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## Chapter 1 - Introductory Information & General Notices

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. This handbook may be amended during the school year without notice. A digital copy of the handbook is also available on our district website. The Board's comprehensive policy manual is available for public inspection through the District's website at [www.d107.org](http://www.d107.org) or at the Board office, located at 7450 S. Wolf Road in Burr Ridge.

### 1.30 - General School Information

#### Board of Education

<b>Mark Mirabile (2017) President</b>	<b>630-734-1741</b>
7985 Woodside Lane, Burr Ridge 60527	<a href="mailto:mirabile@board107.org">mirabile@board107.org</a>
<b>Gina Scaletta-Nelson (2017) Vice President</b>	<b>708-839-4335</b>
10948 Liberty Grove Drive, Willow Springs 60480	<a href="mailto:scaletta-nelson@board107.org">scaletta-nelson@board107.org</a>
<b>Kim Barker (2017) Secretary</b>	<b>708-710-0346</b>
10849 Chaucer Drive, Willow Springs 60480	<a href="mailto:barker@board107.org">barker@board107.org</a>
<b>Vipul Dedhia (2019)</b>	<b>708-539-3961</b>
11047 W. 72 <sup>nd</sup> Street, Indian Head Park 60525	<a href="mailto:dedhia@board107.org">dedhia@board107.org</a>
<b>David Negron (2019)</b>	<b>630-235-2870</b>
8524 Candlelight Drive West, Willow Springs 60480	<a href="mailto:negron@board107.org">negron@board107.org</a>
<b>Michael Rak (2019)</b>	<b>708-467-0568</b>
8631 Dunbar, Willow Springs 60480	<a href="mailto:rak@board107.org">rak@board107.org</a>
<b>Kristin Violante (2017)</b>	<b>708-839-5383</b>
8226 Scenic Drive, Willow Springs 60480	<a href="mailto:violante@board107.org">violante@board107.org</a>

The Board of Education of District 107 consists of seven members elected on a staggered basis. Board elections are held in April in odd numbered years.

The members serve without compensation, elect officers each year, and set meeting dates. The public is encouraged to attend these meetings, usually held on the third Wednesday of the month in the District Administration Building.

*In addition to the regularly scheduled Board meetings, the Board of Education also holds special meetings as needed. Board meeting minutes are posted on the district website. All meetings are open to the public and a special portion of each meeting is set aside for questions and comments from visitors.*

## SCHOOLS AND STAFF

District Administrative Building  
7450 S. Wolf Road  
Burr Ridge, Illinois 60527  
Telephone: (708) 784-2013

Superintendent:  
Business Manager:  
Director of Special Education:  
Assistant Superintendent of Teaching and Learning  
Superintendent's Secretary:  
Bookkeeper:

Dr. Dave Palzet  
Dr. Catherine Chang  
Deborah Lubeck  
~~Candy Kramer~~  
Erika Sawosko  
Teri Makutenas

### **Pleasantdale Elementary School (PreK-4)**

8100 School Street  
LaGrange, Illinois 60525  
Telephone: (708) 246-4700  
To report an absence: (708) 246-4700, press 5  
Principal: Kathleen Tomei

Secretary: Karen Giblin

Mascot: Eagle  
Colors: Blue, White, and Yellow

### **Pleasantdale Middle School (5-8)**

7450 S. Wolf Road  
Burr Ridge, Illinois 60527  
Telephone: (708) 246-3210  
To report an absence: (708) 246-3210, press 5  
Principal: John Glimco  
Assistant Principal: Meg Knapik  
Secretaries: Charlotte Reschke  
Marilyn Laskowski  
Mascot: Tiger  
Colors: Blue and White

## **Administrators**

Administrators are hired by the School Board to implement policies through management and supervision.

## **Teachers**

District 107 provides students with excellent professional and paraprofessional instructional services. In addition to experienced classroom teachers, the district employs art teachers, instrumental music teachers, vocal music teachers, resource teachers, librarians, registered nurses, social workers, speech and language therapists, computer instructors, and gifted/enrichment teachers.

## **Support Staff**

Secretaries, bus drivers, lunchroom helpers and supervisors, and maintenance/custodial personnel assist the educational program of District 107 in a variety of ways.

## **Facilities**

District 107's facilities are handicap accessible.

## **Whom do I call when I have a particular concern or question?**

Pleasantdale School District is committed to timely and accurate communication with stakeholders. The following chart lists contacts to get questions answered most efficiently.

Topic	First Contact	Second Contact	Third Contact
Student Academics	Classroom Teacher	Principal	Superintendent
Student Discipline	Classroom Teacher	Elementary Principal Middle Principal/Assistant Principal	Superintendent

Co-Curricular • Athletics • Activities	Coach/Sponsor	Elementary Principal <b>Middle Athletic Director</b> Athletic Director	<b>Middle Principal/Assistant Principal</b>
Bus Transportation	School Office	Business Manager	
Lunch Program	School Lunch Supervisor	Business Manager	
Special Education	Classroom Teacher	Special Education Case Manager	Director of Special Education
Medical Issues	Nurse	Principal	
Board Policy	Superintendent	Board of Education	
Friday Packet Communication	Superintendent's Secretary	Superintendent	

Elementary School      708-246-4700      (dial 5 before 8:30 a.m. to report an absence)  
Middle School      708-246-3210      (dial 5 before 8:15 a.m. to report an absence)  
District Office      708-784-2013

See website for complete list of phone numbers and email addresses.

### **1.35 – School Hours, Arrival/Departure Procedures** **SCHOOL HOURS**

#### ***Pleasantdale Elementary***

##### **Bright Beginnings Preschool**

9:10 - 11:40 a.m. morning session  
12:40 - 3:10 p.m. afternoon session

##### Extended-day Kindergarten, 1<sup>st</sup> – 4<sup>th</sup> grade

8:40 a.m. - student arrival **begins**  
8:55 a.m. - students enter building  
9:00 a.m. - school starts  
3:20 p.m. - dismissal

##### Half-day Kindergarten

8:55 a.m. - 12:00 p.m.

At the Elementary School, parents must make necessary arrangements so that their children do not arrive prior to 8:40 a.m. Supervision is not available prior to this time.

#### ***Pleasantdale Middle***

##### Grades 5-8

8:00 a.m. student arrival  
8:12 a.m. 5<sup>th</sup> & 6<sup>th</sup> grade students enter  
8:15 a.m. 7<sup>th</sup> & 8<sup>th</sup> grade students enter  
8:20 a.m. classes begin      Lunch periods start: 11:27 a.m.  
3:22 p.m. dismissal

At the Middle School, parents must make necessary arrangements so that their children do not arrive prior to 8:00 a.m. Supervision is not available prior to this time.

## **Arrival / Departure Procedures**

### ***Pleasantdale Elementary***

- Early Arrival – Students must report to the school office for any activity starting before 8:40 a.m.
- Morning Arrival is anytime between 8:40 – 9:00 a.m. – Each grade level is assigned an entrance door in the front of the building. Students report to their assigned location and line up with their grade level. Students enter the building from 8:55 – 9:00 a.m.
- Students will be directed into the gymnasium/APR upon arrival during inclement weather.
- Late Arrival – The doors are locked at 9:00 a.m. Students arriving after 9:00 a.m. are considered tardy and must report to the school office. Tardy students will receive a tardy slip which must be given to the classroom teacher.
- The school must be notified in writing by noon of alternative transportation arrangements. Students being picked up after school must wait until the parent comes to the west side doors at the end of the first grade hallway. Cars must be parked in the back lot. Staff members will not release students unless the parent is recognized. When a child does not have written permission regarding a change in pick-up, and the parent has not contacted the school to confirm such a change, the child will go home according to his/her regular schedule. The front main doors are not dismissal points for children picked up after school.
- Departure During School Hours -School district staff will not release a child to anyone unless the adult has legal custody, or the parent/guardian has notified the school office in writing in advance. During school hours, no student is to leave the grounds without permission and adult supervision. Parents picking up students during school hours must come to the elementary school office or the middle school nurse's office to sign out the child.
- After School Departure – All busses load in the front of the building. At the end of the school day, parents picking children up from school must park in the back of the building and meet their child at the back door. No student will be released until parents or guardians are recognized.
- A.M. half day kindergarten pick-up will be at 12:00 p.m. at the library doors.
- All preschool drop-off and pick-up will be at the preschool doors.

### ***Pleasantdale Middle***

- Early Arrival - Students arriving before 8:00 a.m. to partake in an activity must report directly to their supervisor. If students are arriving for morning academic help, they must secure a pass from their teacher or supervisor. In special circumstances, students may contact the office for computer access.
- Morning Arrival - When students arrive, 5<sup>th</sup> and 6<sup>th</sup> grade students must wait for the bell in the front of the school. Seventh and 8<sup>th</sup> grade students must wait for the bell in the commons area. During inclement weather, 5<sup>th</sup> and 6<sup>th</sup> grade students wait for the bell in the front hallway. Seventh and 8<sup>th</sup> grade students wait for the bell in the lunchroom.
- Late Arrival - Students who are late to school must stop in the nurse's office to sign in and get a pass to class.
- Departure During School Hours -School district staff will not release a child to anyone unless the adult has legal custody, or the parent/guardian has notified the school office in writing in advance. During school hours, no student is to leave the grounds without permission and adult supervision. Parents picking up students during school hours must come to the elementary school office or the middle school nurse's office to sign out the child.
- After School Departure – Parents may pick students up in the front of the building. The fire lane in the front of the building must remain open.

## **1.36 - Returning to School After Hours**

### ***Pleasantdale Elementary***

Organizing homework is part of the end-of-the-day classroom procedure designed to foster independence and responsibility. If a student forgets assignments at school, they may return to school to retrieve them by 4:30 p.m. The secretary or principal will escort students to get materials. An organizational plan may be put into place for students who habitually forget assignments at school.

### ***Pleasantdale Middle***

Students are urged to return to school for forgotten homework whenever necessary. However, the return trip needs to be made by 4:30 p.m. After that time, all school doors are locked and the office staff is unavailable. For security reasons, cleaning crew members will not allow entrance to the building after school hours.

### **1.40 - Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting.

Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

### **1.50 - Equal Opportunity and Sex Equity**

#### **RIGHTS AND RESPONSIBILITIES**

Policies of the District 107 Board of Education protect the rights of all students, in compliance with state and federal laws. The policies are available for inspection in school offices.

#### ***Gender Equity Policy***

According to District 107 Board of Education Policy, all District 107 students have equal access to programs, activities, services and benefits. Students are not limited in the exercise of any right, privilege, advantage, or opportunity because of gender. Any students or parents who allege gender discrimination may file a complaint with the Superintendent or designee. A description of this procedure may be obtained from the District Office.

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, 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.

### **1.55 - Student, Parent, Teacher Rights and Responsibilities**

#### **STUDENT RESPONSIBILITIES**

##### **Academics**

- Do your best to achieve excellence in personal conduct and academics.
- Improve your performance upon notice of unsatisfactory progress.
- Contribute to a good learning climate.
- Make every effort to graduate on time.
- Be punctual and attend every class.

##### **Citizenship**

- Have pride in your school.
- Respect the rights of fellow students, school personnel, and others.
- Be honest and courteous.
- Know and follow school rules and procedures.
- Seek assistance from school personnel to prevent or resolve conflicts.
- Report incidents or activities that may threaten or disrupt the school environment.
- Respect the property of other students, school personnel or Pleasantdale School District 107.

### **Dress and Grooming**

- Observe basic standards of cleanliness, modesty, and good grooming.
- Dress in a manner that is neither disruptive to the educational program nor poses a safety hazard.

### **Extra Curricular Activities**

- **Follow school rules at all school sponsored events.**
- Show good sportsmanship. Students or teams violating the ethics of competition or principles of good sportsmanship during a sporting event may be subject to appropriate disciplinary action that can include being barred from future participation as spectators or participants or both.

## **STUDENT RIGHTS**

### **An Appropriate Public School Education**

- To learn in an environment in which all students can excel academically and socially.
- To be graded on their academic performance.
- To be allowed to make up class work after an excused absence according to school/team policies.
- To be respected by staff and peers in a caring school community.

## **PARENT RESPONSIBILITIES**

- Support the efforts of their children to achieve excellence in academics and personal conduct.
- Plan a time and place for homework assignments and provide necessary supervision.
- Assume responsibility for the student's prompt and regular compliance with attendance, rules, and procedures.
- Reinforce respect for school personnel.
- Instill respect for the law, including the rights of others.
- Communicate expected behavior at school.
- Work with the school in the best interests of the student on disciplinary matters.
- Attend all requested conferences.
- Present their case/cause to school officials in a calm, respectful manner.

## **PARENT RIGHTS**

- To receive information concerning the complete program offered at school.
- To receive regular official reports of their children's academic progress.
- To be notified promptly of significant academic and/or behavioral problems.
- To receive an explanation of the basis for any grade given by the teacher.
- To be given time for a conference with teachers and/or administration.
- To exercise the right to appeal, when appropriate.
- To experience respectful relationships with teachers and other school personnel.

## **TEACHER RESPONSIBILITIES**

- Demonstrate by attitude and actions genuine concern and respect for each student, parent, and fellow staff member.
- Know and enforce school rules courteously and fairly.
- Handle misconduct quickly and impartially.
- Inform parents about the academic progress and conduct of their student using established district criteria.
- Attend conferences when requested.

## **TEACHER RIGHTS**

- Have guarantees as cited in the agreement between the Pleasantdale School District Board of Education and the Teacher's Association of Pleasantdale.
- Be present at any disciplinary conference concerning serious disruptions in the teacher's classroom.
- Be treated respectfully by fellow staff, administration, parents, and students.

## **1.60 - Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building



principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **1.70 - School Volunteers**

Parents are encouraged to visit the school and their child's class. Parents must contact the classroom teacher to plan the time for the visit and appropriate volunteer activities. In order to maintain a secure building, visitors/volunteers must check in with the office, sign in, and receive an appropriate badge. Badge must be worn and visible for the duration of your visit. Once the visit is complete, visitors must return to the office and sign out. Regardless of familiarity, it is imperative that all visitors follow sign-in/sign-out procedures. All volunteers must attend an orientation meeting.

### **1.80 - Invitations & Gifts**

#### *Invitations to Private Parties*

School is not an appropriate place to communicate birthday party information. Invitations often get misplaced, given to the wrong people, etc. Parents are requested to take care of birthday party invitations outside of school.

#### *Gifts*

*All district employees are subject to Board Policy 2:105 Ethics and Gift Ban which can be viewed at the District web site at [www.d107.org](http://www.d107.org).*

### **1.85 - Treats & Snacks**

Students are not allowed to share food. Teachers are not allowed to give food to students outside of approved School Board policy. Parents are not allowed to send food for any student other than their own.

### **1.86 - Awards and Special Events**

#### *Awards – Pleasantdale Elementary*

Teachers and/or entire grade levels are encouraged to recognize students on a regular basis.

Near the end of the year, members of the Student Recognition Committee will meet to determine the process for our Presidential and Eagle Awards for 3<sup>rd</sup> and 4<sup>th</sup> graders. This ceremony is held at the end of the year.

***Pleasantdale Eagle Award*** - The purpose of this award is to recognize students who are excellent role models. This award is given to select 3<sup>rd</sup> and 4<sup>th</sup> grade students who consistently demonstrate the following traits:

Demonstrates academic responsibility (homework completion, class participation, effort, attendance)

Follows and models the Eagle Way inside and outside of the classroom with both authority figures and peers

Exhibits kindness and empathy

***President's Award for Academic Excellence*** - This award is given to only 3<sup>rd</sup> and 4<sup>th</sup> grade students meeting stringent criteria. The purpose of this award is to recognize academic success in the classroom during this current school year. Students earning this award score in the top 10% nationwide on standardized tests given during the year and earn report card grades putting them in the top 10% of the class.

#### *Awards – Pleasantdale Middle*

At the end of each trimester, each grade level has an awards assembly in which Honor Roll certificates and other grade level team awards are presented. Every month, two students from each grade level are nominated by their teachers to **receive the "Tiger P.A.W.S." award (Positive Acts Within our School)**. Selections are made by the grade level teachers and are based on **how students exemplify good citizenship and embody the "I's of the Tiger" by being respectful, responsible, and safe. Tiger P.A.W.S. award winners are highlighted during morning announcements, are celebrated each trimester with a recognition breakfast, and their pictures are displayed in the main entry hallway.**

***President's Award for Academic Achievement*** - This award is given to 8<sup>th</sup> grade students meeting stringent criteria. The purpose of this award is to recognize academic success in the classroom during this current school year. Students earning this award score in the top 10% nationwide on standardized tests given during the year and maintain a cumulative 3.5 grade point

average for their 4 years of middle school.

***President's Award for Academic Excellence*** - This awards is given to 8<sup>th</sup> grade students who have demonstrated educational growth and improvement; achievement in the arts; outstanding commitment to academic excellence.

**8<sup>th</sup> Grade Awards** are also presented at the end of the year honoring students in each of the academic subjects. In addition, locally sponsored awards are presented recognizing student service and leadership.

#### ***Student Recognition – Pleasantdale Elementary***

Student recognition is a process that is incorporated in various ways throughout the school year. Certificates, communication via phone or letter, and being mentioned in the weekly newsletter are but a few of the ways that students are acknowledged for exceptional service or achievement.

#### ***Student Formal Recognition – Pleasantdale Middle***

Student recognition occurs at the end of the first, second and third trimester during grade level assemblies, at which time students are recognized for academics and activity participation. In addition, students may be recognized for exceptional leadership and or service by their grade level teams throughout the school year.

#### ***Birthdays – Pleasantdale Elementary Celebration***

Birthdays are special occasions for children. Birthdays and half-birthdays are recognized at school.

On their special day, students are sent to the office for special treatment. They receive a small gift from the office, their name is displayed on the lighted hallway sign, they announce their birthday over the intercom, and lead the school in the morning pledge and song.

#### ***Birthdays – Pleasantdale Middle***

Student birthdays are highlighted during morning announcements. Parents are asked not to send edible treats to either lunch periods or classrooms because of concerns about allergies. Parents are encouraged to communicate individual birthday party information outside of school. Students are not allowed to decorate lockers in celebration of birthdays.

#### ***Birthday Treats – Pleasantdale Elementary***

Sending birthday treats or gifts to school is not allowed. There are more serious allergies than ever. In fact, many parents have requested that no treats be given to their children. Children have the option of donating toward the school library as part of the PTA Book Club. A permanent personalized sticker is placed in the book. This is a recommended birthday treat. Parents will receive more information through the PTA.

#### ***Holiday Parties – Pleasantdale Elementary***

PTA Room Reps will organize classroom parties for certain holidays during the school year. Since serious food allergies are prevalent, no food or candy will be served at holiday parties. Classroom parties will focus on holiday-related games and activities. A nominal fee will be assessed for each child payable to the PTA.

#### ***Picture Day***

Pictures of students are taken each year to keep school records current. Parents may purchase photos for a nominal price.

### **1.87 - Parent Organizations**

#### ***Parent Teacher Association (PTA)***

The PTA actively strives to help parents and teachers cooperate in the education of children. PTA programs and fundraising activities support many District 107 projects including classroom parties, special events, assemblies, field trips, etc. Every family is strongly encouraged to join annually. A link to PTA is located on the District web page.

### **1.88 - Building Usage**

Although educational programs and school-sponsored activities have priority, District 107 school buildings are for community use as well. Applications for building use may be obtained from the District Office. School-sponsored events may preempt groups that have scheduled school building use, provided adequate notice is given. Organizations that sponsor activities in

school facilities outside of regular school hours should be aware of Board of Education policies (e.g. no smoking, no alcohol, or other drug use). Failure to observe these policies will result in cancellation of school-use privileges.

### **1.89 - Lost and Found**

A lost and found area is maintained near the office at both schools. If an article is lost, a child should first check with the classroom teacher, then the lost and found area. The lost and found area should be checked regularly as lost items usually end up in the lost and found.

### **1.91 - Textbook/Library Book Procedures**

Students are expected to return textbooks and library books in the condition they were issued. Loss of book or excessive wear and tear will result in reimbursement for the cost of the book. Families will be notified prior to the end of the year with replacement costs. Students with outstanding library and textbook fees may not be permitted to participate in end of year activities, including Field Day.

### **1.93 - Telephone Use**

Students may use the office phone or classroom phone when it is extremely important. Permission from a teacher, the secretary, or principal is required.

### **1.93 - Collection of Money**

Money may not be collected from fellow students for any reason without first receiving approval from the principal.

### **1.90 - Emergency School Closings**

The District uses an automated home messaging system to notify parents, students, and staff of a school closing. In addition, when possible, emergency closing information will be posted on the district website and communicated through local media channels.

### **1.95 - Communications**

Parent/teacher communication is a priority. Parents are encouraged to contact staff members often. Every classroom is equipped with a telephone and computer designated for teacher use including email capabilities. Every staff member has a direct phone line and email address. Classroom telephones do not ring during the day. Parents are encouraged to leave messages during the day. In most instances, teachers will respond within 24 hours. The teacher is always the first point of contact for issues concerning students. Please do not contact the principal or superintendent prior to contacting the teacher.

#### ***Teachers are First Point of Contact***

Should problems involving students occur, parents must first discuss the matter with the classroom teacher. The next person to contact is the principal if the problem is not resolved.

#### ***Email/Voicemail/Website***

Teachers and administration have email and voicemail capabilities to communicate with parents. Email addresses are located on the school website at [www.d107.org](http://www.d107.org).

#### ***Skyward Family Access***

Parents have the option of checking on their child's current grade status in each subject by means of a web-based program called Skyward Family Access. The quantity of homework assignments and current grade status vary depending on the age of the child. There will be opportunities for parents to receive instruction on how to access Skyward at the beginning of each year. Parents may contact the main office with questions about Skyward access at any point during the year.

### ***Schoology Access***

Our district uses a Learning Management System (LMS) called Schoology for students and parents to access information about class learning and assignments, including directions, resources, and due dates. Schoology can be accessed at <http://pleasantdale.schoology.com>. There will be opportunities for parents to receive instruction on how to access Schoology at the beginning of each year. Parents may contact the main office with questions about Schoology access at any point during the year.

### ***Curriculum Night***

Pleasantdale Elementary and Middle schools host this important event on separate nights ~~early in September~~ **at the beginning of the school year**. Parents will receive information regarding communication, homework, curriculum, classroom management, advisory, and volunteering. Due to the nature of the evening, parents are encouraged to find alternative plans for their children.

### ***Parent/Teacher Conferences***

Parent involvement is highly valued and strongly encouraged in District 107. Conferences are scheduled in the month of November. Parents unable to attend in person may schedule a phone conference as an option.

## **1.100 - Video and Audio Monitoring System**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

## **1.120 - Students with Food Allergies**

### ***Food Allergy Management Program***

While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations including proper treatment for allergic reactions. Board Policy 7:285 states that:

- No food or candy will be served at elementary classroom holiday parties. Classroom parties will focus on holiday-related games and activities.
- No food or candy will be sold directly to students during the school day outside of the lunch program.
- Ingredients of food used as part of extracurricular activity (cooking club) will be identified and communicated to parents in advance.
- Food sold as concessions outside of the school day at school or PTA sponsored events must be prepackaged with the ingredients listed. Parents must be notified in advance if any other foods besides prepackaged items will be sold.
- Food consumption is limited to identified areas of the building,

## **1.130 - Care of Students with Diabetes**

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

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

For further information, please contact the school nurse.

### **1.140 - Suicide and Depression Awareness and Prevention**

#### ***Suicide and Depression Awareness and Prevention***

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. School Social Workers maintain resources and information that can be shared with families.

## **Chapter 2 - Attendance, Instruction, Promotion & Graduation**

### **2.10 - Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

### **2.20 - Student Absences**

Parents or guardians must call the absence line before 8:20 a.m. for middle school student absences and 9:00 a.m. for elementary student absences. The caller must state the child's name, teacher/advisor, grade, reason for absence, and dates of absence. If a parent does not phone the absence line by the designated time, the school office/nurse will make every effort to contact the home to verify the absence. Illinois law requires that the school knows the whereabouts of every child within the first two hours of school. If school personnel are unable to reach a parent or guardian, the police will be asked to check the residence to ensure the child's safety. Parents must notify the school office in writing for a planned absence. When a student has been absent three or more days due to illness, a doctor's statement is required before the child will be readmitted to school. A doctor's statement is required when a child returns following a contagious disease. An athlete must be present at school by 12:00 p.m. to participate in a game or practice on that day.

#### **Reasons for Absence**

District 107, in keeping with section 26.2a of the Illinois School Code, considers the following circumstances to be valid and invalid causes for a student's absence:

##### **Valid reasons for absence**

- Illness
- Death in the immediate family
- Family emergency
- Observance of a religious holiday
- **Attending a military honors funeral to sound Taps**
- Circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student
- Other situations beyond the control of the student as approved by the Superintendent or Principal

##### **Invalid reasons for absence**

- Oversleeping
- Missing the bus
- Babysitting
- Completing work for a class

- Vacation

A phone call from a parent or guardian will not excuse a student in these circumstances.

### ***Tardy***

A student is considered tardy if he/she arrives after **8:20 a.m.** for the **middle school** and **9:00 a.m.** for the **elementary school**. Late arrival of school provided transportation does not constitute a tardy referral. Students who are habitually late to school are a concern. Not only do they miss important information starting the school day, they are a disruption to the class. At the Middle School, students who are late to school/class more than 3 times a Trimester are subject to school discipline procedures. The principal **or assistant principal** will contact parents when tardiness becomes chronic.

### ***Extended Absence Procedures***

Regular attendance is vital to success in school. Parents or guardians are expected to maintain a regular attendance pattern for their children and to inform the school of any absence and its cause. Family vacations planned on school attendance days are discouraged.

An extended planned absence constitutes five or more missed school days. Parents are requested to notify their child's teacher and the school office in writing five days prior to an extended planned absence, stating the specific dates the student will not be in attendance.

There are many different learning activities and opportunities going on in classrooms each day. Not all can be done independently as most require some level of prior instruction from the classroom teacher. Therefore, teachers will gather work as feasible. Other assignments will be saved for the child to do after the extended absence. Any work that is given at the beginning of an extended absence must be done by the time the child returns to school.

There are several ways to assist your child in the maintenance of his/her skills during an extended absence:

- Read books for pleasure.
- Practice math facts (flashcards).
- Write about the events each day in a journal.
- Learn interesting facts about the place being visited.

These procedures are intended to help parents and students understand the academic responsibilities relative to extended absences. Questions should be directed to teachers or the school office.

## **2.30 - Release Time for Religious Instruction & Observance**

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. Parents and/or guardians must give written notice to the school office five days before the student's anticipated absence for observance of a religious holiday.

## **2.40 - Make-Up Work**

Students are responsible for their schoolwork when they are absent. Parents and students can use Schoology, **our online Learning Management System**, to check for assignments. Arrangements be made for someone to pick up the assignments from the school office between 3:20 and 4:00 p.m.

Although discouraged, students do accompany their parents on vacation trips while school is in session. It is very difficult for teachers to work out an appropriate program of study in advance for such absences. When the student returns, it is the responsibility of the parent and student to arrange for completion of work that has been missed.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

Teachers will assist and determine a deadline for making up the missed work.

## **2.50 - Truancy**

A chronic or habitual truant, as defined by Illinois School Code, is a student who misses 5% or more of the previous 180 regular attendance days without valid cause. Chronic or habitual truants could be referred to the county truancy service and/or the police department.

The following resources and supportive services are available as appropriate to students with chronic or habitual attendance problems and their parents or guardians (as indicated in 26.13 of the School Code):

- Conferences with school personnel
- Counseling/testing services of school counselors, social workers, and psychologists.
- Special education assessment and placement

*Referral to community agencies for appropriate services*

## **2.60 - Grading & Promotion**

### **Report Cards**

- Report cards are issued three times a year.
- Parents are encouraged to check their child's grades on Skyward on a regular basis. Midway through each trimester, an email is sent home to remind parents to check midterm grades. Midterm progress reports are mailed home to families who do not have internet access or who request a hard copy.
- Letter grades on report cards begin in 3<sup>rd</sup> grade. Students younger than 3<sup>rd</sup> grade receive a numerical grade as described below. In addition, Spanish, physical education, music, and art in the Elementary School also receive numerical grades.

### **Grading**

#### **District Subject Grading Scale:**

A	100 – 90
B	89.99 – 80
C	79.99 – 70
D	69.99 – 60
F	59.99 or below

### **Life Skills**

The calculation of students' academic scores is a reflection on their performance towards the district's mastery outcomes. Students' academic scores are purely based on academic success. Life Skills, such as level of participation are not factored into academic grades. Student progress in attaining Life Skills is reported separately. The district places high value on the attainment of Life Skills. Life Skills include: behavior, participation, work completion, and working in groups.

#### **District Outcome & Life Skills Grading Scale:**

4	Advanced
3	Proficient
2	Basic
1	Below-Basic

### **Graduation Ceremony Eligibility**

Grade 8 students are expected to meet academic expectations to participate in the graduation ceremony. Specifically, grade 8 students will not be allowed to participate in the graduation ceremony if they earn 6 or more "F's" during the school year, with at least one "F" occurring during the third trimester. If a student is at risk of nonparticipation due to academic performance, parents will be notified at the end of the trimester in which two (2) or more "F's" are accumulated on the report card. A plan to remediate will be developed jointly between the student, parent, and school. Grade 8 students who fail to remediate their academic performance given adequate notice will not participate in the graduation ceremony. Students restricted from participating in the graduation ceremony due to academic deficiencies will be issued a certificate of attendance rather than a diploma. Grade 8 students may also be prohibited from participation in the graduation ceremony for incidents of gross disobedience and misconduct.

## **2.65 – Instructional Programs and Placements**

### ***Class/Teacher Assignments***

The principal and teachers make decisions in the spring regarding the placement of students in classes for the following school year. A great deal of time is devoted to the development of class lists. Important academic, social, developmental, and behavioral factors are taken into consideration before decisions are made. Parent requests for a particular teacher cannot be honored as many factors are involved in this process.

### ***Curriculum***

Curriculum in District 107 is developed, reviewed, and refined on a yearly basis. The District's Curriculum Council is charged with evaluating present programs, analyzing research in the field, and designing a comprehensive program of study to meet the needs of all students in the district.

### ***Connections Program – Elementary***

The gifted/enrichment teacher meets regularly with PreK – grade 3 teachers to assess learning needs and help plan differentiated curriculum as needed. All students are screened as to their needs for academic acceleration using the district matrix beginning in grade 3. Students who are determined to need on-going challenge are identified for the Connections program. In addition, students in the Connections program are pulled out by the gifted/enrichment teacher for a differentiated program in language arts in grade 4. Extra challenge in the area of language arts is provided by differentiation in the regular classroom through the combined planning of classroom and gifted teachers.

### ***Leveled English Language Arts Classes - Middle***

In grades 5-8, students are identified for either on-level, ~~or above-level~~, **extended, or advanced (grades 7 & 8) English Language Arts (ELA)** classes. Middle School Students will receive enrichment support from the gifted teacher through their above level literature and composition classes. The gifted teacher co-plans and co-teaches with the teachers of all above level **ELA** classes and works directly with **ELA** classes twice a year for a three week unit of study that is directly related to the classroom curriculum.

### ***Leveled Math Classes***

In grades 4-8, students are identified for either on-level or ~~above-level~~ **accelerated** math classes. Classes are designed to meet the academic needs of all students and provide an appropriate level of challenge. Classes utilize a differentiated curriculum as needed.

**Qualifications for accelerated or extended instruction in English Language Arts and Math are detailed in the district's Talented and Gifted Program (TAG) materials, found on the school district's website.**

### ***Mastery of Learning Guidelines***

In accordance with the district mission, further attempts will be provided to students using the following guidelines to ensure mastery of grade level outcomes.

1. Subjects within a grade level will consistently apply mastery of learning guidelines.
2. A student is eligible if he/she demonstrates that additional effort was put forth to improve learning. (e.g. study/preparation)
3. Age appropriate communication to students about further attempts will include the following:
  - Additional effort required to earn a further attempt
  - Which assessments will afford a further attempt (e.g. test, quizzes)
  - Teacher or student can initiate a request for a further attempt (teacher and/or student)
  - Opportunities available for re-teaching
4. Teachers may exercise discretion as to what sections/level of questions the student attempts. There may be circumstances under which further attempts may not be offered.
5. Whenever possible, a further attempt should be done within one week. Only one further attempt will be allowed for a written assessment as per teacher discretion.



6. When appropriate, an alternative form of the assessment will be used.
7. Whenever possible, the student will take the further attempt at a time other than direct instruction time. The further attempt can be given in or outside of the classroom. Both schools will provide locations and proctors for further attempts.
8. Teachers will determine how further attempts will be graded. They will communicate specific information about grading to students in advance.

## **2.70 - Homework**

Homework is an integral part of the District 107 educational program. It is the expectation that homework will be a priority for our students. Homework offers teachers, parents and students the opportunity to be involved in and support the learning process outside of school. Homework should be meaningful and provide opportunities for practice, enrichment and extension of classroom activities. It also helps to develop student responsibility and necessary work habits such as time-management and self-discipline and the ability to work independently. It is an essential part of the educational process.

The following daily time allotments are listed as a general guideline:

Grades K-2	10 – 30 minutes per day
Grade 3	20 – 40 minutes per day
Grade 4	30 – 50 minutes per day
Grade 5	50 – 60 minutes per day
Grades 6-8	60 – 90 minutes per day

### **At the Elementary School**

- The classroom teachers determine the type, frequency and quantity of homework. Assignments may include practice, drill, memorizing, review, work completion, error correcting, research projects and reading.
- Parents are encouraged to contact the classroom teacher immediately if they have questions about homework guidelines and/or level of challenge provided. Teachers can individualize homework if deemed necessary.

### **At the Middle School**

#### **Teachers will...**

- Assign homework that is meaningful and purposeful
- Assign homework that targets students needs, learning styles and abilities
- Assign homework that is age appropriate in length and difficulty
- Explain directions, expectations and purpose for assignments in class
- Post assignments on Skyward and in the classroom
- Ensure that students receive feedback about homework assignments in a timely manner

#### **Parents will...**

- Provide an environment conducive to studying
- Offer guidance, not answers
- Monitor homework completion and emphasize its importance
- Communicate with both teacher and student regarding any on-going homework concerns
- Utilize Skyward as a tool for accessing information concerning homework and grades

#### **Students will...**

- Accurately fill out their assignment notebooks each day
- Be responsible for completing homework on time
- Seek out and complete all make up assignments
- Practice academic honesty when completing homework
- Exhibit self-advocacy by seeking additional help when needed
- Utilize Skyward as a tool for accessing information concerning homework and grades
- Return to school to pick up forgotten materials and /or homework whenever needed

## **2.80 - Exemption from the Physical Education Requirement**

Students may be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

## **2.100 - Home and Hospital Instruction**

### *Homebound Tutoring*

This service is available to all district students meeting eligibility requirements according to district policy at no charge to the family.

## **Chapter 3 - Student Fees and Meal Costs**

### **3.00 - Registration**

Registration for returning students can be completed online at [www.d107.org](http://www.d107.org). Parents or legal guardians of children who are eligible to attend school in Pleasantdale District 107, must show proof of residency and fill out the following papers for registration:

- Enrollment and Residency Form
- Authorization for Transfer of Student Records
- General Information Sheets

Parents/legal guardians must submit the following original documents:

- Child's birth certificate
- Custody papers in the case of divorce or guardianship
- Current physical
- Proof of residency listing the name and address

There are many different family patterns and styles. Some families may have had an experience that has resulted in a court order. The district requests parent cooperation to help us maintain a safe environment and communicate correctly with all parties. If there is a current court order (i.e. divorce, order of protection, etc.) a copy of the portion that applies to custody or protection is required. The copy must include a stamp and signature of the court.

### **3.10 - Fees, Fines & Charges; Waiver of Student Fees**

Fees:

Information regarding Grade Level Fees, PE uniforms, School Lunch, Technology, and other items will be included in the annual registration packet.

#### *Voluntary Student Insurance*

Student insurance is available through Gerber Insurance Company. Information can be obtained by contacting the district office.

#### *Waivers*

A parent or guardian may request a waiver of student fees from the business manager by submitting evidence of eligibility. Eligibility is based upon approval for receipt of public aid, or free and reduced price meals.

The school establishes fees and charges to fund certain school activities, including [list fee-based activities]. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of

their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

The District Business Manager will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the District Business Manager at [insert address and phone number].

### 3.20 - School Lunch Program

All full-day students eat lunch at school. Students have the option of ~~ordering~~ **purchasing** hot lunch or bringing their own. ~~Menus and order forms are sent home with students on a monthly basis.~~ **Menus will be posted each month on our district's website so parents and students are aware of the food that will be served in advance.** Students are not allowed to share lunches. District 107 provides financial assistance for lunch in accordance with federal and state laws. Eligibility requirements are available through the school office.

## **Chapter 4 - Transportation & Parking**

### 4.10 - Bus Transportation

District 107 provides bus transportation for all students. Bus schedules are furnished at the beginning of the school year. Riding the bus is considered a privilege rather than a right and requires the cooperation of parents, students, staff and our bus drivers to ensure a safe experience for every child. Each school bus is equipped with front and rear video cameras to record student behavior.

#### *Routes and Schedules*

- In planning schedules, the District strives for safety considerations first.
- Students are not allowed to take any bus other than their assigned bus and must get off at their assigned bus stop.

#### *Late Bus*

- Late bus service is provided Monday, Tuesday, and Thursday.
- The late busses begin at the Elementary School and then go to the Middle School.
- The late busses leave at 4:20 p.m. from the **Elementary School**.
- The late busses leave at 4:30 p.m. from the **Middle School**.
- These busses will drop students off at locations in the general area of their homes, but not necessarily at the same stops as the morning and afternoon busses.
- Bus concerns/questions after office hours should be directed to the First Student Bus Company at 708/352-9050.
- Parents/guardians are encouraged to establish back-up plans with neighbors/friends in case the parent/guardian cannot be home at the time of drop-off.

#### *Bus Safety*

- The manufacturer's capacity for a bus shall not be exceeded.
- Only persons authorized by the school district shall be allowed to ride school buses. Parents are not allowed on the bus unless they are serving as a field trip chaperone.
- All busses are equipped with cameras. Parents should report any concern to the Principal or Assistant Principal.
- Younger students (kindergarteners and 1<sup>st</sup> graders on Elementary School busses and 5<sup>th</sup> and 6<sup>th</sup> graders on Middle School busses) are asked to sit at the front of the bus. Seats may be assigned on certain busses as necessary.

- Parents will be notified if their child (ren) is affected by a safety issue.

### ***Bus Riding Behavior***

School bus riders are expected to:

- Follow the instructions of the bus driver.
- Remain seated in appropriate/assigned seat at all times.
- Be on time at the designated bus stop.
- Remain at the side of the road while waiting for the bus.
- Wait for the bus to stop completely before boarding and unloading.
- Keep hands and head inside the bus at all times.
- Keep objects out of the aisle.
- Report immediately any damage to the bus seat(s) to the driver.
- Maintain appropriate behavior at all times.
- Refrain from eating or drinking on the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- Wait for the driver's signal before crossing the street and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods iPads, Smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.

### ***Consequences of Improper Bus Riding Behavior***

#### ***Pleasantdale Elementary***

- Students are expected to follow the Eagle Way on the bus.
  - o The Eagle Way
    - Be respectful – Keep hands and feet to yourself.
    - Be responsible – Talk but don't scream.
    - Be safe – Stay seated the entire ride.
- If a child behaves in a way that jeopardizes his safety or the safety of others, an anecdotal form will be filled out by the bus driver or supervising adult and given to the principal.
- In all cases, the seriousness of the offense will determine the level of consequence suitable. Consequences for improper bus riding behavior can range from written warning to a bus suspension for an amount of time determined by the principal.
- Parents will be notified in the event of a bus offense.

#### ***Pleasantdale Middle***

- Inappropriate behavior may result in a verbal or written warning, after school detention(s), or a bus suspension of 1-10 days. (A child on a bus suspension is still expected to attend school.)
- Serious misconduct, such as fighting, property damage, endangering others, or possession of controlled substances, alcohol, tobacco products or weapons, can lead to a school suspension, permanent removal from the bus, and/or expulsion.

### **4.15 - Bus Conduct - Suspension of Services**

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

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

#### **4.20 - Student Drop-off/Pick-up**

##### *Pleasantdale Elementary*

Safety for children and adults is increased when parents driving automobiles adhere to the following safety guidelines:

- Enter the school parking lot staying to the right of the parking lot.
- Pull along the side of the school nearest the gym where your child may be dropped off on the sidewalk.
- Please do not allow your child to run across the parking lot to join his/her class.
- Do not drive into bus lanes at any time to drop off children. This area is restricted for buses.
- All drivers must obey bus stop signs.
- Adult supervision begins at 8:40 a.m. Children should arrive no earlier than 8:40 a.m.

##### *Pleasantdale Middle*

- The only entrance to our parking lot and drop-lane is on 74<sup>th</sup> Street (the street north of the school building).
- Parents who are picking up or dropping off students should form a single lane next to the sidewalk (no waiting next to the flag pole).
- Please pull up as close as possible to the car in front.
- Exit only at the driveway onto Wolf Road midway between 74<sup>th</sup> and 75<sup>th</sup> Street.
- Please use the parking lot nearest to Wolf Road to park and enter the building.

*As a reminder, nobody is allowed to talk on their cell phone when in a school zone.*

#### **4.30 - Other Forms of Student Transportation**

##### *Bicycles/Skateboards/Roller Blades*

The decision and responsibility to let a student ride his/her bike to school rests with the parents. Once on school property, students must walk their bikes. A bicycle parking rack is located next to the preschool rooms at the elementary school and in front of the middle school building. Bicycle registration with the police and wearing helmets are highly encouraged. Bicycle-riding, skateboarding, or rollerblading while on school property is not permitted.

## **Chapter 5 - Health and Safety**

#### **5.10 - Immunization, Health, Eye & Dental Examination**

##### *Required Health Examinations and Immunizations*

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

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

### **Dental Examination**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

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

### **Accidents and Illnesses**

- When a student suffers a minor accident or illness at school, first aid is given and the name, date, and cause recorded.
- The parent or person designated by the parent will be notified and asked to come to the school for the child if a child becomes ill or injured.
- No child shall be sent home if there is not a responsible adult, either parent, or someone designated by the parent to accept him/her.
- A student who has diarrhea, has vomited in school or has a temperature of 100° F or more must be sent home.
- Students should remain at home at least 24 hours after a fever has subsided or is symptom free without medication.
- Should a serious accident or illness occur which warrants emergency treatment, 911 will be called and parents notified.

### **Allergies**

Many students are allergic to animals. No animals will be brought to school for show and tell, star of the week, etc. Due to food allergies, no food may be brought in to share in either the lunchroom or the classroom.

### **Ambulance Policy**

*In the event of a student health emergency, the school nurse will determine whether an ambulance is needed to transport the student to the hospital in order to ensure the student's safety. The cost of the ambulance, which is covered by many health insurance policies, will be the responsibility of the parent. Families who do not have health coverage can purchase student health insurance through the district. This guideline will apply at all school related activities whether on or off district grounds.*

### **Cumulative Health Record**

The school nurses keep a cumulative health record for each student and share the responsibility for keeping it up-to-date with parents. Should a student transfer out of the district, the health records are forwarded to the new school. Parents can use Skyward to monitor student visits to the nurse's office.

### **Hearing Tests**

Students in preschool, kindergarten, first, second, third and fourth grade, and all students new to the district are given a hearing test. Tests may also be given if a teacher notices that a student is having difficulty hearing. Parent will be notified immediately if the nurse has concerns about the student's hearing.

### Vision Tests

Vision tests are given in accordance with state guidelines under the supervision of the school nurse. Tests are also given if a teacher notices that a student is having difficulty. Parent will be notified immediately if the nurse has concerns about a student's vision.

## 5.20 - Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

### Self-Administration of Medication

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

## 5.40 - Safety Drill Procedures

### Drills

Drills required by the Illinois State Board of Education are conducted throughout the school year including fire, tornado/disaster, bus evacuation, and lockdown drills. Students are instructed in appropriate actions and behavior.

### Tornado Watch

Students will be told to board their bus and/or go directly home if a tornado watch is in effect at dismissal time.

### Tornado Warning

At the onset of a tornado warning, teachers direct their students to designated safety areas. Students remain in the school until release is considered safe if the warning occurs at dismissal time. Parents may pick up their child at school during a tornado warning. Parents sending someone else to pick up a child must send a note to the school requesting a child's release. **Please do not telephone the school during tornado watches and warnings.** Calls could interfere with outgoing emergency calls.

## 5.50 - Communicable Disease

Rules and regulations regarding communicable disease control shall be enforced as required by the Illinois Department of Public Health. Parents must notify the nurse if their child has a communicable disease. The student's teacher and the principal will be notified.

## 5.60 - Head Lice

The school will observe recommendations of the Illinois Department of Public Health **the following procedures** regarding head lice.

- Parents are required to notify the school nurse if they suspect their child has head lice. Infested students will be sent home following notification of the parent or guardian.
- The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

- A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## Chapter 6 - Discipline and Conduct

### 6.20 - School Dress Code & Student Appearance

#### *Dress Code—Pleasantdale Elementary*

Any type of clothing that calls unnecessary attention to a child, disrupts the instructional program, or interferes with the safety of a child, is not suitable for an elementary school. Note the following requirements:

- Shoes must be worn at all times while in school. Elementary students are involved in many activities during their day. Closed toe shoes are recommended for safety.
- Clothing must be appropriate to the age group.
- Any clothing with an inappropriate written or visual message is not to be worn.
- Hats are not to be worn in school.

#### *Dress Code—Pleasantdale Middle*

Students are expected to keep themselves well groomed and neatly attired.

- Students are not to wear clothing that allows undergarments to be seen. Tops with spaghetti straps are not to be worn. A general rule for straps on tops is that they must be at least 3 fingers wide.
- Students are not to wear clothing that allows the midriff to show.
- Students are not to wear clothing, jewelry, or accessories that contain obscene or suggestive slogans, statements, or pictures that advertise or promote tobacco products, unlawful substances, alcohol, weapons, or disrespectful television shows or stars.
- Hats are not to be worn.
- Shorts and skirts cannot be shorter mid thigh.
- Students should not wear clothing that is too form fitting or sheer without appropriate coverage. (ie tights worn without a covering top/shorts)
- Shoes must be worn at all times while in school.

Any child ignoring these rules will be asked to call home for a change of clothing, or he/she will have to wear his/her gym uniform (Pleasantdale Middle) for the rest of the day.

Pleasantdale School District strives to create an atmosphere where all students, staff and members of our community feel safe and respected, and where diversity is welcomed and celebrated.

We believe that:

- Students and parents have the right to make clothing and accessory selections so that they feel comfortable and confident at school.
- Students and parents have the responsibility to make clothing and accessory selections that are appropriate for the educational environment. Clothing choices should not disrupt the educational process, interfere with the maintenance of a positive teaching and learning climate, or compromise reasonable standards of health, safety, and decency.
- Students should not wear hats or head covering of any kind (except that of established religious groups or medical exceptions) in the building, except when allowed for special spirit days.
- Apparel that promotes or advertises weapons, drugs, alcohol, tobacco products, gangs, or other inappropriate activities is not permitted.
- Shoes must be worn at all times.



Concerns about student dress will be handled through the main office and, when necessary, students may be asked to change their clothes.

### **6.30 - Student Discipline**

As part of our district wide multi-tiered system of support (MTSS), the Pleasantdale Elementary School has established a three tiered Positive Behavior Support System (PBSS). PBSS is a systematic approach for implementing proactive schoolwide discipline. The purpose of PBSS is to improve school climate and prevent student problem behaviors across all school settings. Essential elements of our PBSS include: (1) building a culture within the whole school that will serve as a foundation for both social and academic success, (2) emphasizing early identification and prevention of problem behavior, (3) directly teaching appropriate social skills to all students, and modifying or rearranging the school context when necessary to prevent problem behavior, (4) using a three-tiered continuum of behavior support practices in order to prevent problem behavior, and (5) actively using data for decision-making.

All students receive the support they need for success based on a continuum of need and intensity. Our PBSS program uses:

- Student achievement data to inform instruction
- A problem-solving model
- A multi-tiered service delivery model
- Targeted interventions in addition to the core curriculum
- Regular progress monitoring

For special education students, please refer to page 40 of the student handbook, section 10.20 “Discipline of Students with Disabilities,” for additional information.

#### **Discipline Plans -- Pleasantdale Elementary**

The Pleasantdale Elementary School community of staff and parents believes that each child is responsible for his/her behavior. Based on this belief:

- The role of parents and staff is to guide and assist students in making appropriate behavioral choices, and understanding that all actions have consequences.
- The student's role is to develop skills and strategies for coping with conflict, and to accept responsibility for his/her choices.
- Pleasantdale Elementary students will become responsible and respectful citizens through their efforts and the shared commitment of parents and staff.

Pleasantdale Elementary School maintains a building behavior plan, The Eagle Way. The Eagle Way must be followed at all school sponsored activities, including field trips and bus routes.

- The Eagle Way
  - Be respectful
  - Be responsible
  - Be safe
- Each teacher establishes a set of classroom rules and procedures. These rules are on display in the classroom for all to see. These classroom rules include hallway, bathroom, and recess guidelines.
- A system has been set up during lunch and recess called “Eagle’s Nest” for children who fail to follow the Eagle Way. The “Eagle’s Nest” is located in an office near the lunchroom and is supervised by a staff member. Parents will be notified unless the supervisors feel the infraction was minor and communication home not necessary. Students are given appropriate behavioral intervention ideas (“flight plan”) and skills so that negative behaviors do not become habitual.

#### **Discipline Plans -- Pleasantdale Middle**

It is our goal at Pleasantdale Middle School to provide a safe and positive learning environment. To achieve this environment, expectations of behavior and conduct have been established which govern the entire school operation, including classroom and instructional areas, co-curricular groups and activities and school facilities. Students are expected to accept responsibility for their actions and the consequences of those actions. Parents and teachers also have rights and responsibilities in their role of support for continued student growth. In order to ensure student confidentiality, the district policy is not to give out information about a student’s behavior to other parents.

"The "I's" of the Tigers" is our positive and proactive approach to school behaviors and is the heart of our program. We ask our students to affirm the following statements in their actions and behaviors while at or representing Pleasantdale Middle School:

I am Respectful  
I am Responsible  
I am Safe

Expectations are taught, and when necessary, re-taught to illustrate the above statements through various areas within the building, including hallways, classrooms, lunchroom, recess, assemblies, and on the bus. All staff members are encouraged to support and recognize positive examples of "The "I's" of the Tigers" through home communications and "Tiger Stripes" presented to the student.

#### *When and Where Conduct Rules Apply*

The grounds for disciplinary action also 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*

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties.

#### *Re-Engagement of Returning Students*

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

#### *Corporal Punishment*

District 107 does not allow school personnel to administer corporal punishment to students according to Board Policy. Corporal punishment does not include, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or for the purpose of self-defense or the defense of property.

#### *Use of Isolated Time Out and Physical Restraint*

This policy applies to all students. Isolated time out and physical restraint shall be used only as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students as a form of punishment. Isolated time out and physical restraint are considered restrictive interventions and are only used in emergency situations by certified staff members or when less restrictive interventions have been attempted and failed. This Policy does not apply to the restriction of a student's movement when that restriction is for a purpose other than the maintenance of a safe and orderly environment, such as the appropriate use of a safety belt in motor vehicles.

#### **Inappropriate Behaviors – Level 1**

- Tardiness (late to school – late to class)
- Missed detention
- Disrespect

- Disturbance during class, assemblies, field trips, before or after school activities, and in locker room, halls and lunchroom
- Inappropriate physical contact
- Loitering in unsupervised areas
- Reckless behavior
- Repeated inappropriate behavior

#### **Range of Consequences**

- Behavioral referral
- Parent contact
- Detention
- Detention plus meeting with student
- Detention plus meeting with student and administrator.
- In-school suspension

#### **Inappropriate Behaviors – Level 2**

- Blatant disrespect
- Disruptive behaviors
- Insubordination
- Demonstrating a bullying behavior
- Profanity or abusive language
- Damaging property or others' belongings
- Misuse of computers or other school materials
- Stealing
- Reckless behavior
- Inappropriate physical contact
- Uncooperative with substitutes
- Repeated inappropriate behavior

#### **Range of Consequences**

**(one or more of the following may occur)**

- Conduct referral
- Student meeting with the administrator
- Parent contact
- Parent conference
- Detention(s)
- One week of detentions for inappropriate behavior with substitutes
- Out of all activities up to five days (spectator or participant)
- One to three days in-school suspension
- Reimbursement for damaged property

#### **Inappropriate Behaviors – Level 3**

- Bullying
- Harassing or threatening others
- Sexual Harassment
- Fighting
- Any act of physical aggression toward others
- Hazing
- Gross disrespect towards others
- Smoking
- Vandalism
- Using ~~selling, or distributing~~ illicit drugs, narcotics, alcohol, or illegal substances (including "look-alikes")
- ~~Prescribed or non-prescribed medication possession~~ Possession of prescribed or non-prescribed medication
- Possession of weapons
- Any gang related activity, literature, or items

- Arson
- Explosives
- Repeated inappropriate behavior

#### **Range of Consequences**

- Conduct referral
- Student sent to administrator's office
- Parent conference
- In-school or out-of-school suspension(s)
- Confiscation of prohibited objects
- (one or more of the following may occur)**
  - Expulsion by the School Board
  - Notification of incident to proper authorities
  - Counseling program

#### **Inappropriate Behaviors - Level 4**

- Using, selling, or distributing illicit drugs, prescribed/non-prescribed medication, narcotics, alcohol, or illegal substances (including "look-alikes")
- Selling or distributing prescribed/non-prescribed
- Possession /use of weapons
- Fighting, mob action
- Arson
- Explosives
- Repeated significant inappropriate behavior(s)

#### **Range of Consequences**

- Notification to proper authorities
- In-school or out-of-school suspension(s)
- Alternative behavior school placement
- Assessment/Participation in behavior, substance, counseling program
- Recommendation for expulsion to School Board

#### **Cheating Policy —Middle School**

Students must consider all assigned work to be individual unless a teacher specifies otherwise. Each teacher will discuss cheating and plagiarism as it applies to his/her class and discuss the consequences. Students receive instruction about the proper way to cite sources appropriate to their grade level.

##### **Examples of cheating or plagiarism**

- Copying homework
- Looking on another student's test or quiz
- Allowing another student to look on your test or quiz
- Using other secretive methods of obtaining or giving answers for tests or quizzes
- Working with others on any assignment that was meant to be done by individuals
- Taking papers in part or whole from the Internet or other publications or other students
- Taking information from another source that is not properly attributed
- Taking any part of a test to use or give to others

##### **1<sup>st</sup> Offense**

- Student receives a failing grade for the assignment
- The teacher confers with the student's parents about the offense

##### **2<sup>nd</sup> Offense**

- Student receives a failing grade for the assignment
- The teacher reports the offense to the principal who will meet with the student, his/her parents and the teacher about the incident.

- The student will have to redo the assignment, or an equivalent assignment, at a level equivalent to a passing grade, outside of school time, for no credit.

### 3<sup>rd</sup> Offense

- Student receives a failing grade for the assignments
- The teacher reports the offense to the principal who will meet with the student, his/her parents and the teacher about the incident.
- The student will have to redo the assignment, or an equivalent assignment, at a level equivalent to a passing grade, outside of school time, for no credit.
- The student will not be allowed to receive any school wide academic honors, such as honor roll status or special academic recognition at the end of the year.

## DISCIPLINE DEFINITIONS

- **Alcohol:** Possession, use or transfer of any alcoholic beverage.
- **Blatant Disrespect:** Disrespect to other students or staff that persists after a warning has been given.
- **Bullying:** Bullying is intentionally using power to repeatedly make someone feel bad. See bullying policy for more information.
- **Communication/Electronic/Laser devices:** Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting."
- **Disrespect:** To call derogatory names, dishonor, or in any other manner, abuse verbally or in writing any member of the school staff or student body.
- **Disruption:** Any act that disrupts the educational process or setting.
- **Extortion:** The act of extortion or borrowing or attempting to borrow any money or things of value from a person in the school, unless both parties enter into an agreement freely and without the presence of either an implied or expressed threat.
- **Drugs:** A term that is intended, for this purpose, to include cannabis, controlled substances, any illegal or illicit drugs, prescription drugs and over-the-counter drugs.
- **Drug paraphernalia:** Devices that are used to ingest, inhale, or inject cannabis or any controlled substances into the body.
- **Fighting:** Aggressive, hostile bodily contact with students, and/or adults.
- **Forgery:** The act of falsely writing the name of another person, falsifying dates, grades, addresses, or other information on school forms.
- **Gang-related activity:** Any group of two or more people whose purpose includes the commission of illegal acts. Gang-like activity shall mean any conduct engaged in by a student:
  - on behalf of any gang
  - to perpetuate the existence of any gang
  - to effect the common purpose and design of any gang
  - to represent a gang affiliation, loyalty or membership in any way while attending a school function.
- Gross Disrespect: **Disrespect toward staff or student that is of a threatening or aggressive nature.**

- **Harassment:** Constant torment and intent to harm emotionally.
- **Hazing:** Any intentional, knowing, or reckless act directed towards a student for the purpose of initiation, affiliation, holding office, maintaining membership in any organization, club, or athletic team. Soliciting, encouraging, aiding, or engaging in hazing is prohibited.
- **Inappropriate Displays of Affection:** Displays of affection of a sexual nature that are not appropriate in a school environment
- **Inciting others to misconduct/misbehave:** By words, acts or deeds, giving encouragement to demonstrations and protest, which disrupt the normal educational process of the school.
- **Indecency:** The act of offending commonly recognized standards of health, safety, or proprietary, or inappropriate displays of affection.
- **Insubordination (failure to conform to staff request):** The failure to respond or carry out a reasonable request by authorized school personnel.
- **Intimidation:** The act of verbally or by gesture threatening/intimidating the well being, health or safety of any person on school property or en route to or from school.
- **Loitering:** The act of being in or about the school building or in a specifically restricted area of the school at unauthorized times or without specific authorization of school personnel.
- **Obscenity:** The act of using obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on school property.
- **Physical assault:** The act of physically assaulting or attacking any person on or near school property including any activity under school sponsorship.
- **Profanity:** Inappropriate language that is deemed offensive to others.
- **Reckless behavior:** Behavior that can lead to serious harm, involvement of unsuspecting victims, and usually taking place in a non-structured area not taking surroundings into consideration.
- **Sexual harassment:** The act of sexual harassment, whether verbal, nonverbal or physical including but not limited to gestures, touching, brushing the body, and sexual propositions.
- **Tardiness:** Lateness to school, class, advisory, or any other part of the student's schedule.
- **Theft:** The act of taking or acquiring the property of others without that person's consent.
- **Unlawful drugs/Use of tobacco/Electronic smoking devices:** Possession, use, or transfer of any stimulating, depressing, or behavior altering substance without a medical prescription. This includes any form of hallucinogenic drugs or marijuana.
- **Vandalism:** The act of willful destruction of property belonging to others.
- **Weapons:** The act of possessing, using, controlling, transferring, or threatening to use any weapon. A weapon is a gun or firearm, loaded or unloaded or any look alike. Also, any instrument used with the intent of inflicting or threatening bodily harm. Knives or other items deemed inappropriate by school officials may be declared contraband and will be confiscated. In accordance with state and federal law, we have a "no-tolerance" weapons policy.

#### **6.40 - Prevention of and Response to Bullying, Intimidation, and Harassment**

## **BULLYING POLICY**

### ***Statement of Intent***

The district is committed to providing a caring, friendly, and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur at school, school related activities, or on busses, all pupils should report and know that incidents will be dealt with promptly and effectively.

### ***What Is Bullying?***

Bullying is intentionally using power to repeatedly make someone feel bad. Bullying can be emotional (systematically excluding, tormenting), physical (pushing, kicking, hitting, punching), racist (racial taunts, graffiti, gestures), sexual (unwanted physical contact or sexually abusive comments), homophobic (focusing on the issue of sexuality), verbal (name-calling, sarcasm, spreading rumors, teasing), cyber (email and social networking misuse), mobile threats (text messaging and calls), or misuse of associated technology (i.e. camera & video).

### ***Why is it Important to Respond to Bullying?***

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Schools have a responsibility to respond promptly and effectively to issues of bullying.

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

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

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

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

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

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

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

### Procedures

- Report bullying incidents to any staff member. If further follow up is needed, contact Principal or Assistant Principal.
- Bullying incidents will be recorded by staff.
- In serious cases, parents of all involved students will be informed and asked to attend a meeting to discuss the problem.
- As necessary and appropriate, police will be consulted in extreme cases.
- Bullying behavior will be investigated as soon as possible.
- Confirmed offenders will have consequences that may include **detention**, suspension, meeting with the assistant principal, participating in peer mediation, or participating in small group or individual counseling.
- After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

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

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

### Prevention

Staff members will use various methods as needed to prevent bullying. ~~Class meetings in the elementary school and homeroom~~ **Social Emotional Learning** activities in both schools are the main venues for discussing bullying with students. Students are encouraged and taught to stand up for a student who is being bullied when they are a bystander. When appropriate, whole school assemblies and parent education may be utilized.

## 6.45 - Sexual Harassment & Teen Dating Violence Prohibited

### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, 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
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort.

Examples of sexual harassment 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. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the building principal, **assistant principal**, or social worker. A student may choose to report to a person of the student's



same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

## 6.50 - Cafeteria Rules and Procedures

### **Lunchroom Conduct**

Students are expected to eat their lunch in an orderly manner, remain seated, and practice appropriate table manners. Only quiet talking is allowed. Students are not allowed to share or exchange food at lunch.

### **Lunch Procedures**

#### *Pleasantdale Elementary*

Students who bring their own lunches to school are instructed to put them in the portable classroom lunch bins. This task is part of the morning classroom routine. At some time during the morning, the lunch bin is taken to the cafeteria so the lunches will be available when children come in for recess.

On occasion, students may forget to perform the task of putting their own lunch into the lunch bin during the morning classroom routine. Students will never go without food during lunch unless it is their choice. An organizational plan may be put into place for students who struggle with this process.

Considerations will be made for unique circumstances involving special diets, medical concerns, substitute teachers, field trips, assemblies, etc. that might cause changes in classroom and lunchroom routines.

#### **Pleasantdale Elementary Lunch times:**

- Kindergarten: 12:15 – 1:00 p.m.
- 1<sup>st</sup> grade: 12:00 – 12:25 p.m.
- 2<sup>nd</sup> grade: 12:05 – 12:25 p.m.
- 3<sup>rd</sup> and 4<sup>th</sup> grades: 12:35 – 12:55 p.m.

#### *Pleasantdale Middle*

Before their lunch period, students stop at their lockers to drop off books and pick up their lunches, if they are not buying them. Students who forget their lunch may stop in the office to call home. ~~or they can borrow money from the school secretary to purchase a lunch as available. Borrowed money needs to be repaid the next day.~~ Parents may drop off forgotten lunches in the office. Lunch periods begin at 11:27 a.m. The lunches will be delivered to the lunchroom and put on the stage for pick-up. **Parents are encouraged to open an account with the school lunch program, providing students both with a primary meal plan and as a backup option.**

### **Recess Procedures**

#### *Pleasantdale Elementary*

#### **Recess times:**

- Kindergarten: 12:00 – 12:15 p.m.
- 1<sup>st</sup> grade: 11:45 – 12:00 p.m.
- 2<sup>nd</sup> grade: 11:45 – 12:05 p.m.
- 3<sup>rd</sup> and 4<sup>th</sup> grades: ~~12:15 – 12:35 p.m.~~ **12:20 - 12:40 p.m.**

Students have outdoor recess whenever possible. Students perform better when they get outdoors, even if only for a few minutes. The office staff and principal will make the decision for recess based on the following:

- **Outdoor Recess** (15-20 minutes)
  - o 15 degrees F and higher (including wind chill)
- **Brief Outdoor Recess** (5-15 minutes)
  - o 5-14 degrees F (including wind chill)
- **Inside Recess**
  - o below 5 degrees F (including wind chill)

Student must have boots, gloves and snow pants to play in the snow. Those who don't must stay on the blacktop area. Parents should assist children in preparing and wearing appropriate clothing for the weather conditions. Children who do not have proper outdoor clothing will either stay inside for Noon Study or use extra clothing from the nurse's office. Students (or parents) can request to stay inside for Noon Study.

The school provides outdoor equipment for students to use at recess. For safety purposes, please do not bring equipment from home.

#### ***Pleasantdale Middle***

#### ***Rec / Study Hall***

All students have a 22 minute rec/study hall period before or after lunch.

When weather permits, students go outside for rec. The library is also available as an indoor study option.

Students in 7<sup>th</sup> and 8<sup>th</sup> grade will have 3 days of mandatory study hall.

Students in 5<sup>th</sup> and 6<sup>th</sup> grade will have 2 days of mandatory study hall.

All students may participate in a study hall or social room during inclement weather.

- **Outdoor Recess**
  - o 15 degrees F and higher (including wind chill)
- **Inside Recess**
  - o below 15 degrees F (including wind chill)

#### **6.60 - Field Trips**

An integral part of the educational program is the opportunity to attend field trips. Field trips are planned around units of study at each grade level. Field trips provide an extension or hands-on experiences that help to expand the classroom experience and enhance the learning of all children. When a field trip is planned, each child must return a signed permission slip. No child will be permitted to participate without parent permission. Children not participating in the field trip activity will receive alternative instruction within the school as arranged by the teacher. Field trips are planned and implemented at the discretion of the grade level team. Some field trips take place out of the building, and others are on-site experiences.

#### **6.70 - Access to Student Social Networking Passwords & Websites**

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

#### **6.80 - Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (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.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, while outside the building.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Students who violate the policy are subject to the following consequences:

1<sup>st</sup> Offense: Student is sent to the office and the device is held and parents are notified. Device is returned to the student at the end of the school day.

2<sup>nd</sup> Offense: Student is sent to the office and the device is held and parents are notified. Device is held in the office until a parent retrieves it. **School discipline rules will apply.**

More than two offenses will be considered blatant disregard for school rules and may result in one or more of the following:

- **Detention**
- In school suspension
- Loss of the right to have the electronic device in school for the rest of the year

## Chapter 7 - Internet, Technology & Publications

### 7.10 - Internet Acceptable Use

#### *Internet*

All Pleasantdale students and parents must sign an Acceptable Use Policy. (Refer to Appendix I)

#### **Acceptable Use Policy**

Each student and parent/guardian is required to sign an Acceptable Use Policy (AUP) annually.

#### **Acceptable Use Policy for the District's Electronic Network**

School District 107 believes that the District's Electronic Network (its computers, its local and/or wide area network, and access to the Internet through its computers or local and/or wide area network) offers resources and opportunities for learning and preparing our students for the future. The educational purpose of the District's Electronic Network is to assist with the gathering and exchanging of information related to District curriculum and educational programs and activities. Using the District's Electronic Network effectively enriches the classroom experience.

#### **Copyright and Fair Use**

All use of materials in District 107 must honor and abide by the Copyright and Fair Use Guidelines for Educational Multimedia. These guidelines may be reviewed at: <http://www.utsystem.edu/OGC/IntellectualProperty/ccmcguid.htm>

<http://guides.lib.utexas.edu/copyright/fairuse>

#### **Privilege**

The use of the District's Electronic Network is a privilege, not a right, and inappropriate use may lead to access privileges being revoked, school disciplinary action, and/or appropriate legal action.

#### **Inappropriate Use**

Based upon the Netiquette guidelines in this policy, the staff will deem what is inappropriate use.

#### **Netiquette**

The use of the District's Electronic Network must be in support of and consistent with the mission and educational objectives of the District and the generally accepted rule of network etiquette, "netiquette". These include, but are not limited to, the following:

- Be polite.
- Use appropriate language.
- Use time efficiently and plan ahead.
- Keep personal name, addresses, phone numbers, and other personal identifying information confidential.

- Treat all communication and information accessible via the District's Electronic Network as private property.
- Do not download from the District's Electronic Network without teacher permission.
- Do not access or send data that is racist, sexist, inflammatory, abusive, obscene, vulgar, threatening or in any way inconsistent with the District's code of conduct, and report it promptly if you receive such data.
- Do not access, use, or possess any material that constitutes or furthers academic fraud, plagiarism, or forgery.
- Transmission of any material in violation of any U.S. or State law or regulation is prohibited. This includes, but is not limited to, illegal activities, copyrighted material, threatening or obscene materials, or material protected by trade secret. Messages relating to, or in support of, inappropriate activities will be reported to the relevant authorities and may result in discipline, up to and including expulsion.

### **Security**

Security on any computer system is a high priority. Only authorized accounts may be used. Any attempt to log onto the District's Electronic Network as another user or using a private account will result in disciplinary action as described in the privilege section. Computer accounts, passwords and other types of authorization that are assigned to individual users will not be shared with others in order to maintain confidentiality.

Password guidelines include:

- Students may not give passwords to anyone or allow anyone else to access their account.
- Students may not use anyone else's password.
- Students are responsible for all activity relating to their account.

### **Email and Social Networking Guidelines**

- Students are not allowed to reveal identifiable information or establish relationships on the District's Electronic Network unless a teacher has coordinated the communication.
- Students may not use personal email at school.
- Students are not allowed to individually access social networking sites, chat rooms, bulletin boards, podcasts, instant messaging, etc., without permission from and monitoring by school staff.
- Students are not allowed to make audio or video recordings of another student or staff member without his or her permission.

### **Off Campus Email and Social Networking Guidelines**

Social networking sites include but are not limited to SnapChat, FaceBook, and Instagram. Users of such sites have little control over the content that "friends" post on their site because these sites are in the public domain. With this in mind, no student or parent shall create or maintain a public electronic presence that in any way links to or publicizes Pleasantdale School District 107.

The following guidelines apply:

- Pleasantdale families/students may not use District information such as logos, official seals, or photographs.
- Pleasantdale families/students may not link their personal website to Pleasantdale School District 107 website.
- Pleasantdale families/students may not post inappropriate photographs or content containing any form of Pleasantdale School District 107 identification.
- Pleasantdale families/students may not post inappropriate or harassing content, including blogs or online journaling, linking them in any way to Pleasantdale School District 107.

The District reserves the right to apply disciplinary consequences for computer-related activities conducted off campus if such activity adversely affects or interrupts classroom instruction, District operations, or the safety or well being of students and staff or other members of our community, or constitutes behavior embarrassing to the school. Adults who violate this policy will be reported to the appropriate authorities.

### **Classroom Technology Use**

- Students may only use classroom technological resources for educational purposes with the permission of the classroom teacher.
- No personal software may be installed.

### **Vandalism**

For purposes of this Policy, vandalism is defined as any malicious attempt to harm or destroy any part of the Electronic Network, including the data of any other user. Vandalism will result in disciplinary action as described in the privilege section.

### **Privacy**

Any electronic communications or files created on, stored on, or sent to, from, or via the District's Electronic Network are the property of the District. Consequently, users do not have any expectation of privacy with respect to such communications and files. Use of the District's Electronic Network to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the user for the District to access and review such files and to turn them over to the appropriate authorities if appropriate.

### **Responsibilities**

Effective use of the Internet becomes a joint commitment for all users. The following list reflects shared responsibilities.

#### ***The District will:***

Ensure that each district computer with Internet access shall have a filtering device that 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. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purposes provided the person receives prior permission from the Superintendent or system administrator.

The District shall monitor the use of the computer network by students and any other minor users to ensure compliance with this policy and any other terms or conditions of Electronic Network access imposed under administrative regulations.

The Superintendent or designee shall include measures in this policy's implementation plan that:

- Prohibit student access to inappropriate matter as well as restricting access to harmful materials;
- Assure student safety and security through direct supervision;
- Prohibit unauthorized access, including "hacking" and other unlawful activities; and
- Prohibit unauthorized disclosure, use and dissemination of personal identification information.

#### ***Parents/Guardians will:***

- Read and abide by the terms and conditions stated in the Acceptable Use Policy.
- Talk to their children about setting up family guidelines for using the District's Electronic Network
- Accept full responsibility for supervision of students' use of the Internet while not in school.
- Monitor materials generated at home to determine appropriateness for the school setting.

#### ***Students will:***

- Read and abide by the terms and conditions stated in the Acceptable Use Policy.
- Report any incident or information that violates this policy.

## **7.20 - Guidelines for Student Distribution of Non-School Publications**

(Updated: November 2015)

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must obtain permission from the building principal at least 24 hours in advance and follow provided guidelines for time and place of distribution.

## **Chapter 8 - Search and Seizure and Personal Property**

### **8.10 - Search and Seizure**

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

School Property and Equipment as well as Personal Effects Left There by Students

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

#### ***Students***

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

#### *Seizure of Property*

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

### **8.20 – Personal Property**

Toys, games, cameras, radios, and similar personal property should not be brought to school without prior approval. The school cannot provide safeguards for such items. Students must not keep valuables in their lockers. Middle school students are expected to keep locker combinations confidential.

## **Chapter 9 - Athletics and Extracurricular Activities**

#### *Pleasantdale Elementary*

Pleasantdale Elementary offers all students an opportunity to develop their abilities and skills through participation in a variety of after school clubs/activities and seasonal sport offerings. Participation in and/or attendance at activities is a privilege and not a right.

#### *Pleasantdale Middle*

Pleasantdale Middle School offers a variety of athletic and co-curricular opportunities throughout the year. Participation in these activities is a privilege and not a right. It is the student's responsibility to maintain eligibility by meeting all academic and behavioral standards. Students staying after school must remain in a supervised area.

#### *Academic Eligibility Rules for Athletics and Co-Curricular Activities*

- A student with three D class averages or any F class average is ineligible to **participate** in any practice or game.
- Ineligible students **must** report to library for academic study time during games and practices.
- A student remains ineligible until their averages are raised to meet the criteria.
- Every Friday, students' eligibility will be determined.

#### *Other Eligibility Rules for Athletics*

- A current sports physical is required to be on file in the school nurse's office **prior** to participation.
- Written permission must be given by parent/guardian
- Compliance with **Code of Conduct** is required.

#### *Code of Conduct*

As a member of a Pleasantdale Middle school athletic team, athletes are considered to be in positions of leadership, representing themselves, their families, the team, school, district and community. Therefore, along with the privilege of participation comes the expectation of a higher standard of behavior and conduct.

Students are expected to:

- Follow the district's discipline plan at all times
- Display good sportsmanship and citizenship
- Maintain good conduct and performance in classrooms
- Support individual and whole team efforts

### **9.30 - Student Athlete Concussions and Head Injuries**

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

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

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

## **Chapter 10 - Special Education and Support Services**

### **10.10 - Education of Children with Disabilities**

#### ***Special Education***

District 107's children with disabilities between the ages of 3 and 15 who have been evaluated and identified as requiring special education services based on State and Federal criteria, will be provided a free appropriate elementary public education in the least restrictive environment possible.

### **10.20 - Discipline of Students with Disabilities**

#### ***Discipline of Special Education Students***

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

#### **BEHAVIORAL INTERVENTION POLICY**

##### ***Students with Disabilities***

The use of positive behavioral interventions with students with disabilities will be given the highest priority in District 107. When behavioral interventions are used, they will be used in consideration of the child's physical freedom and social interaction and be administered in a manner that respects human dignity and ensures a student's right to placement in the least restrictive environment. Parents and students will be informed annually of the existence of the policy in each school's Student Handbook.

### **10.25 – Support Services**

Teachers will contact the grade level team or principal to arrange a meeting to review the current level of performance when concerned about a student's academic progress. The following are special services available:

#### ***English Language Learners (ELL) Services***

Pleasantdale School District offers a Transitional Program of Instruction (TPI) for the limited English proficient student. This program teaches non-English and low-English proficient students' oral language skills and literacy skills.

#### ***Reading Explorers – Pleasantdale Elementary***

This program is targets children who need individual or small group instruction/reinforcement in reading. The reading specialist, in conjunction with the classroom teacher, reviews students' reading progress periodically during the school year. This review includes an analysis of achievement results, phonics tests, and additional diagnostic information. Following the identification of students, parents are contacted regarding permission for additional assessment. In most cases, the child completes an informal reading assessment that identifies the child's independent, instructional, and frustration reading levels. A reading improvement program for the child is recommended to the parents if results indicate a need for reinforcement of reading skills.

### ***Reading Lab – Pleasantdale Elementary***

Students who have been identified as **benefitting from additional reading support** reading substantially below grade level will receive Reading Lab services. Instead of attending Spanish, students remain in the classroom with their homeroom teacher and focus on reading comprehension strategies. Parents will be notified ~~during the summer and/or at the beginning of the school year~~ if their child is identified for Reading Lab including details about this program.

### ***Reading Lab/Math Lab - Pleasantdale Middle***

Students whose test scores indicate reading comprehension or math skills that are significantly below average, and whose teachers have indicated a need for extra support, will be considered for an extra period of reading and/or math. Reading Lab and Math Lab classes are small and limited to one grade level. Parents will be notified of this schedule change and will receive results of standardized assessments and students' progress during the course of the year.

### ***Math Rtl – Pleasantdale Elementary***

Students who have been identified as **benefitting from additional math support** will receive Math Rtl services. Parents will be notified if their child is identified for Math Rtl services including details about this program.

### ***Social Work***

As part of Pleasantdale District 107's mission, the district recognizes the need for each student to develop appropriate social, emotional, and behavioral skills. To that end, social work services are provided to students and their parents in collaboration with teachers and administrators.

### ***Speech/Language***

Students who have speech and/or language difficulties may be referred to the speech/language therapist for evaluation. In addition, the speech therapist completes a yearly screening of primary-age students. Parents are contacted following the initial screening when it is determined that further screening is necessary. Following parent permission, the child is screened, and the parent and therapist meet to review the results and discuss a plan of speech/language instruction. The child may meet with the therapist individually, in a small group, or receive support in the regular classroom setting.

### ***Student Support Team (SST)***

~~The Student Support Team consists of professionals from different disciplines who utilize a problem solving process to develop, monitor, and evaluate intervention plans for improving the school performance of identified students. Parents are encouraged to contact their child's teacher with any concerns.~~

### ***Rtl (Response to Intervention) / MTSS (Multi-tiered System of Support)***

**The Rtl/MTSS Team** consists of professionals from different disciplines who utilize a problem solving process to develop, monitor, and evaluate intervention plans for improving the school performance of identified students. Parents are encouraged to contact their child's teacher with any concerns.

A detailed explanation of the Rtl process is located on the District website.

### ***Summer Academy***

A booklet containing **summer** course descriptions, tuition, and other pertinent information is available by early spring of each school year.

## **Chapter 11 - Student Records & Privacy**

### **11.10 - Student Privacy Protections**

#### ***Student and Family Privacy Act***

Student and family privacy rights are protected under Board Policy 7:15 which can be viewed on the district website at [www.d107.org](http://www.d107.org)

### **11.20 - Student Records**



Every effort is made to ensure the rights of parents and students as provided under the 1974 Family Educational Rights and Privacy Act and the Illinois School Student Record Act of 1975. Copies of these laws pertaining to student records are available in each school building.

Student records, classified as either permanent or temporary, are maintained to ensure a continuous educational program for each student. Parents are granted access to all official records pertaining to their children. Record review information, including forms requesting access to records, is available in the school offices.

In cases where parents are divorced, the noncustodial natural parent has right to records, notice of meetings, conferences, etc., upon request to the building principal. If there is a court order to the contrary, it is the responsibility of the custodial parent to inform the school of such restrictions.

All temporary student records are destroyed within five years after graduation, transfer or other permanent withdrawal of the student. Permanent records are maintained for 60 years.

Student Permanent Record means the minimum personal information necessary to a school in the education of the student and contained in a school student record. Such information may include the student's name, birthdate, address, grades and grade level, parents' names and addresses, attendance records, and such other entries as the State Board may require or authorize.

Student Temporary Record means all information contained in a school student record but not contained in the student permanent record. Such information may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student, all subject to regulations of the State Board. The information shall include information provided under Section 8.6 of the Abused and Neglected Child Reporting Act. In addition, the student temporary record shall include information regarding serious disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment or sanction. For purposes of this provision, serious disciplinary infractions means: infractions involving drugs, weapons, or bodily harm to another.

Parents are notified prior to the transfer of records and, within a period of 10 days, may request permission to inspect all records being transferred. By parent request, family names may be excluded from any listing published by the school for general distribution.

## Chapter 12 - Parental Right Notifications

### 12.20 - Standardized Testing and District Assessments

#### STUDENT ASSESSMENTS

##### *Preschool Screening*

All District 107 children between 36 months and 60 months of age are eligible for a free preschool screening to determine if a child is developing within expected benchmarks for his/her age group. The screening includes speech and language, vision, hearing, gross and fine motor development. The screenings are held in October and February at the Elementary School. Parents may call the Elementary Office for more information or to schedule an appointment. Dates of screenings are listed in local newspapers.

##### **AIMSWEB**

AIMSWEB is a Curriculum Based Measurement (CBM) assessment. It is a benchmark and progress monitoring system based on direct, frequent, and continuous student assessment. This assessment is designed to be a short (one minute) measure to monitor the development of pre-reading and early reading skills. AIMSWEB reading is administered in the fall, winter and spring to all students at the Elementary School. AIMSWEB math is administered to students in kindergarten and first grade. Results are sent home to parents on a regular basis.

##### *Standardized Tests*

Students in grades 3-8 are given the PARCC examination, the Illinois State Board of Education required national assessment. This assessment measures student performance in English Language Arts and Math.

Additionally, the ~~STAR~~ **MAP** assessment is given three times annually, at the start, mid-year, and end. This assessment measures student growth and performance in math and English-language arts. **The CoGat assessment is additionally administered annually, measuring students' learned reasoning abilities in the three areas: Verbal, Nonverbal and Quantitative**

### **12.30 - Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### **12.40 - Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

### **12.60 - English Learners**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact

\_\_\_\_\_ at \_\_\_\_\_.

### **Mandated Reporter**

All certified staff members are required by law to report suspected incidents of child abuse and/or neglect to the Department of Children and Family Services. Our role is to protect children from harm. Details regarding any individual child's protection are a matter held in strictest confidence by all adults involved.

### **12.110 - Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony

### **12.120 - Violent Offender Community Notification**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.