaint. A disinterested third party may be brought in to act as mediator when such person may be helpful in reaching a mutually satisfactory solution.

The Board of Education believes concerns are most appropriately addressed at the level in the system closest to the origin of the question or concern.

## BULLYING

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate and will not be tolerated at school or any school-related activity. Preventing students from engaging in these disruptive behaviors is an important District goal. District 148 has a bullying prevention program entitled Strong Kids. An anti-bullying component also is included in the District's Positive Behavioral Interventions and Supports (PBIS) program.

The Superintendent or designee shall maintain a program that fully implements and enforces the following Board policies: (a) 7:20, Harassment of Students Prohibited; (b) 7:190, Student Discipline (c) 7:310, Restrictions on Publications and Written or Electronic Material; Examines the appropriate steps to understand and correct conditions that foster bullying, intimidation and harassment; Includes bullying preventions and character instruction in all grades; Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it; Encourages all members of the school community including students, parents, volunteers and visitors to report alleged acts of bullying, intimidation, harassment and other acts of actual or threatened violence; Actively involves students' parents/guardians in the remediation of the behavior(s) of concern; Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students; Annually communicates this policy to students and their parents/guardians; and Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools, assesses the effectiveness of the various strategies, programs, and procedures and reports the results to the Board along with recommendations to enhance effectiveness.

State law requires the District to notify the parent or guardian of a child who uses aggressive behavior, including bullying, at school. 105 ILCS 5/10-20.14. School Board policy prohibits students using aggressive behavior while at school that does physical or psychological harm to someone else and/or urging other students to engage in such conduct.

## BUS CONDUCT

It is the prime objective of District 148 to provide safe bus transportation to students eligible to ride the school buses. Students are granted the privilege of riding the school bus with the understanding this privilege can be revoked if the students do not behave appropriately while he or she is on the bus or at the bus stop.

The bus driver is in full charge of the bus and riders at all times. While riding the bus, students are responsible to drivers the same as they are responsible to teachers while in attendance at school. If student behavior becomes very abusive, the bus may return to school for the Principal to discipline students before the bus returns to the scheduled route. **Students should be reminded of the consequences of unsafe, disruptive behavior on the bus and be aware that bus rules are enforced.**

Students should always be ready for the bus at least five minutes before the time it usually makes its stop for them. Changing weather and road conditions make it impossible for the bus to call for students at the same time every morning. During inclement weather, buses usually run late due to traffic conditions.

All students are to board and get off the buses at the designated stop closest to their home.

Bus riders are to ride the bus both ways each school day unless written notification from the parent or guardian is provided.

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include, but are not limited to:

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.

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# October 2011

## Review of Electronic Recordings

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator, including the Building Principal, transportation director, bus driver, and coach or other supervisor. A written log will be kept of those individuals viewing the electronic recordings stating the time, name of individual viewing, and date the electronic recording was viewed.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

## CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES

Participants in extracurricular activities are to conduct themselves as good citizens and as examples of their school at all times, including after school, on days when school is not in session, and whether on or off school property. Failure to abide by the conduct code could result in removal from the activity and/or revocation of the privilege of attending school events and activities.

## CARE OF SCHOOL PROPERTY

Students are responsible for proper care of all books, supplies and furniture supplied by the school. Students who disfigure property or do any damage to school property or equipment will be required to pay for the damage done, including labor or replacement of item. Disciplinary action may also be taken. Lost or damaged textbooks must be paid for at replacement value before another textbook is issued.

## CELL PHONES AND OTHER ELECTRONIC DEVICES

While convenient and useful for safety purposes, cellular telephones do create a real distraction in the learning environment. In order for your child to be allowed a cell phone, you must have permission from the building administrator. Therefore, parents must contact the building administrator for further information.

If your child has a cell phone, it must be turned off and kept in your child's locker or in the coat room at all times during school hours.

Students who use their cell phones on school grounds or in school will have them confiscated by an adult. Phones which have been taken from students will be returned only to the parent.

Texting is the same as making a call; therefore, it is prohibited as well.

In case of an emergency, please know your child has access to an office or classroom telephone.

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

## CHILDREN OF WORKING PARENTS

An increasing number of our students are returning from school to a home where no adults are present. To help ensure their safety, here are some suggestions you may follow: First, inform the child's teacher of the situation. Second, make sure we have the phone number of a trusted neighbor or friend to contact if you cannot be reached. Third, post on your refrigerator door the name(s) and phone number(s) of the people your child could call in an emergency, as well as the police and fire department numbers. Finally, instruct your child as to who should be allowed to enter your home.

## COMPUTERS AND USE OF ELECTRONIC NETWORKS (I.E. INTERNET)

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 lost, damaged, or unavailable when using the network, or for any information 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.

All use of Electronic Networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

### Terms and Conditions

1. **Acceptable Use** - Access to the District's Electronic Network must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. **Privileges** - The use of the District's Electronic Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time. His or her decision is final.
3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.

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4. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
  - d. Recognize electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
7. **Security** - Network security is a high priority. If you can identify a security problem on the Electronic Network, you must notify the system administrator or building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Electronic Network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. **Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. **Copyright Web Publishing Rules** - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District websites or file servers without explicit written permission.
  - a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

#### Use of Electronic Mail

- a. The District's electronic mail system and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based messages prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the School District's electronic mail system constitutes consent to these regulations.

#### Internet Safety

The District's curriculum in Grades 3 and above contains a state-mandated unit on Internet safety.

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access to ensure students abide by the Terms and Conditions for Internet access contained in these procedures.
3. Each District computer with Internet access has a filtering device which blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
4. The system administrator and building Principals shall monitor student Internet access.

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4	5	6  Picture retakes for Park and Riverdale Schools Science Fair Roosevelt Jr. High at 6:00 p.m.	7	8  Science Fair Washington Jr. High at 6:00 p.m.	9	10																																																																																																		
11	12  Writing Assessments Expository Prompt Grades 2 - 8	13  Picture retakes for Roosevelt K-6 Science Fair Lincoln Jr. High at 6:00 p.m.	14  Picture retakes for Early Childhood Center and Washington K-6	15	16	17																																																																																																		
18	19	20	21  Winter Concert 7:00 p.m. Washington Jr. High Gym	22  School Board Meeting 7:00 p.m. at District Office	23  School Improvement Day Early Dismissal at Noon	24																																																																																																		
25	26  <b>No School -</b> Winter Break	27  <b>No School -</b> Winter Break	28  <b>No School -</b> Winter Break	29  <b>No School -</b> Winter Break	30  <b>No School -</b> Winter Break	31																																																																																																		

# December 2011

## CONCERNS

Parents are encouraged to discuss matters of concern with the appropriate individual. The customary procedure is to begin with the teacher, where most problems can be resolved. If not satisfied, the parent should then take the concern to the building principal.

Should further action still be required, the Superintendent of Schools will handle unresolved complaints. As a final step, parents may notify the Superintendent of Schools of their desire to bring their problem to the Board of Education. The Superintendent of Schools will arrange for a mutually convenient time to meet with the Board of Education.

## CONFERENCES - PARENT/TEACHER/STUDENT

Teachers in District 148 schools welcome the opportunity to participate in conferences with parents concerning the progress of students and other matters which are pertinent to the welfare of the students. To ensure the safety of the children, it is our intent that during playground supervision, instruction time, and arrival and dismissal time, the teacher's first responsibility will be the safety and well-being of the students. With this in mind, please call the school office to arrange a mutually-agreed conference time which does not affect supervision or instruction.

Conference days are scheduled during November and April. These are non-attendance days for students. Parents are expected to make every effort to attend.

Conferencing is an ongoing process and should not be limited to just these occasions. It is important the teacher, parent, and child work together to understand the educational progress and needs of the child.

## CONSTITUTION TESTING - GRADE 7

The School Code of Illinois Article 27, 27-3 states American patriotism and the principles of representative government as enunciated in the American Declaration of Independence, the Constitution of the United States of America, and the Constitution of the State of Illinois, and the proper use and display of the American flag, shall be taught in all public schools and other education institutions. **No student shall receive a certificate of graduation without satisfactorily passing an examination upon such subjects.**

## CROSSING GUARDS

Crossing guards are provided near each school. Students are to cross the streets at corners and at the designated crossing guard locations. Students also are to walk on the sidewalks, not in the street, for safety reasons.

## CUSTODY AGREEMENTS

In order to protect students, parents, and the School District, and to avoid any misunderstandings and embarrassment among any of the above-mentioned groups, it is imperative the schools be kept informed of any change in child custody agreements, divorce papers, or orders of protection. A certified court order, signed and dated by the court authority, must be provided to the schools to be kept on file in all these matters.

## DISCIPLINE

Discipline is the learning experience that develops self-control, character, and consideration for other people. In order to function properly, public schools must provide equal learning opportunities for all students. The goal is the attainment of self-discipline. Educators must help each student at his or her own level to learn and mature in self-discipline.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for his/her behavior and must accept the consequences of his/her actions.

## Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence 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 drugs, controlled substances, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not administered under 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.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally-prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, 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 or controlled substance.
  - g. Drug paraphernalia, including devices that are or can be used to (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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 an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself, or of anyone else, for themselves or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all

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8	9 <b>School Resumes</b> <b>After Winter Break</b>  Star Assessments Reading & Math K-8	10  Star Assessments Reading & Math K-8	11  Star Assessments Reading & Math K-8	12  Star Assessments Reading & Math K-8	13  Star Assessments Reading & Math K-8	14																																																																																																		
15	16 <b>No School -</b> Dr. Martin Luther King Jr.'s Birthday Observance	17  Star Assessments Reading & Math K-8	18  Star Assessments Reading & Math K-8	19  Star Assessments Reading & Math K-8	20  Second Quarter Ends Star Assessments Reading & Math K-8	21																																																																																																		
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# January 2012

electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff or other individuals.

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 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, 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 of other students to engage in such conduct. Prohibited conduct includes the use of violence, force, noise, coercion, threats, intimidation, fear, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, bullying, bullying using a school computer or a school computer network, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse. State law and Board policy regarding truancy control will be used with chronic and habitual truants.
12. 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.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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.
16. Behavior outlined under Restrictions on Publications Policy 7:310, including but not limited to: Creating, distributing and/or accessing at school any publication that is socially inappropriate, including material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting.

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 location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, 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 physiological harm to someone else. The Superintendent or designee shall ensure 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 based totally, or in part, on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psycho stimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

### **Disciplinary Measures**

Provided the appropriate procedures are followed, disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, providing that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notification of juvenile authorities or other law enforcement authorities whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notification of parents/guardians.
9. Temporary removal from classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure the student is properly supervised.
11. After-school study or Saturday study provided the student's parent(s)/guardian(s) has 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, Building Principal, or designee.
12. 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.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

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# February 2012

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

### **Suspension Procedures**

Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension.

### **Expulsion Procedures**

Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing conducted by the Board or a hearing officer appointed by the Board. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

### **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 no more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun or weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement 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.

### **Required Notices**

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/her supervision, (2) observes or has reason to suspect 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 1,000 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/her charge,

is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated 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, or Assistant Building Principal, is authorized to impose the same disciplinary measures as teachers and 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.

### **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Individuals with disabilities should notify the Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible before the school-sponsored function, program, or meeting.

### **BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES**

District 148 is committed to providing a learning environment for all disabled students which is conducive to their academic, social, and emotional growth. District staff will intervene with students whose behavior is not consistent with this goal. Specifically, intervention will occur when a student's behavior (1) is resulting in, or has the potential to result in, property loss or damage, (2) endangers the health and safety of him/herself or others (3) represents a disruption of the educational process or (4) interferes with the school's legitimate educational purpose.

Staff will intervene in the least intrusive manner consistent with the student's behavior. For students whose inappropriate behaviors are exhibited on a consistent basis, an Individual Education Plan (IEP) meeting will be convened for the purpose of developing a Behavior Intervention Plan. Parents are encouraged to be involved in the development of this plan for their child.

Illinois State Board of Education Behavioral Interventions Guidelines were used in the development of District 148's policy. Copies are available to parents of students with special education Individual Education Plans (IEPs).

### **STANDARDS OF DRESS**

The Board of Education believes school is a serious place for learning and student attire should reflect that seriousness.

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

**THE SCHOOL DISTRICT OR ANY SCHOOL EMPLOYEE SHALL NOT BE RESPONSIBLE FOR THE LOSS OR REPLACEMENT OF ANY ARTICLE OF APPAREL, JEWELRY, CELLULAR TELEPHONES, OR ANY OTHER ELECTRONIC DEVICE.**

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# March 2012

## School Uniforms

In order to maintain and promote orderly school functions, student safety, a positive learning environment and student identification, students shall wear school uniforms to school on all school attendance days, unless otherwise indicated by the building Principal.

With the exceptions of Physical Education uniforms for Grades 7 and 8, the following student uniforms may be purchased at the store of the parent(s)/guardian(s) choice:

### Girls

- Navy skirts, jumpers, slacks
- White blouses with collars - **must be tucked in**
- Navy or white socks or tights
- Inexpensive gym shoes or solid-colored dress shoes
- Navy or white sweaters or sweatshirts **without hoods**

### Boys

- Navy slacks
- White shirts with collars - **must be tucked in**
- Navy or white socks
- Inexpensive gym shoes or solid-colored dress shoes
- Navy or white sweaters or sweatshirts **without hoods**

In warm weather, navy shorts that reach the knee may be worn.

### Gym Clothes

- Grades 1 through 6 shall wear navy sweats or navy shorts during warm weather and inexpensive gym shoes.
- Grades 7 and 8 shall wear a school Physical Education uniform purchased from the school and inexpensive gym shoes.

## DRESS CODE

### The Dress Code for Grades PreK-8 forbids:

- Bare midriffs and/or backs
- Flip-flops or sandals without back straps
- Earrings on males. For females, the earrings in each ear must match up to a maximum of 3
- Tattoos
- Gang-related colors, symbols, apparel, jewelry;

Examples, but not limited to, should not be worn at any time including out-of-uniform days such as picture and/or "spirit" days: (including colors in these color families) maroon, red & black, gold & black, blue & black, five or six pointed stars, blunt pyramids, Cadillacs, moons, weapons, Playboy bunnies, marijuana leaves or Roc-A-Wear

- Hair with designs, or dyed/sprayed/glittered, two-toned hair or multiple parts;
- Hats with visors, bandannas, "do" rags;
- Vulgar, offensive, or profane words or sayings;
- Sagging pants - pants must be worn on the waist;
- Body piercing, including substances to maintain piercing, i.e. straw, string, etc.;
- Jewelry in P.E. classes, for health/safety reasons;
- Spandex;
- See-through or transparent apparel, tank tops, tube tops, spaghetti straps;

- Biker or short-shorts or **ANY** apparel shorter than fingertip length;
- Colored t-shirts underneath white uniforms shirts/blouses;
- Anything which detracts from the learning environment.

## EARLY DISMISSAL

Students may be released during the school day only with prior written or oral consent from a student's custodial parent/guardian.

School offices will grant early dismissal for illness or other related emergencies. Parents/ students must provide advance notice of a request for early dismissal either by phone or by note. Students must be signed out of the building in the school office only by parent or guardian.

## EMERGENCY CARDS

Emergency cards are required as part of the registration process each year. New cards are given to all parents to provide the school with information where they can be reached in cases of emergency. For the safety of your child, please make sure to report any changes in address or phone numbers to the school office. It is important **ALL** sections of the card be completed in the event the school is unable to contact you personally. **Emergency phone numbers are mandatory for the safety of the children.**

The District may release certain directory information regarding students except when parent(s)/guardian(s) may prohibit such release by providing a written objection to the Building Principal within 30 days of the date of this notice. Directory information shall be limited to:

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

The notification to parent(s)/guardian(s) and students concerning school records will inform them of their right to object to the release of directory information.

## ENGLISH LANGUAGE LEARNERS

The District offers opportunities to assist resident English Language Learners to achieve English proficiency and effective communication in English, encourage their full participation in school activities and programs, and also promote participation by their parents/guardians. Parents/guardians are provided information about the reasons for their child's identification as an English Language Learner, their child's level of English proficiency, the method of instruction used, how the program will meet their child's needs, specific exit requirements of the program, how the program will meet their child's individualized education program, if applicable, and information on parent/guardian rights. Parents/guardians also are regularly apprised of their child's progress through quarterly parent coffees.

## FIELD TRIPS

Field trips are allowed when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals.

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# April 2012

Student activities involving travel shall be authorized by the building Principal. The District requires administrative approval for all school-sponsored student outings. The presence of a school employee at an outing does not imply the outing is in any way school sponsored. If the school sponsors any outing, parents are advised of the outing in writing. Any and all other outings are not school sponsored and District 148 disclaims any and all liability for non-school sponsored outings. Each trip authorization shall be based on the written rationale of the educational value as well as the safety and welfare of the students involved.

#### **Guidelines for field trips are:**

1. All field trips shall be adequately supervised by staff members and other adults only if needed.
2. Whenever entrance fees, food, or other costs are involved, these costs shall be assumed by the student. On all field trips, a bus fee may be charged to help defray the cost of transportation.
3. Parental permission must be obtained in writing when a field trip is planned.

#### **FOOD ALLERGY MANAGEMENT PROGRAM**

The School Board has adopted a Food Allergy Management Policy and administrative procedures for handling food allergies. The adoption of this policy will help ensure the safety of students with life-threatening food allergies. The District urges teachers, parents, and students to not bring outside food into the classroom for events and celebrations and recommends the use of non-food rewards.

The Food Allergy Management Program calls for a cooperative effort among students' families, staff members, and students to help the District reduce the risks of exposure to allergens when a student is at school and provides accommodations and proper treatment for allergic reactions. **If your child has a food allergy, please notify the school nurse.**

#### **FOOD SAFETY**

For the health and safety of our students, only wrapped, store-purchased, peanut-free food items will be accepted. The Illinois Department of Public Health, Office of Health Protection Division of Food, Drugs and Dairies, Food Service Sanitation code 77 Ill. Adm. Code 750, prohibits food prepared at home from being distributed or shared in the schools.

#### **GANG ACTIVITY PROHIBITED**

Students are prohibited from engaging in gang activity. A "gang" is any group of two or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang or that could be perceived as gang-related;
2. Committing any act or omission or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang or that could be perceived as gang-related, and
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gang, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular and athletic activities;
- Conference with parent(s)/guardian(s);
- Referral to appropriate law enforcement agency;
- Suspension for up to 10 days;
- Expulsion not to exceed two calendar years.

#### **GIFTED AND TALENTED PROGRAM**

The District provides a gifted/talented program in the different areas of learning by enriching the regular curriculum within the classroom. Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student's identification as gifted or talented learner. To qualify for the program the child must meet the following criteria: School Ability Index - 115 or above; standardized test results in subject areas - stanine 8 or 9; and a previous year average of A or B in the content area.

#### **GRADUATION**

Graduation ceremonies are held for students successfully completing eighth grade. Dates, locations of ceremonies, and fees for graduation materials will be announced each year. The privilege of participating in the graduation ceremony will be determined by the Principal.

#### **HARASSMENT OF STUDENTS PROHIBITED**

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based on a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The District will not tolerate harassing, intimidating conduct or bullying whether verbal, physical or visual, that affects the tangible benefits of education, unreasonably interferes with a student's educational performance, or creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include: name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below.

#### **Sexual Harassment Prohibited**

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

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

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<i>6</i>	<i>7</i>  Fine Arts Festival Week at Park School  Star Assessments Reading & Math K-8	<i>8</i>  Star Assessments Reading & Math K-8	<i>9</i>  Band/Vocal Ensemble Spring Concert 7:00 p.m. at Park School  Star Assessments Reading & Math K-8	<i>10</i>  Star Assessments Reading & Math K-8	<i>11</i>  Star Assessments Reading & Math K-8	<i>12</i>																																																																																																		
<i>13</i>  Mother's Day	<i>14</i>	<i>15</i>	<i>16</i>  Band/Vocal Ensemble Awards Night 6:30 p.m.	<i>17</i>  Parent Advisory Committee Meeting 7:00 p.m. location TBA	<i>18</i>  School Improvement Day Early Dismissal at Noon	<i>19</i>																																																																																																		
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<i>27</i>	<i>28</i>  Memorial Day Holiday	<i>29</i>  Washington Jr. High 8th Grade Graduation	<i>30</i>  Roosevelt Jr. High 8th Grade Graduation	<i>31</i>  Lincoln Jr. High 8th Grade Graduation	<table border="1"> <thead> <tr> <th colspan="7">APRIL</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	APRIL							S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<table border="1"> <thead> <tr> <th colspan="7">JUNE</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1 2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> </tbody> </table>	JUNE							S	M	T	W	T	F	S							1 2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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# May 2012

d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

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

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was harassed by another student shall be referred to the Building Principal or Building Assistant Principal for appropriate action.

*Nondiscrimination Coordinator:* Name Dr. Jayne E. Purcell  
Address 114 W. 144th St., Riverdale, IL 60827  
Telephone No. (708) 841-2290

*Complaint Managers:* Name Dr. Patricia Moore Dr. Candace Dunleavy  
Address 114 W. 144th St., 114 W. 144th St.  
Telephone No. (708) 841-3508 (708) 841-5959

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will, likewise, be subject to disciplinary action up to and including discharge for employees or suspension and expulsion for students.

## HEALTH

A doctor’s certificate is required upon re-entering school for the following:

1. All doctor confirmed strep infections, including strep throat and scarlet fever.
2. Conjunctivitis (pink eye)
3. Students with symptoms of illness, which might be communicable or undiagnosed skin eruptions, or rashes.

**Students who are ill or symptomatic should remain home for at least 24 hours after they are free of fever (100 degrees F/37.8 degrees C), or signs of a fever without use of fever-reducing medications.**

## HEALTH REQUIREMENTS

Parent(s) and guardian(s) of students entering kindergarten or first grade, sixth grade, and new to the District must show proof of a current physical examination and immunizations against preventable communicable diseases, as required by the Illinois Department of Public Health.

As required by the State of Illinois, the required health examinations must be performed by a licensed physician or an advance practice nurse on an Illinois physical exam form. A diabetes screening must be included as a required part of each health exam.

Before admission and in conjunction with required physical exams, parents/guardians of

children entering pre-school or kindergarten must provide a statement from a physician that the child was “risk assessed” or screened for lead poisoning.

Students who enroll in the district from out of state will be given a period of 30 calendar days, starting with the first day of enrollment in the District, to meet physical examination, immunization requirements, and an eye exam.

**Failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the district.**

### Eye Examination

Any student enrolling in school for the first time from out of state, or entering kindergarten must have an eye examination and present proof of the exam to the school for the current school year. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye exam.

### Dental Examination

Parent(s)/guardian(s) of all children entering kindergarten, second and sixth grades, must present proof of having been examined by a licensed dentist 60 days before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If proof of a dental exam is not presented, the school may hold the child’s report card until proof is provided of: (1) a completed dental examination, or (2) a dental examination will take place 60 days after May 15. The Superintendent or designee shall ensure parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

## HEARING AND VISION SCREENING

Hearing and vision screening of students is completed by school health personnel each year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A parent/guardian will be notified when school personnel determine his/her child should be referred for further testing.

## COMPREHENSIVE HEALTH EDUCATION PROGRAM

District 148 schools provide annual instruction on the danger of, and how to avoid, abduction as part of the regular curriculum. Students shall be given, as appropriate, information on child sexual abuse.

## EDUCATION OF HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney-Vento Homeless Assistance Act and State law. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school. Board policy 6:140, Education of Homeless Children, governs the enrollment of homeless children. The District will ensure public notice of the educational rights of homeless children is disseminated where such children and youths receive services under this Act, including schools, family shelters, and soup kitchens.

## HOMEWORK

Teachers may give homework to students to aid in the students’ educational development. Homework is intended to be an application or adaptation of a classroom experience. The teacher is responsible for deciding when, what, and how much homework is given.

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# June 2012

Homework may frequently be started in the classroom and completed at home. This will vary with the assignment and other activities scheduled for the day. Students shall follow specific directions given by the teacher as to how the assignment should be completed and return it when it is due. Homework will not be accepted late or incomplete without some penalty assessed by the teacher on the assignment.

Teachers will frequently give homework assignments due some date in the future. This allows the students sufficient time to collect materials, find information, and fulfill other requirements at their own pace and schedule. The purpose of such assignments is to help students learn the importance of pacing and not putting off to the last minute. Requirements for this kind of homework are the same as for all others.

Students are expected to spend time each school day on homework or related learning activities. Parents should ensure this happens regularly without interruption by chores, telephone, loud music, or TV.

On nights when students have no homework, they are expected to read a book or material of their choice. Parents are encouraged to use this time to read to their children or to listen to them read.

When a student is absent 3 or more days, parents should call the school and make arrangements to pick up assignments at the school office at dismissal time. For absences fewer than 3 days, the student, upon returning, should make arrangements with the classroom teacher. Generally, students will have as many days as they were absent to make up missed assignments. Students are responsible for obtaining assignments given in their absence.

### HOW TO HELP YOUR CHILD'S PROGRESS

There are many ways in which the home can help directly and indirectly to ensure the best educational progress for each child.

1. Student records and files are available for review by parents/guardians after arrangements are made with the Building Principal. District 148 complies with federal, state and Illinois Office of Education directives concerning student records.
2. Attend Parent-Teacher Conferences which are scheduled in the Fall and Spring of each school year.
3. Maintain contact with your child's Building Principal and classroom teacher.
4. A growing child must have plenty of good food to supply energy for work and play. A wholesome and adequate breakfast is particularly important.
5. A growing body needs plenty of rest. Children ages six to nine need from 10 to 12 hours sleep daily. Children from ages nine to eleven need from 10 to 11 hours sleep daily. Situations, which tend to over stimulate or excite the child, should be avoided before retiring for the night.
6. The home should continually strive toward providing an environment which provides love, confidence, understanding, and the feeling of security for the child.
7. A child's school day is his/her working day. As important as private lessons in music and dancing, club meetings, etc. may be, the child still needs free time for his/her own activity or to relax.
8. Demonstrate to your child a genuine interest in his/her school and school activities.
9. Help your child with his/her homework by providing a workspace free from distractions and a scheduled time for each day. Remember, the less you do for the child, the more he/she will learn. Despite the fact this may take more of your time, you should strive to give him/her the appropriate help necessary to complete the work.

### INSURANCE

District 148 provides student accident insurance at no cost to the parent/guardian. Students are covered while:

1. On school premises during the hours and days when classes are in session and while participating in or attending any school activity, including athletics supervised by the school.
2. Away from the school premises if participating in a school-sponsored, directly-supervised activity, including all athletics and field trips.
3. Commuting directly and uninterrupted to or from their place of residence and school for regular school day sessions.
4. Traveling to and from any school-sponsored, directly-supervised activity, including athletic events, in a school-authorized vehicle.

Medical benefits are paid for reasonable expenses incurred for necessary medical, dental, or hospital care within one year from the date of injury up to \$25,000 for any one injury. Catastrophic coverage now extends to \$5 million. Please note this coverage is **excess coverage** to any individual or family medical insurance plan already covering the student. Optional 24-hour accident insurance is available for a fee.

### INTERNET

Use of the Internet (i.e. Electronic Networks) requires specific rules to be followed. See Computers and Use of Electronic Networks.

### INTRAMURALS - AFTER-SCHOOL ACTIVITIES

Students in Grades 1 - 8 may participate in after-school activities. Bulletins are sent home with students announcing the dates and times the activity will be held. Written parent permission is needed by students who participate. Only students participating in the program are allowed to remain at school. Transportation is the responsibility of the parent.

### STUDENTS' USE OF LOCKERS, DESKS, OR OTHER SCHOOL PROPERTY

**The ownership of lockers, desks, or other school property is maintained by the District and the student is granted a limited use of such property solely in accordance with this policy.**

Items placed in a locker, desk, or other school property should include only: schoolbooks or supplies relating to school use, lunches, and personal items legitimately related to personal use for the particular student only in the school setting. Any item usable as a weapon, any stolen item or any item which the student is not legally entitled to have in his/her possession, any trash or garbage, any inappropriate items and materials that can be used to deface school property or be used for incendiary purposes cannot be placed in the locker, desk, or other school property.

The assignment of a locker, desk, or other school property to a student and its use by the student is subject to the right of the school administration to have access at any time to be searched:

1. For cleaning the locker, desk, or other school property;
2. When in the opinion of the school administrator a danger to health or safety exists; or
3. On a random basis to ensure school and District regulations are being followed.

Repeated misuse of the locker, desk, or other school property may result in withdrawal of permitted use.

Students must use locks provided by the District for their use of school lockers. The

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# July 2012

District reserves the right to remove locks which have not been purchased through the District. Locks provided by the District remain the property of the District. **Locks, if lost, will be paid for by the student.**

If unacceptable items are found, inspections will be made more frequently. The administration has the right to request police assistance in such inspections should the administration so determine that such assistance is warranted. Repeated offenses will result in punishment for insubordination. Students with questions regarding this policy should consult with the school administration.

### **LOST AND FOUND**

Each school maintains a “lost and found” box. Articles may be claimed upon proper identification. Apparel and personal items should be marked or initialed to assist in their return. The school cannot be responsible for money or materials left in students’ desks or lockers. Items left on buses should be claimed from the bus drivers.

### **MEDICAID HEALTH CARE SERVICE**

District 148 is a Medicaid Health Care Service Provider with the Illinois Department of Public Aid. Federal health care funds are available to school districts for health care services provided to students with Medicaid coverage.

Parents are asked to inform the District if their child(ren) are covered by the state’s Medicaid program.

### **MEDICATION**

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

**If your child has a severe allergy, (Food or Bee Sting) parents must communicate the allergy to the school nurse. In addition, you must have your physician complete the Emergency Action Plan and provide the school with EPI-PENS. This plan is for the safety of students with severe or life-threatening allergies.**

No 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 “School Medication Authorization Form,” available in the school office, is submitted by the student’s parent/guardian. 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. A student may possess medication prescribed for asthma for immediate use at the student’s discretion, provided the student’s parent(s)/guardian(s) has completed and signed a “School Medication Authorization Form.” The student or parent/guardian must also provide the prescription label.

Parent(s) or guardian(s) of students with diabetes may submit a diabetes care plan. The plan must be signed by the student’s parent or guardian and submitted to the school for any student with diabetes who seeks assistance with diabetes care in the school setting. Delegated care aides will perform the duties necessary to assist a student with diabetes in accordance with his or her diabetes care plan.

In schools that have a student with diabetes, all school employees shall receive training in the basics of diabetes care, how to identify when a student with diabetes needs immediate or emergency medical attention, and whom to contact in case of an emergency.

The 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 the storage of the medication by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the 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 medication or the storage of the medication by school personnel.

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

### **NO CHILD LEFT BEHIND (NCLB)**

The No Child Left Behind Act (NCLB) was enacted by Congress in December 2001 and signed into law by President George W. Bush on January 8, 2002. It reauthorizes the Elementary and Secondary Education Act. The overall purpose of the Act is to make sure each child is able to meet high learning standards. The law requires schools to employ highly-qualified teachers, offer research-based instruction, and provide safe learning environments.

### **School Accountability**

District 148 constantly monitors student achievement and the quality of its work. The District also continuously watches whether it and its schools are making adequate yearly progress as defined by State law. If applicable, District and School Improvement Plans are developed, submitted to the State Superintendent, and their implementation is supervised. A restructuring plan is created when any school remains on academic watch status after a fifth annual calculation.

Students enrolled in a school identified for school improvement, corrective action, or restructuring as defined by federal law are given the opportunity to transfer to another public school within the District, if available. If no other District school is available into which a student may transfer, the Superintendent or designee shall, to the extent practicable, establish a cooperative agreement with other districts in the area.

Students from low-income families are provided supplemental educational services as provided in federal law if they attend any District school which (1) failed to make adequate yearly progress for three consecutive years, or (2) is subject to corrective action or restructuring.

### **NON-DISCRIMINATION POLICY**

#### **Uniform Grievance Procedure: Alleged Discrimination**

Any person who desires to file a complaint alleging discrimination or any other violation of federal law, state law, or Board of Education policy, may do so by stating in writing the following information (to the extent applicable):

1. Name, address, and telephone number of the complainant.
2. Name(s) of the agents of the Board of Education.
3. Date, time, and place of the violation.
4. Names, addresses, and telephone numbers of all witnesses to the violation.
5. A description of the conduct.
6. A description of the law, regulation, or policy claimed to have been violated to the extent that it can be identified by the complainant.

The above written complaint should be presented or delivered to the Superintendent of Schools at 114 W. 144th St., Riverdale, IL 60827. The Superintendent will investigate the action described in the complaint and will establish a date for a hearing on the complaint. Written notice of the hearing date will be sent to the complainant seven days prior to the hearing date. The hearing will be informal in nature for the purpose of permitting the complainant to present a full statement of the conduct complained of and to present witnesses in his/her behalf.

At a later date, the Superintendent will issue a written report containing his/her findings or any action to be taken. If the complainant is dissatisfied with the results of the hearing, he or she may file a written appeal to the Board of Education. The Board of Education will set a date for hearing the appeal, hold an appeal hearing, and announce its decision at a later day.

### **PARENT'S RIGHT TO KNOW**

In accordance with the ESEA Section 1111(h) (6) PARENT RIGHT-TO-KNOW, District 148 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of his/her certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have questions, feel free to contact the Superintendent at (708) 841-2290.

### **PARENT WORKSHOPS**

Parent Workshops are offered to all parents. Parents will have the opportunity to explore various ways to be more involved with their children's education. Workshops are held at The Family Learning Center on the second Thursday of each month at 560 West 144th Street, Riverdale, IL, (708) 841-2602. (Child care is provided)

### **PERMISSION TO LEAVE SCHOOL**

It is essential school personnel know where each student is during the school day. Students are not permitted to leave the school grounds, once they have entered, without permission from the Principal. Village Police Departments will be notified if students leave school grounds without permission.

### **PERSONAL PROPERTY**

Students are to leave valuables and money at home. Money, if needed, should cover only the expense of the day. The school does not assume any responsibility for loss, theft, or damage to any personal items or money. In the event personal property brought to school by a student is confiscated by a teacher or administrator, it will be released to the parent only. This does not include weapons or drug-related materials.

### **PESTICIDE APPLICATION NOTIFICATION PROGRAM**

The District is required to notify parents/guardians and school employees four business days before the application of pesticides to school grounds. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers, or deodorizers), insecticide baits, and rodenticide baits.

Parents/guardians will be notified of pesticide applications on school grounds by automated telephone at least four days prior to the application of those pesticides. Any questions you may have regarding the District's pest management practices may also be directed to the Business Manager at (708) 841-2554.

### **PHOTOGRAPH CONSENT**

From time to time, employees of the District, visitors, or members of the media photograph or videotape activities at school, and the photographs or videotape may include your child. Please let us know if your child's photograph or video may be used at the discretion of the school Principal or Superintendent by informing your school Principal in writing. Forms are made available for you to sign during registration and at various times throughout the school year. For the safety of all District 148 children, students' names will not accompany their photos which may appear on the District's website.

### **PHYSICAL EDUCATION**

Physical Education is part of the regular school program. Students are expected to be prepared for class, with gym shoes and proper attire, as explained by the teacher. A student may be excused from P.E. class only with a doctor's note stating reason and length of time. Students in Grades 7 and 8 are required to purchase and wear school gym suits.

#### **Outdoor Physical Education**

Weather permitting; students have outdoor activity periods during the week. Students should come to school prepared for this activity. No child is allowed to remain indoors during outdoor activities unless there is a physician's written excuse requesting exclusion from outdoor play.

The Principal in each school determines the days when the weather permits outdoor activities.

### **PLAYGROUND RULES**

Students may not bring items from home to play with on the school grounds. Only equipment provided by the school may be used. Any toy or article deemed educationally inappropriate will be confiscated and not returned to the student.

Areas of play are designated for each grade of each school.

**No student may leave the grounds for any reason without permission.**

Students should dress for the weather since they go outside each day if possible.

All students are expected to be healthy enough to attend school and participate in all activities, including going outdoors. A child may be excused from outdoor activities by a doctor's note only, stating the reason and length of time.

### **PRE-KINDERGARTEN**

District 148 offers a pre-kindergarten program for children who need a boost before kindergarten. Half-day classes for three- and four-year-olds are housed at the Early Childhood Center, 560 West 144th St., Riverdale, Illinois.

In order to participate in this program, children must reside within the district and complete a screening process. Information on registration for screening may be obtained by calling District 148's Early Childhood Center at 841-2602.

### **REPORTING PUPIL PROGRESS**

Report cards will be issued quarterly. This is a report of student progress for that period of time only. Grades are not cumulative. Report card envelopes should be signed by the parent and returned to school.

At the mid-point of each quarter, the parent of a student who is experiencing difficulty and is in danger of not completing course requirements will be notified by a supplementary notice. These are mailed to the home of the student.

## RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RtI) is a proactive, multi-tiered initiative designed to provide high-quality instruction to all students and early intervention to students having difficulty learning. Through continuous monitoring of students' progress, teachers can identify students who may need additional support and adjust their teaching methods accordingly.

The goal is to ensure successful academic, behavioral, and emotional outcomes for all students. All District 148 schools have this program in place in the areas of reading, math and behavior.

## RETENTION AND PROMOTION

### General Statement:

In accordance with School Board Policy 6.280, students (Grades 1-8) may be retained by building Principals when in their judgment students' performance is considered to be unsatisfactory.

1. The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians.
2. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, or performance based on local testing.
3. A student shall not be promoted based upon age or any other social reason not related to academic performance.
4. The administration shall determine remedial assistance for a student who is not promoted.
5. 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.
6. 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.

## SAFETY HABITS

For the protection of your child, please stress the following:

1. All children should be warned not to accept, under any circumstances, rides with strangers at any time.
2. Students should:
  - Remain on sidewalks, cross only at corners, look both ways before crossing, and never step into the street between parked cars.
  - Follow the instructions of the school safety patrol and police department crossing guards.
  - Return home immediately after classes are dismissed.
  - Use the shortest and safest route to and from school.
  - Use safe bicycle riding habits.

## SCHOOL VISITATION RIGHTS ACT

Under the School Visitation Rights Act (SVRA) employers must grant an employee unpaid leave of up to eight total hours during any school year (no more than four hours of which may be taken

on any given day) to attend necessary educational and behavior conferences regarding the employee's child if those conferences cannot be scheduled during non-work hours.

However, an employee must have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee, except sick leave and disability leave, before the employee is allowed leave under this Act.

Employees must make prior arrangements with their employers.

The main office at school shall provide the parent(s)/guardian(s) with documentation of the school visitation including, but not limited to, the exact time and date the visitation began and ended.

## SEARCH AND SEIZURE

To maintain order and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities include school liaison police officers.

### School Property and Equipment as well as Students' Personal Effects

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

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

### Students

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

### Seizure of Property

If a search produces evidence the student has violated, or is violating, either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

## SPECIAL EDUCATION PROGRAMS AND SERVICES

District 148 provides students with a free appropriate public education regardless of the severity of their disability. Instructional programs, resource programs, and related services are provided within the District. Programs and services for more severely disabled and low-incidence disabilities are available through the Exceptional Children Have Opportunities (ECHO) special education cooperative.

Child Find procedures, such as an annual public meeting for all school children including those attending private, charter, or religious affiliated schools, give District 148 the opportunity to identify children who may be in need of special education services. Screenings also are held throughout the year.

Additional information regarding the District's Special Education Programs may be obtained by calling the Director of Support Programs at 841-5959.

## STEVENS AMENDMENT

The Stevens Amendment requires school districts to inform the public about the use of Federal Funds. For District 148, Federal Funds make up about 15 percent of the annual revenues. What follows is a summary of the federal money District 148 is receiving for 2011-2012 and the ways those funds are being used:

**Title I** - For FY12, the District is receiving approximately \$1,227,560 in the Title I Grant. The Grant specifies a portion of these funds be used to provide professional development for staff. These dollars can also pay for part of our teachers' salary costs, reading facilitators, instructional aides, parent involvement activities, supplies and materials for the programs and for after-school programming.

**Title II** - For FY12, the District is receiving approximately \$106,530 in the Title II Grant. The main purpose of the Title II grant is to provide professional development and training for staff members. Also, funds are used for stipends for participating in activities and trainings, consultants, conference registration fees, and training materials.

**Title IID** - For FY11, the District will not be receiving any Title IID funds.

**Title IV** and **Title V** - For FY11, the District will receive \$474,575 in Title IV funds for the 21st Century Community Learning Centers program and zero Title V dollars. The Title IV money pays for after-school tutoring at Roosevelt Junior High School, Franklin Elementary School, Roosevelt Elementary School, and Washington Elementary School, and the District's summer school technology program.

**Miscellaneous Federal Funds** - In addition to the above, the District will receive approximately \$525,000 from the federal government in Breakfast programs, \$9,000 in special milk programs, and \$900,000 in Lunch programs reimbursements to offset the District's costs of providing breakfast, milk, and lunch. For FY12, the District will receive zero Medicaid Matching Funds.

**Early Childhood Education** - For FY12, the District anticipates receiving \$18,628 in IDEA Part B Grant funds. This money will be used to pay benefits for a special education teacher and paraprofessional who work with pre-school students with an Individualized Education Plan (IEP). The program serves between 15 and 20 students.

**Reading Improvement Block Grant** - The District did not receive a Reading Improvement Block Grant for FY11 and it is uncertain whether there will be funds will be available to the District for FY12.

**ARRA NCLB Consolidated** - There are no ARRA NCLB funds available to schools.

**IDEA Part B Flow Through Grant** - For FY11/12, the District will receive \$500,611 to pay partial salaries for special education paraprofessionals and benefits for special education staff, provide field trips for students, purchase testing materials for assessments and computer software programs to enhance learning, purchase instructional materials, and provide parent nights and professional development.

## STUDENT RECORDS

Parents, under both state and federal laws, have a right to view any information in their child's cumulative file, as well as the results of any testing (diagnostic, psychological, achievement, etc.) A parent who wishes to view his/her child's files and/or testing results should contact the Principal for an appointment for that purpose. If the parent wishes to challenge any record in the child's file(s), an appeal process is to be followed as outlined in the policy adopted by the Board of Education.

The District maintains two types of records while a student is enrolled. Temporary records are forwarded to a new school district with parent authorization or are maintained for a period of one year in the District office. A permanent record card is maintained for 60 years under state law.

## STUDENTS' RIGHTS AND RESPONSIBILITIES

As citizens of the United States, students are guaranteed certain individual rights and have corresponding individual responsibilities. Balancing the concept of rights and responsibilities of the individual with those of society is an important concept in the learning process of students.

Rights entitled to students include:

1. Guarantee of rights without regard to race, color, national origin, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, status as homeless, actual or potential marital or parental status, including pregnancy;
2. Freedom of expression through speech, assembly, petition and other lawful and peaceful means that do not interfere with the rights of others;
3. Due process and counsel in matters of suspension, transfer and expulsion.

In addition to rights, there are certain responsibilities required of a student in the school. These include:

1. Following reasonable rules and regulations established by the Board of Education and implemented by school administrators and teachers;
2. Respecting the rights and individuality of each student, teacher, and school administrator;
3. Refraining from libel, slanderous remarks and obscenities in verbal and written expression;
4. Refraining from disobedience, misconduct or behavior that disrupts the educational process;
5. Dressing and grooming in a manner that meets reasonable standards of good health, cleanliness and safety;
6. Maintaining the best possible level of academic achievement;
7. Being punctual and present in the regular or assigned school program;
8. Respecting the reasonable exercise of authority by teachers, supervisors, and school administrators to discipline in the school and at school-sponsored activities;
9. Maintaining school property in good condition.

## STUDENT AND FAMILY PRIVACY RIGHTS

### Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy 6:10, Educational Philosophy and Objectives, or assist student's career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized, privileged, or analogous relationships, such as those with lawyers, physicians, and ministers.

7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving assistance under such program).

The student's parent(s)/guardian(s) may: 1.) Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or 2.) Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s) exercised this option.

### **TARDY**

Being on time for school is an essential part of learning. It helps students become familiar with the classroom routine. The tardy bell rings at 9:00 a.m. each morning. Any student arriving at 9:01 or later is considered tardy. Any student who leaves prior to the school's regular dismissal time may be charged with a half day's absence.

### **TELEPHONE**

Students may not receive telephone calls and will not be allowed to use the office phone unless it is an emergency or directed by the Principal or designee.

### **TESTING**

Students are given a variety of formal tests at various times in their school careers. The purpose of these tests is to provide objective information on the academic needs and educational progress of our students.

### **TEXTBOOKS/LIBRARY BOOKS**

Textbooks are issued in the District on a rental basis. Each child is responsible for maintaining his/her books in good condition. Students must pay for books that are lost or damaged.

Library books are issued to students through each attendance center. Students pay fines for late returns of borrowed materials. If a library book is lost or damaged, students are held responsible for the replacement cost.

### **TITLE I PROGRAMS**

District 148 provides Title I services in all of its schools. The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in these programs. Each school has a Parent/Teacher/Student Compact which is discussed with and signed by teachers, parents, and students. These agreements contain various ways parents can support their child(ren) during the school year such as listening to his or her child read for at least 20 minutes per night, checking homework, and sending his or her child to school on time, with school supplies, and in uniform on a daily basis.

### **TRANSFERS**

Parents who are leaving the community are asked to notify the school of their moving date and the name of the new school their child will be attending, if known before leaving the school. Temporary school records will be sent to the receiving school upon receipt of a written statement. Temporary records not requested on a student will be held five years before being destroyed by the District as required by the Illinois School Student Record Act.

### **TRANSPORTATION**

The District shall provide free transportation for all students in the District: (1) residing one and one-half miles or more from their assigned schools; and (2) residing within one and one-half miles from their assigned schools where walking would constitute a serious hazard due to vehicular traffic and adequate public transportation is not available. Free transportation services and vehicle adaptation for special education students shall be provided if included in the student's individualized education plan. Non-public school students shall be transported in accordance with State law. Homeless students shall be

transported in accordance with the McKinney Homeless Assistance Act.

Bus schedules and routes shall be determined by the Business Manager and shall be altered only with the Business Manager's approval and direction. In fixing the routes, the pickup and discharge points should be as safe and convenient for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

### **TRUANCY**

1. Truancy is defined as an absence without valid cause for any school day or portion thereof.
2. Habitual or chronic truancy is defined as absence for 10 percent or more of the previous 180 regular attendance days (not the current year). The absences need not be consecutive.
3. The District will utilize supportive services and other school resources to correct chronic truant behavior.
4. If the measures provided by the school fail to correct the chronic truant behavior of a student, a truancy report will be made to the Truant Officer.
5. The County Truant Officer will notify the parents or guardians of their legal responsibilities and, if the truancy still persists, the County Truant Officer shall take the appropriate legal action against the parents or the student, whichever is indicated by the situation.
6. The court will set a hearing date within 30 days and act upon the petition within 90 days.

#### **District Notices of Concern & Grading Periods**

<b>Academic Quarters</b>	<b>Notices of Concern</b>	<b>Quarter Ends</b>
<b>1st Quarter</b>	Mailed home Sept. 23th	October 28th
<b>2nd Quarter</b>	Mailed home Dec. 2nd	January 20th
<b>3rd Quarter</b>	Mailed home Feb. 17th	March 30th
<b>4th Quarter</b>	Mailed home May 4th	Last Day of School 2012

#### **Parent Advisory Committee Meetings**

Thursday, October 20, 2011	7:00 p.m.
Thursday, February 16, 2012	7:00 p.m.
Thursday, May 17, 2012	7:00 p.m.

**This handbook is written to provide general information/dates. All parents/students have the responsibility to read and follow these procedures. Questions for clarification about any confusing points should be directed to specific school Principals.**

**In matters not specifically covered, the school Principal has the authority to create rules/procedures to maintain a safe school environment that is conducive to learning AND protects students' physical and psychological safety.**

**Si usted tiene dificultad comunicandose en Ingles o'entendiendo el contenido de este libreto, por favor llame al 201-2075.**

### Local and State Assessments

#### Star Assessments

(Reading and Math)	Kdg. - 8th grade	Week of August 22nd - September 2nd
	New students	September 5th - September 16th
(Reading/Math)	Kdg. - 8th grade	Week of October 10th - October 21st
(Reading/Math)	Kdg. - 8th grade	Week of January 9th – January 20th
(Reading/Math)	Kdg. - 8th grade	Week of March 19th - March 30th
(Reading/Math)	Kdg. - 8th grade	Week of April 30th - May 11th

#### Illinois Standards

**Achievement Tests (ISAT)** Grades 3-8 Week of March 5th – March 16th

### Local Subject Matter Assessments

#### Writing Assessments

Grades 2-8	
Narrative Prompt	October 24th
Expository Prompt	December 12th
Persuasive Prompt	February 16th

#### Science Fair

Grade 4	April 19th
Grade 7	RJH: December 6th
	WJH: December 8th
	LJH: December 13th

### Picture Dates 2011 - 2012

Name of School	Fall Portraits	Absence and Retakes	8th Grade Graduation	Spring Portraits
Early Childhood Center	Thursday October 27, 2011	Wednesday December 14, 2011		Wednesday March 14, 2012
Franklin School	Wednesday October 19, 2011	Wednesday November 30, 2011		Friday March 30, 2012
Lincoln School K-6	Tuesday October 18, 2011	Tuesday November 15, 2011		Wednesday April 18, 2012
Lincoln Junior High	Tuesday October 18, 2011	Tuesday November 15, 2011	Tuesday November 22, 2011	Wednesday April 18, 2012
Park School	Thursday October 27, 2011	Tuesday December 6, 2011		Thursday March 22, 2012
Riverdale School	Tuesday October 25, 2011	Tuesday December 6, 2011		Wednesday April 4, 2012
Roosevelt School K-6	Tuesday November 1, 2011	Tuesday December 13, 2011		Tuesday April 24, 2012
Roosevelt Junior High	Monday September 26, 2011	Wednesday November 9, 2011	Tuesday November 22, 2011	
Washington School K-6	Thursday October 27, 2011	Wednesday December 14, 2011		Thursday March 29, 2012
Washington Junior High School	Monday September 26, 2011	Tuesday November 8, 2011	Tuesday November 22, 2011	

### NEW STUDENT ENROLLMENT AND ANNUAL REGISTRATION REQUIRMENTS

Dolton West School District 148 recognizes and accepts its responsibility to educate all age-appropriate children who are bona fide residents of the District. Children are considered residents of the District when they reside with parents or legally-appointed guardians who are residents of the District. Only children who are residents may attend District 148 schools.

For a child seeking admission to District 148 schools, the parent or court-approved guardian must provide:

1. Proof of residency (see proof of residency requirements at right)
2. Current physical, dental, eye examination forms and immunization records
3. An original birth certificate (with seal and birth number)
4. Legal guardianship papers (if applicable)
5. State of Illinois Student Transfer Form (ISBE 33-78)
6. Report Card (optional)
7. Registration fee: \$50 for kindergarten students; \$55 for students in Grades 1 - 8.  
Cash or money order only.

**Only parents/guardians will be permitted to register their child for school.**

The above requirements will be approved by school personnel.

The process of providing required proof of admission to District 148 schools may prove time-consuming. However, strict adherence to the process is vital to protect the rights of resident students and taxpayers.

### PROOF OF RESIDENCY

#### New and Returning Students

**One of the following valid Picture I.D.'s with the current address:**

- Driver's License
- State of Illinois Identification Card

**Two of the following (with current name, address, and date - within 30 days):**

Mortgage Payment Book  
Current Utility Bill (within 30 days):

- Gas Village Water Bill
- Electric

Cable or Satellite Television Bill  
Telephone/Cell Phone Bill  
Medicaid Card  
KidCare Identification Card  
Current payroll or government check with address  
Real Estate Tax Bill

**Students moving to another address within the District are required to prove residency as a NEW student.**

**Hay Asistencia en Espanol: 201-2075**



Early Childhood Center



District Office



Riverdale School



Franklin School



Lincoln Elementary School



Lincoln Junior High



Park School



*Building Bridges to Success*

***Our mission is to challenge and support all students to reach their highest level of performance.***

**ACHIEVING  
EXCELLENCE  
TOGETHER!**



Roosevelt Elementary School



Roosevelt Junior High



Washington Elementary School



Washington Junior High