



2011

-

2012

Joliet Public Schools District 86
420 N. Raynor Avenue
Joliet, Illinois 60435
815-740-3196
www.joliet86.org

Charles E. Coleman, Ed.D.
Superintendent

PARENT – STUDENT

HANDBOOK

District No. 86 Will County Board of School Inspectors

Jeffrey K. Pritz, President
Deborah K. Ziech, Vice President
Natalie A. Coleman
Richard A. Rodriguez
Lorraine E. Guerrero
Tonya M. Myers
Gwendolyn R. Ulmer
Charyll M. Colstock, Secretary

District 86 Administrative Staff

Charles E. Coleman, Ed.D, Superintendent
Sandy Gavin, Assistant Superintendent, Curriculum and Instruction
E. Wesley Russell, Assistant Superintendent, Business Services
Cheryl Woods-Clendening, Assistant Superintendent, Personnel and Labor Relations
John Armstrong, Director of Technology
Sandra Thomas, Ed.D., Director of Special Services
Sandy Zalewski, Coordinator of Communication and Development



Mission Statement

Our Schools, as partners with our children's parents and with the community, will create a safe and positive environment in which all students will learn and develop to their greatest potential. All students will be empowered to become lifelong learners, responsible citizens, and caring members of their communities.



Students

We believe all students can learn and are entitled to an equitable education which ensures quality, nurtures self-esteem, and allows students to reach their greatest potential.

Employees

We believe that effective schools have employees who embody the vision and mission of the school district and are committed to providing an equitable and quality education for all children.

Board

We believe that effective schools have a School Board which provides an equitable and quality education for all children through its leadership and commitment to the community.

Parents

We believe that effective schools have parents whose active involvement in the educational process supports their children and the school community.

Community

We believe the quality of life in a community depends on the education of its citizens. We believe the quality of schools depends on the financial and human resources provided by its community.



Joliet Public Schools District 86

Charles E. Coleman, Ed.D.
Superintendent of Schools

Aracelis C. Popadich
Secretary

Board of School Inspectors
Jeffrey K. Pritz, President
Deborah K. Ziech, Vice President
Natalie A. Coleman
Richard A. Rodriguez
Lorraine E. Guerrero
Tonya M. Myers
Gwendolyn R. Ulmer

Charyl M. Colstock
Secretary

August 2011

Dear District 86 Families:

Welcome to the 2011-2012 school year. As the new superintendent, I am excited about the opportunity to serve Joliet Public Schools. Meanwhile I hope your summer was enjoyable and your child is ready for the start of a great school year.

The information contained in this handbook is designed to help you and your child clearly understand the procedures and expectations required by District 86. I urge you and your family to thoroughly review the handbook and keep it accessible for future reference. In addition, please remind your child to demonstrate appropriate behaviors at school at all times.

District 86 encourages open, two-way communications between home and school. We hope you will find this handbook a good resource. You are always welcome to talk with your child's teachers, school principal, or contact me as questions arise in the months ahead.

I look forward to getting to know its residents and working with our teachers, students, and parents. Have a great school year.

Sincerely,

Charles E. Coleman, Ed.D.
Superintendent

Contents

| | |
|--|-------|
| Introduction..... | 1 |
| Rights and Responsibilities | 2-5 |
| Acts of Misconduct and Disciplinary Intervention | 6-9 |
| Pro-active Approach to Student Discipline | 9-12 |
| Due Process..... | 10 |
| Student Suspension..... | 10 |
| Expulsion | 10 |
| Alternative Education Placement | 11 |
| Behavioral Intervention Procedures for Students with Disabilities | 11-12 |
| Student Conduct..... | 12-16 |
| Corporal Punishment | 12 |
| Dress Code and Cleanliness | 13 |
| Gangs, Gang Activities..... | 13 |
| Bullying..... | 13 |
| Sexual Harassment | 13 |
| Conduct on School Buses | 14 |
| Electronic Devices | 15 |
| Property Damage/Vandalism..... | 15 |
| Alcohol, Illegal Drugs or Look-Alike Drugs, Flammable Materials | 15 |
| Possession of Weapons & Look-Alike Weapons | 15 |
| Search and Seizure | 15 |
| Law Enforcement Authorities..... | 16 |
| Juvenile Court Referrals..... | 16 |
| Electronic Network Access/Internet & Technology Acceptable Use..... | 16 |
| Attendance, Residency Requirements, Registration, Health Examinations, Immunizations, Dental Examinations, Transfer of Students | 16-21 |
| Absence and Tardiness..... | 16 |
| Notification of Parents/Guardian of Absence..... | 17 |
| Truancy..... | 17 |
| Residency Requirements | 17 |
| Registration of New Students..... | 18 |
| Registration of Homeless Children | 18 |
| Health Examinations | 19 |
| Immunizations | 19 |
| Dental Examinations | 20 |
| Student Transfers..... | 20 |
| State Transfer Form..... | 21 |
| Student Welfare | 21-30 |

| | |
|---|--------------|
| Child Custody..... | 21 |
| Child Abuse and Neglect..... | 22 |
| Visitation of School Buildings, Classes | 22 |
| No Trespass Policy..... | 22 |
| School Visitation Rights Act | 23 |
| Discrimination Based On Sex is Prohibited..... | 23 |
| Student Medication | 24 |
| Waiver of Fees for Instructional Materials | 24 |
| Fees for Instructional Materials | 24 |
| Promotion Policy | 24 |
| Student Photographs for Publication | 25 |
| District 86 Student Record Policy..... | 25 |
| Child Safety in Returning From School | 27 |
| Picking Up Children by Someone Other Than A Parent/Guardian..... | 27 |
| Serious Accidents or Serious Illness | 27 |
| Bus/Van Traffic Accidents | 27 |
| Home Language Survey | 28 |
| Vision and Hearing Screening | 28 |
| Audiology Services | 29 |
| Early Childhood Screening | 29 |
| 504 Plan | 29 |
| Free, Appropriate Public Education..... | 30 |
| Asbestos Management Plan | 30 |
| Notification - No Child Left Behind - Highly Qualified Teachers..... | 30-31 |
| 2011-2012 School Calendar..... | 32 |

INTRODUCTION

Welcome to District 86 and the 2011-2012 school year! The Board of School Inspectors is dedicated to providing all students with an exceptional instructional program of the highest quality. We want to provide our students with a safe and orderly learning environment in which staff hold high expectations for student learning while promoting mutual respect, trust, and cooperation. We realize that such a learning environment must be established on a strong base of expectations for student, staff, and parent behavior.

This handbook provides our district established discipline procedures which are based upon Board policy. In this handbook we have outlined the rights and responsibilities of our students, parents, teachers, and administrative staff, along with our levels of misconduct and district consequences when inappropriate behavior is demonstrated by a student. In addition, we have included a wealth of information for you in regard to student welfare and the procedures that protect the rights and well-being of students.

Please read through the District Handbook with your student. It is important that parents and children are aware of district expectations with regard to behavior along with the consequences for inappropriate behavior. Again, we are committed to providing all children with a safe and orderly environment in which they can learn and grow and we appreciate your support in helping us make that possible.

RIGHTS AND RESPONSIBILITIES OF THE EDUCATIONAL COMMUNITY

STUDENTS

RIGHTS OF THE STUDENT

- To be respected and treated in a fair and equitable manner.
- To be educated in a school climate that fosters learning through a variety of creative instructional techniques, has a challenging curriculum and is aware of cultural and individual differences.
- To be educated in a safe school climate that has protective measures from bullying, intimidation, physical/verbal abuse and other disruptions to the educational process.
- To receive assistance from the teacher and be able to discuss school goals.
- To be disciplined in private when possible.
- To have district, school-wide and classroom discipline policies explained (in their primary language) clearly by principals and teachers.
- To be made aware of the cause for suspension and/or expulsion and be given the opportunity to explain reasons for such behaviors.
- To make contact, if possible, with parent, guardian or approved adult contact when the student is involved in a serious conflict.

RESPONSIBILITIES OF THE STUDENT

- To attend school on a daily basis, being punctual and prepared for class instruction.
- To attend all classes and complete classroom and homework assignments.
- To actively participate in the learning process.
- To take care of books, materials, lockers and other school property.
- To carry self in a manner that represents calm, self-control and pride in personal appearance.
- To be sensitive and respectful to cultural and individual differences.
- To recognize when personal actions are interfering with the rights, personal space, feelings and property of others.
- To show respect towards authority figures by being polite, courteous and using appropriate social language while in the school setting.
- To follow district, school-wide and classroom discipline guidelines and accept consequences in a respectable manner.
- To recognize and use peaceful resolutions when in conflict with another.
- To avoid causing and participating in the disruption of the orderly educational process.
- To honestly report activities that may endanger, threaten or disrupt the school climate.

PARENTS

RIGHTS OF THE PARENT

- To have their child participate in a safe and academically challenging learning climate.
- To be informed of district, school and classroom discipline policies and procedures.
- To be made aware of their child's attendance, learning and discipline concerns.
- To be immediately contacted, if possible, when the student is involved in a serious conflict.
- To request a pro-active conference with school personnel to express feelings, educational concerns and social adjustments of their child.
- To receive educational progress reports on a consistent schedule and timely manner.
- To review school related records and visit the school in accordance with district policy.

RESPONSIBILITIES OF THE PARENT

- To be a positive role model for their child.
- To prepare their child for the school climate by communicating achievement expectations and modeling courteous and respectable behavior towards adults.
- To ensure that their child complies with the school dress code, is punctual, and attends school on a daily basis this includes not taking their child on vacation or prolonged absence during school attendance days.
- To ensure that their child arrives and departs school according to school schedule.
- To keep the school notified of current address, telephone number, and emergency information.
- To actively participate in school activities and organizations
- To discuss with their child daily school activities.
- To safeguard the physical and mental health of their child through regular doctor and dentist appointments.
- To be aware and supportive of district, school, and classroom rules and regulations.
- To be pro-active and cooperative with school personnel for improving school behavior and learning ability.
- To provide time and a non-distracting environment for their child to do homework.

TEACHERS AND STAFF MEMBERS

RIGHTS OF TEACHERS

- To expect students to arrive at school on time prepared to learn, with the necessary materials needed for learning, and completed homework assignments.
- To expect parents to assist by preparing their child for the learning climate and instilling a sense of achievement.
- To be respected by students, parents, staff members and school administration.
- To be protected from assault, battery, intimidation, verbal abuse or bodily harm by students, parents and school personnel.
- To have the support of parents and school administration in removing a student when they become disruptive in the classroom.
- To have the right to request a pro-active parent/teacher conference to resolve conflicts, student behavior, or academic concerns.

RESPONSIBILITIES OF TEACHERS

- To be aware that each child will learn to his/her fullest capacity.
- To be aware of cultural differences.
- To show respect towards the rights of all students, parents, staff members and school administration.
- To provide instruction that motivates the student to learn and be an active participant in their education.
- To assist, or find assistance for the student when experiencing learning difficulties.
- To be a positive role model and establish positive social guidelines for all students.
- To provide a safe learning climate for students by explaining school, classroom and district discipline policies and procedures.
- To enforce school and classroom rules in a courteous, consistent, firm, and impartial manner.
- To conduct self in a professional manner and maintain a professional appearance.

PRINCIPALS

RIGHTS OF THE PRINCIPAL

- To expect students to arrive at school on time prepared to learn, with the necessary materials needed for learning, and completed homework assignments.
- To expect parents to assist by preparing their child for the learning climate and instilling a sense of achievement.
- To be respected by students, parents, staff members and school administration.
- To be protected from assault, battery, intimidation, verbal abuse or bodily harm by students, parents and school personnel.
- To have the support of parents and school administration in removing a student when they become disruptive in the classroom.
- To have the right to request a pro-active administrator/parent/teacher conference to resolve conflicts, student behavior, or academic concerns.

RESPONSIBILITIES OF THE PRINCIPAL

- To establish and maintain a school climate where educational and social needs are met through various activities and services.
- To demonstrate professionalism and equitability in relationships with school personnel, students, parents, and community members.
- To establish, communicate, and enforce school and district expectations for learning and behavior.
- To be pro-active in conflict resolutions between school personnel and students.
- To provide school personnel with resources for educational service delivery.
- To actively involve parents, community and staff in the school decision making process.
- To provide a school climate that recognizes cultural diversity.
- To be a positive participant in teacher/student/parent conferences when necessary.
- To provide a school climate that is safe and protective for all students and school personnel.

ACTS OF MISCONDUCT AND CONSEQUENCES

Level I Acts of Misconduct

Level I Acts of Misconduct consist of minor misbehaviors, which impede the orderly operation of the classroom, school and/or bus. Such misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school personnel. Notification of parent/guardian is recommended at each occurrence. Persistent misbehaviors, appropriate interventions, parental/guardian contact and administrative dialogue will be documented. Level I Acts of Misconduct infractions include, but are not limited to the following:

- 1.1** Classroom disruptions
- 1.2** Failure to follow directions
- 1.3** Littering the premises
- 1.4** Tardiness to class
- 1.5** Possession of prohibited articles including music players, games, and other electronic devices
- 1.6** Display of cell phones, camera phones, cameras, and/or pagers on school grounds except as provided in the Student Conduct section of the handbook under “Electronic Devices”
- 1.7** Other minor misbehaviors as stipulated in the school/classroom plan

Disciplinary Interventions

- Immediate intervention by supervising staff or staff that observes the behavior
- Consequences outlined in the School/Classroom Discipline Plan
- Loss of school/classroom privileges
- Conference with the parent/guardian by telephone or in person
- Time out
- Peer mediation
- Teacher consultation with other teachers and support staff to develop intervention strategies
- Temporary placement in another classroom
- Development of a behavior contract
- Administrative conference with student, parent and teacher
- Counseling with school personnel
- Detention

Written information with suggestions for corresponding parental actions may be provided to parents by the teacher and/or principal. (Minor non-repetitive disruptions may not require written information to be sent to parent.)

Level II – Acts of Misconduct

Level II Acts of Misconduct include misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school, safety on the bus, and/or those behaviors on Level I which continue after corrective measures have been implemented. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel. The administrator should maintain proper and accurate record of the infraction and disciplinary action. Level II Acts of Misconduct infractions include, but are not limited to the following:

- 2.1 Continuous exhibition of Level I Acts of Misconduct
- 2.2 Failure to attend class
- 2.3 Out of supervised area
- 2.4 Altering/forgery of notes or excuses
- 2.5 Disrespect/insubordination towards school personnel (verbal, written or gestures, etc.)
- 2.6 Profanity/vulgarity
- 2.7 Refusal to identify self
- 2.8 Gambling on school property
- 2.9 Verbal abuse
- 2.10 Non-compliance of school rules
- 2.11 Verbal student confrontation
- 2.12 Reckless behavior/dangerous actions/horseplay
- 2.13 Non-physical sexual harassment
- 2.14 Bullying/intimidation/harassment of peers
- 2.15 Inappropriate physical contact/aggression
- 2.16 Theft or possession of lost/stolen property
- 2.17 Vandalism
- 2.18 Possession, display, and/or distribution of pornographic material
- 2.19 Trespassing
- 2.20 Instigation/provocation of student confrontation
- 2.21 Possession or use of laser pointers
- 2.22 Use of cell phones, including texting, personal cameras, camera phones, and/or pagers on school grounds, after-school, and/or at school sponsored activities, except as provided in the Student Conduct section of the handbook under “Electronic Devices”.

Disciplinary Interventions

- Consequences outlined in the school/classroom discipline plan
- Administrative conference with parent/guardian and/or student
- In-school suspension
- Suspension warning notification to parent of the offense with stipulation that a repeated offense could result in suspension
- Detention before/after school
- Temporary removal from class
- Loss of privileges
- Financial restitution
- Out of school suspension

- Referral to an outside agency or school district support service
- Development of behavior contract
- Counseling with school personnel
- Referral to Building Problem-Solving Team
- Assignment of school/community service project
- Saturday school
- Police contact

Parents will be offered the opportunity to attend parent education classes.

Level III – Acts of Misconduct

Level III Acts of Misconduct consist of infractions that are so serious that they always require administrative intervention and may endanger the health and safety of others in school and/or on the bus or which are seriously disruptive to the school environment and/or destructive to school property. The behavior may result in the temporary removal of the student from the school. Temporary removal of the student encompasses referral to the District’s alternative school program or out of district placement. Level III Acts of Misconduct infractions include, but are not limited to the following:

- 3.1** Continuous exhibition of Level II Acts of Misconduct
- 3.2** Explicit verbal, written and/or electronic threats
- 3.3** Fighting
- 3.4** Extortion
- 3.5** Physical sexual touching
- 3.6** Willful failure to comply with the District’s Internet/Technology Acceptable Use Policy, including computer hacking and electronic forgery.
- 3.7** Altering/forgery of school records
- 3.8** Possession of matches, lighters and/or flammable materials on or adjacent to school property.
- 3.9** Possession or use of shocking devices, and/or other harmful devices
- 3.10** *Possession, sale, or use of tobacco, tobacco related products, alcohol, or flammable materials on or adjacent to school property
- 3.11** *Inappropriate physical contact with a school and/or District’s personnel
- 3.12** *Possession, use, distribution or selling of illegal substances or drug paraphernalia.
- 3.13** *Possession of “look alike” illegal substances
- 3.14** *Possession, use, distribution or selling of over-the-counter or prescription medications not prescribed to the student.
- 3.15** *Being under the influence of drugs, alcohol, or controlled substances during school, at a school-sponsored activity, on school property.
- 3.16** *Possession, use, distribution or selling of any inhalant, regardless of whether it contains an illegal or controlled substance. This prohibition does not apply to a student’s use of asthma or other legally prescribed inhalant medications prescribed for that student.
- 3.17** *Possession of weapons or potential weapons and/or ammunition
- 3.18** *Possession of “look alike” weapons

- 3.19** *Bomb threats
- 3.20** *Setting fires, possession or detonation of explosives
- 3.21** *Possession of fireworks
- 3.22** *Setting false fire alarms or making false police calls
- 3.23** *Gang related activities or involvement
- 3.24** *Possession and/or sale of stolen property
- 3.25** *Persistent and/or severe bullying
- 3.26** *Creation or involvement in riotous action
- 3.27** *Other acts of misconduct which may endanger the health and safety of others in school and/or on the bus or which are seriously disruptive to the school environment and/or destructive to school property.

Note: These acts of misconduct (3.10 through 3.27) must be discussed with the Assistant Superintendent for Curriculum and Instruction before consequences are determined. Consequences for offenses with an asterisk (*) may include the following, depending upon the severity of the incident: 10 day suspension/ 10 day suspension with an expulsion warning/ 10 day suspension with a referral for an expulsion hearing.

Disciplinary Interventions

- Administrative investigation with submission of incident report to District Office
- Suspension with mandatory parent conference
- Alternative Education Program placement
- Referral to and completion of a substance abuse program or other program related to the misconduct
- Police contact with possible arrest
- Expulsion warning
- Expulsion referral

The student and parents will be referred to community service agencies for assistance.

PRO-ACTIVE APPROACH TO STUDENT DISCIPLINE

In accordance with Joliet Public Schools District 86 and the Board of School Inspectors' belief in each student's right to a safe and orderly educational environment, disciplinary efforts of all District employees shall be directed toward helping students develop responsible attitudes and behavior. When the rights and privileges of others have been abridged, the educational processes interfered with or illegal acts committed, school policy dictates that certain consequences be promptly applied. In order to communicate discipline policies Joliet Public Schools District 86 has established Acts of Misconduct and subsequent consequences to violation of these infractions.

District 86 Board of School Inspectors and/or their designee reserve the right to administer appropriate disciplinary consequences in severe and unusual circumstances. All elementary and junior high schools within Joliet Public Schools District 86 shall establish individual school-wide and classroom based discipline plans. These individual discipline plans should be geared toward cultural diversity within the school and incorporate positive behavior intervention supports.

Discipline is a shared responsibility of the school district, community, parents and students. The school, by example, must foster those democratic ideals upon which our nation is founded and in doing so, respect the rights of all concerned. The following outlines the rights and responsibilities of all members of our educational community.

Due Process

All students have certain procedural rights when they are in jeopardy of losing their right to attend school. These rights include an informal meeting, at school level, in which the reasons for the proposed disciplinary action are explained and they are given the right to respond. This may include a right to a hearing before the Board of School Inspectors or a hearing officer appointed by the Board of School Inspectors.

Student Suspension

When a student exhibits gross disobedience or misconduct, suspension will be enforced for a period of up to ten (10) days. The following procedures will be followed in accordance with the State School Code and Joliet Public Schools District 86 policy:

1. The principal will inform the student of the suspension, giving reason for the suspension and letting the student present his/her side of the matter.
2. Parents will be notified and given the reason for the suspension and notified of their right to a hearing to review the matter.
3. In cases where a hearing is held, it shall be before the Board of School Inspectors or a hearing officer appointed by the Board of School Inspectors.
4. Upon consideration of the facts, the Board shall take whatever action it deems appropriate in the matter. Final action shall be taken in public session.
5. Parents are requested to accompany the student to school when the student is readmitted.
6. Under state law, students who receive special education services cannot be suspended for behavior related to their disability unless such behavior is dangerous to the student or others or is destructive to property. Parents should contact Joliet Public Schools District 86 Department of Special Services for a copy of "A Parent's Guide: The Educational Rights of Students With Disabilities".

Infractions that result in suspension can be located under the Acts of Misconduct and Consequences section.

Expulsion

When a student commits a serious act of misconduct or repeated instances of misconduct a referral for an expulsion hearing will be made. A student can be expelled for a period up to two years if appropriate procedures are followed. Procedures for expulsion are as follows:

1. Parents will be called by the principal and notified in writing by the superintendent of the reason for the expulsion hearing, the time and place of the expulsion hearing, their right to counsel or other representation and other arrangements and procedures.
2. A hearing officer appointed by the Board of School Inspectors will conduct the hearing that

involves the school administrator, parent, and student and, if necessary, the Director of Special Education and other parties involved. At this hearing, evidence is presented and all participants can respond to the act of misconduct.

3. The hearing officer presents the facts of the case to the Board of School Inspectors with a recommendation.
4. The Board shall discuss and reach a decision on the matter in executive session but final action by the Board shall be taken in public session.
5. The parent and school administration will be called and notified in writing of the action taken by the Board of School Inspectors.

Alternative Education Placement

Referrals for Alternative Education Placement can be made for the following actions:

- **Expulsion** – Students who have committed a serious act of misconduct and the decision of the Board was expulsion from the public school setting.
- **Administrative Transfer** – For students who have exhibited an increasing need for anger management skills, aggressive behavior and recurring conflicts with peers and school staff. These students also cause continuous disruptions to the orderly educational process though interventions have been put in place. Administrative Transfers' placement length is for ten (10) days. If the student's behavior does not improve upon returning to the school, additional days of placement will be determined on an individual basis. This is not a Special Education Placement.
- **Termination From Another Alternative Education Program** – For students who will be referred to the District 86 Alternative Program. Their placement length will be determined after reviewing their behavior.

Behavioral Interventions Procedures for Students with Disabilities

It is the purpose of Joliet Public Schools District 86 to communicate the procedures for the use of behavioral interventions for students with disabilities under Board Policy 7:230. All of the procedural protection available to students with disabilities and their parents under the Individuals with Disability Education Act (IDEA), including notice and consent, opportunity to participate in meetings, and the right to appeal, shall be observed when implementing and/or developing behavioral interventions.

If the student's behavior is not a manifestation of the student's disability, the discipline policy of District 86 will be enforced. If the student's behavior is a manifestation of their disability, the current special education placement, disability and IEP will be reconsidered. If a special education student is expelled or referred for a period of forty-five (45) days, the alternative education program will provide services to address the behavior of the misconduct.

Behavior Interventions

The use of positive behavior interventions is consistent with the educational goals of enhancing a student's academic, social-emotional and personal growth. The fundamental principle is that behavior change techniques designed to develop and strengthen desirable behavior shall be used to the maximum extent possible and are preferable to the use of behavior control techniques.

Behavior Change Interventions

Behavior Change Interventions are preferred because of the low risk of negative side effects and the high priority placed on behavior change rather than behavior control. These interventions may be used without the development of a written Behavioral Management Plan or inclusion in the student's Individual Education Program (IEP).

Behavior Control Interventions

Behavior Control Interventions are used when Behavior Change Interventions are not successful in controlling extreme behavior. Behavior Control Interventions should adhere to professionally accepted treatment practices. These interventions should only be used when the IEP team has developed a Behavioral Management Plan and included in the student's IEP.

Emergency Behavior Control Interventions

Emergency Behavior Control Interventions are used when there is an emergency situation in which immediate intervention is needed that is not outlined in the student's Behavior Management Plan. When it is necessary to use such interventions the parent/guardian will be contacted as soon as possible.

Discipline Procedures for Students with Disabilities

Students with disabilities may be suspended and educational services temporarily ceased for up to ten (10) consecutive or ten (10) cumulative school days in one school year. Providing special education procedural safeguards are also temporarily ceased during this suspension period. If a student with a disability is referred for suspension, expulsion, or to an alternative education program for a period that exceeds ten (10) cumulative school days, the following procedures should be put in place:

- An IEP meeting must take place within ten (10) days of the date that the infraction occurred.
- Notification of the parent/guardian or educational surrogate in writing and by phone (if possible) of the disciplinary action being considered and the date of the IEP meeting.
- At the IEP meeting it will be determined if the act of misconduct is related to the disability. It will be necessary to review the student's current IEP and placement, social, psychological and health assessments, evaluation results, parental information and observing the student in the educational setting.

STUDENT CONDUCT

Corporal Punishment

Corporal punishment is not permitted. Corporal punishment includes slapping, paddling, or prolonged maintenance of students in physically painful positions and the intentional infliction of bodily harm.

Dress Code and Cleanliness (Refer to Building Dress Code)

Students and their parents have the right to determine school attire as long as the dress and appearance of students complies with individual building expectations and health or safety regulations and does not interfere with the educational process. No revealing clothing (bare midriffs, low-cut shirts, etc.) will be allowed. Pants must be worn on the waist and have no holes above the knees. No chain attachments to clothing. Any writing on clothing must be school-appropriate (no criminal, sexual, drug/alcohol/tobacco-related slogans, etc.) No visible body piercing, other than ears (girls only). Boys cannot wear earrings. No body-piercing coverings or band-aids are allowed.

Any student who comes to school without proper attention to personal cleanliness or appropriate dress may be removed from class or sent home to be properly prepared for school. Such cases may be reported to a District social worker or nurse and DCFS.

Gangs, Gang Activities

Participation in gang related activities is prohibited. A gang shall be defined as "any group of two or more individuals engaged in anti-social behavior". Specific gang activities include recruiting and displaying gang signs. Other gang behaviors may include but are not limited to: fighting, intimidation (verbal or physical, threats, bullying), gang identifiers (drawings, jewelry, clothing, tattoos, slashed eyebrows, etc.), threats, possession of a weapon or potentially dangerous object, vandalism, extortion, and other activities that the administration feels would adversely affect the safety and well-being of students and staff or would otherwise be detrimental to the education process.

Students violating this policy are subject to suspension or expulsion. Legal authorities will be notified when appropriate.

Bullying

Bullying will not be tolerated. Bullying shall include any intentional gesture, written, verbal, or physical threat severe enough to create an abusive atmosphere in the learning environment. This includes electronic threats made through blogs, cell phones, pagers, email, instant messaging, text messaging, online games, or through websites or social networking sites. Consequences may include suspension from school and/or an expulsion hearing referral, depending on the frequency and severity of the incident.

Sexual Harassment

Sexual harassment of students is prohibited. Any person, including a District employee, agent, third party, or student engages in sexual harassment whenever he/she does any of the following, but not limited to: makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature that interferes with a student's educational environment, or creates an intimidating, hostile, or offensive education environment.

Students who believe that they are victims of sexual harassment or have witnessed sexual

harassment, are encouraged to, and should, discuss the matter with the principal, assistant principal or academic advisor so that the District can investigate the allegation of harassment and, if appropriate, take responsive measures.

Students who make good faith complaints will not be disciplined. However, any person making a knowingly false accusation regarding sexual harassment will be subject to disciplinary action up to and including suspension and expulsion.

Conduct on School Buses

Students shall abide by the general school rules regarding conduct on school property. In cases of gross disobedience or misconduct, a student's privilege to ride the bus may be suspended and/or denied. During the period of suspension, it is the responsibility of the parent or guardian to transport the student to school.

Levels of offenses and consequences are as follows:

| Level I Offenses | Level II Offenses | Level III Offenses |
|---|--|-----------------------------------|
| Standing while the bus is in motion | Disrespect | Assault |
| Changing seats | Inappropriate language | Verbal Threat – Staff |
| Not staying in seat | Reckless behavior/horseplay | Jeopardizing the safety of others |
| Excessive noise | Verbal Threat – Peers | Vandalism |
| Eating – Drinking – Littering | Name calling | Fighting |
| Riding unassigned bus or using an unassigned stop | Bullying/Intimidation/Harassment of peers | Drugs/Alcohol |
| Other (Explain) | Non-compliant (will not follow direction from driver and/or monitor) | Tobacco/smoking on bus |
| | Throwing (things in/out of bus) | Weapons |
| | Verbal Abuse – Staff | Arson/Combustibles |
| | Other (Explain) | Other (Explain) |
| Level of Offense | Consequences | |
| I | 1 st offense: Student Warning Conference 2 nd offense: Warning; In School Consequence 3 rd offense: 1 – day bus suspension 4 th offense: 3 – day bus suspension 5 th offense: 5 – day bus suspension, Parent conference 6 th offense: Suspension from bus, subject to cancellation of bus service | |
| II | 1 st offense: Written warning or 1 – 3 day bus suspension 2 nd offense: 3 – 5 day bus suspension 3 rd offense or more: 5 – day bus suspension or possible extended loss of bus privileges | |
| III | 1 st offense: 1 – 5 day bus suspension 2 nd offense: 5 – 10 day bus suspension 3 rd offense or more: Extended loss of bus privileges | |

The Board of School Inspectors/Superintendent reserve the right to install and operate video cameras on school buses as they deem appropriate. Evidence gathered by the use of a video camera and/or its auditory recording equipment may be used in student disciplinary investigations and/or any pertinent criminal investigations.

Electronic Devices

Using or possessing radios, IPODS, “Walkman”, CD/tape players, MP3 Players, electronic games, and other electronic devices in school or on school grounds is prohibited.

All cell phones, camera phones, and pagers must be kept powered off and out of sight during the regular school day unless: a) the supervising teacher grants permission; b) the use of the device is provided in a student’s IEP; or c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Any electronic devices under this provision may be confiscated and released to the parent or guardian.

Property Damage/Vandalism

Any student guilty of vandalism on school grounds shall be subject to suspension and possible expulsion warning or expulsion hearing. Parents may be required to pay for any damage. Police will be notified when appropriate.

A student’s parent or legal guardian can be held accountable for damages caused by the student. The Illinois Parental Responsibility Act provides that:

The parent or legal guardian of a minor who resides with the parent or legal guardian is liable for actual damages for the willful or malicious acts of the minor which cause injury to a person or property.

The Act allows the School District to recover up to \$1000.00.

Alcohol, Illegal Drugs, Look-Alike Drugs, or Flammable Materials

The possession, use or distribution of any alcohol, illegal drug or look-alike drug, or flammable material is prohibited on school grounds, in school buildings, at school sponsored activities or on school buses. Students violating this policy will be subject to suspension or expulsion. Police will be notified when appropriate and the student may be required to obtain help from a medical or drug intervention agency before being re-admitted to school after such suspension or expulsion.

Possession of Weapons or Look-Alike Weapons

Possession of weapons, look-alike weapons, potentially dangerous objects, firearms or explosives is prohibited on school grounds, in school buildings, during school related activities and/or on school buses at all times. Students violating this policy shall be subject to suspension or expulsion. Police will be notified.

Search and Seizure

When there are reasonable grounds for suspecting that a student may be violating either the law or a school rule, school authorities may search the student or his personal belongings (lockers, purses, wallets, book bags, lunch boxes, etc). If a search produces evidence of a serious nature

such as weapons, drugs, stolen property, etc., such evidence may be seized by school authorities and disciplinary action taken. Parents will be notified as soon as possible. When appropriate, such evidence may be transferred to law enforcement authorities for appropriate action.

Law Enforcement Authorities

When law enforcement authorities find it necessary to question students during the school day, the school principal or his/her designee will be present when possible. An effort will be made to contact the parent or guardian of the student to notify them of the situation. If custody and/or arrest are involved, the principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement authorities.

Juvenile Court Referrals

All referrals to juvenile court shall be initiated by the building principal.

Electronic Network Access/Internet and Technology Acceptable Use

More and more, educators and community members understand that technology can bring us all together. Joliet Public Schools District 86 is helping students, parents and staff realize the full power of technology to communicate effectively and responsibly.

It is expected that all students will appropriately use the available technology and Internet. Parents are encouraged to carefully read the District's Authorization for Electronic Network Access Form and are required to have a signed copy on file at your child's school before any school age student is permitted access to the Internet. Student use of technology is meant to enhance the instructional program. Use of personal or District technology to harass, bully, threaten, or intimidate students or staff will not be tolerated. Inappropriate use of the Internet or the District's technology will result in immediate suspension/termination of access and possible disciplinary consequence.

ATTENDANCE, RESIDENCY REQUIREMENTS, REGISTRATION, HEALTH EXAMINATIONS, IMMUNIZATIONS, DENTAL EXAMINATIONS, AND TRANSFER OF STUDENTS

Absence and Tardiness

The primary responsibility for student attendance rests with a student's parent(s) or guardian(s). When a student misses school, they miss learning. Absence from school is not conducive to the mission of the School District or to the education of the student and is not excused except in the case of personal illness, death in the immediate family, observance of a religious holiday or family emergency.

Students are expected to give a satisfactory reason to the school from the parent for any absence or tardiness. A call by the parent or guardian is required on the first day and each subsequent day of absence or tardiness. A written excuse may also be required by individual schools.

Parents are strongly encouraged to avoid creating circumstances that may cause a prolonged absence for their child during the school year while school is in session. Prolonged absences due to travel or any other reason tend to be contrary to the educational welfare of the child.

Notification of Parents/Guardian of Absence

Each school is required to notify parents/guardian of student absences when the school has not been advised of such absence. Parents must be notified within two (2) hours following the start of classes.

Parents must provide and maintain at least one valid, current telephone number where the parent or other responsible adult can be reached in the event of an emergency.

Truancy

State law requires that all children between the ages of 7 and 17 attend school when it is in session. A truant is defined as a child subject to compulsory school attendance law who is absent from school for a school day or portion thereof without valid cause. Any student who is absent from school without valid cause such as illness or other emergencies shall be reported to the Attendance Caseworker for immediate action.

Residency Requirements

All school age children whose custodial parent or legal guardian lives within the boundaries of District 86 are eligible to attend the Joliet Public Schools. The residence of a person who has legal custody of a student is deemed to be the residence of the student. State statutes define “legal custody” as follows:

1. Custody exercised by a natural or adoptive parent with whom the pupil resides.
2. Custody granted by order of a court of competent jurisdiction to a person with whom the pupil resides for reasons other than to have access to the district’s educational programs.
3. Custody exercised under statutory short-term guardianship, provided that within 60 days of the pupil’s enrollment a court order is entered that establishes permanent guardianship and grants custody for purposes other than to have access to the district’s educational programs.
4. Custody exercised by an adult caretaker relative who is receiving Illinois Public Aid for the student residing with the caretaker for purposes other than access to the district’s educational programs.
5. Custody exercised by an adult who demonstrates that he or she has assumed and exercises legal responsibility for the student and provides the student with a regular, fixed, night-time abode for purposes other than access to the district’s educational programs.

Students placed by DCFS in the home of a temporary guardian or custodian or other type of child care facility shall not be charged tuition by the former school district if DCFS determines it to be in the child’s best interest to maintain attendance in the former district.

Unless an approved transfer has been obtained through the Department of Curriculum and Instruction, all students are required to attend the school in the attendance area in which the parent or legal guardian resides.

When registering a student in a school, the parent or guardian will be required to submit proof of residency by presenting any three (3) items from the following list:

1. Valid driver's license
2. Utility bill receipt
3. Rent or property tax receipt
4. Voter registration card
5. Bank Statement
6. Monthly statement from credit card
7. Lease or rental agreement
8. Automobile insurance identification
9. Home owners/renters insurance
10. Document indicating intent to purchase a home

Registration of New Students

All new students enrolling in a District 86 school must be accompanied by a parent or legal guardian. A new student is a child who is entering District 86 for the first time or who has not attended a District 86 school for one year or more. At the time of registration the parent/guardian must provide the student's original birth certificate, social security card (if available), and three proofs of residency. Also the child must have had a physical within a year prior to the start of school and have up-to-date immunizations. To be eligible for kindergarten a child must be five years old on or before September 1 of that school year.

Registration of Homeless Children

A homeless child is one who lacks a "fixed, regular and adequate nighttime place of abode." In general, children or youth living in welfare hotels, transitional housing, shelters, the streets, cars, abandoned buildings, and other inadequate accommodations are considered homeless. This includes the following groups:

- Children in Shelters
- Doubled-up Children (living with another family due to lack of a permanent residence)
- Migratory Children (if accommodations are not fit for habitation)
- Runaways (children who have run away from home and live in a shelter or inadequate accommodations, even if parents are willing to provide a home)
- Throwaways (children whose parents or guardians will not permit them to live at home)

The Education for Homeless Children and Youth program, as part of the McKinney-Vento Act ensures homeless children the following rights:

- A free, appropriate public education
- Immediate Enrollment – the right to be enrolled immediately in school, without medical or academic records, regardless of district policy.
- Choice of Schools – The homeless child has three choices:
 - School of Origin – the school the child last attended
 - School of Origin – the school the child attended when he/she became homeless
 - The school closest to the shelter or other temporary housing
- Transportation – Homeless children are entitled to the same rights to transportation as other children in their district. Parents or guardians should make a good faith effort to provide or arrange for transportation. Otherwise, school districts are responsible for transportation costs.
- Services – Homeless children are entitled to the same services, such as tutoring, that are available to other children in their districts.
- A priority to preschool programs

Health Examinations, Immunizations and Dental Examinations

All students are required to be in complete compliance with all health requirements by the first day of school. Children will not be allowed to attend school if they do not have the appropriate documentation available when they register and/or on the first day of class.

Health Examinations

Parents of students must present proof that the student has been examined by a licensed health care provider in accordance with the following schedule:

1. Within one year before entering kindergarten.
2. Upon entering the sixth and ninth grades
3. Whenever a student first enrolls within the district, regardless of the student's grade level.

Immunizations

At the same time the student presents proof of the required health examinations, the student must also show proof of immunity against:

1. Diphtheria
2. Pertussis
3. Tetanus
4. Poliomyelitis
5. Measles
6. Rubella
7. Mumps
8. Hepatitis B (Series of 3 shots)

9. Haemophilus Influenzae Type B Preschool requirement only. One or more doses. Last dose must be after 15 months of age.
10. The State of Illinois requires all children entering kindergarten, pre-school, licensed day care or federally funded Head Start centers to receive a vaccination against chickenpox (Varicella) or to provide proof of having had the disease.

District nurses will review all medical records. If there is any information that is found to be missing, your child will be excluded from school that day. Your child will not be allowed to return to school until all records are complete.

Dental Examinations

Before May 15th of the school year, each child in Kindergarten, second grade and sixth grade must present to the school, proof of having been examined by a dentist in accordance with section 27-8.1(1.5) of the school code. The examination must have taken place within 18 months prior to May 15 of the school year.

If a child in the Kindergarten, second or sixth grade fails to present proof of having been examined by a dentist by May 15, the school may hold the child's report card until one of the following occurs:

1. The child presents proof of a completed dental examination.
2. The child presents proof that a dental examination will take place within 60 days after May 15th. A written statement or appointment card prepared by a dentist, dental hygienist, or their designee and signed by the child's parent or guardian, indicating the name of the child and the date and time of the scheduled dental examination, constitutes proof that a dental examination will take place: or
3. The Child presents a Dental Examination Waiver Form, in accordance with Section 665.450 of the School Code.

Student Transfers

Students may be transferred from one school to another for the following reasons:

1. Improve racial balance
2. Relieve overcrowding
3. Redistribute students within attendance areas
4. Medical problems of students
5. Provide for the programmatic needs of students
6. When in the judgment of the Superintendent or designee transfer is in the best interest of the student

Parents may request a transfer for the following:

1. **To improve racial balance.** When a student qualifies for a majority-to-minority transfer, that is, when the child would be moving from a school where he/she is in the racial majority to one in which he/she would be in the racial minority.

2. **Medical.** When the mental or physical health of a student is at risk. For example, when a student has a cardiac condition and needs a school with no stairs to climb. Student's condition must be certified by a physician and confirmed by a District nurse.
3. **Programmatic.** When the curriculum in the assigned school does not meet the needs of the student. For example, a student who needs Special Education may be transferred to a school that has a program that is not available in the assigned school.
4. **Change of residency during a given school year.** When the residence of the student and parent changes during the school year to another attendance area parents may request permission to remain in the assigned school for the balance of the year. Parents will be responsible for transportation, if needed. Student's attendance must be regular and punctual.
5. **Transfer due to change of residence.** If a student and parent change residence and move into the attendance area of another school, the child may be transferred to the new school. Prior to moving into the new residence, or as soon as possible afterwards, the principal or staff of the school in which the student is currently enrolled should be notified. Arrangements will be made to send the students' records to the new school as soon as possible in order to minimize any delay in having the student assigned to the correct classroom program.

All transfer requests must be submitted to the Department of Curriculum and Instruction by the parent or guardian whereupon the request will be subject to approval when appropriate.

All transfer approvals terminate at the end of each school year and may also be rescinded when the conditions for which the transfer was approved no longer pertain.

The approval of all transfers regardless of reason will be determined by the availability of space.

State Transfer Form

In accordance with Section 2-3.13a of the School Code, all public school districts are to provide form ISBE 33-78 (9/05) to any student who is moving out of the school district to verify whether or not the student is "In Good Standing" and, whether or not their medical records are up-to-date and complete as defined in Section 2-3.13a. "In Good Standing" means that the student is not being disciplined by an out-of-school suspension or expulsion, and is entitled to attend classes, as of the date of the form. No public school district is required to admit a new student unless they can produce this form from the student's previous Illinois public school district.

STUDENT WELFARE

Child Custody

The school district recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view education records and

attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school district will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school board property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

Child Abuse and Neglect

The laws of the State make it clear that school districts must report all suspected cases of child abuse or neglect. The School Board accepts its responsibility of supporting community and statewide efforts to protect children from abusive or neglectful relationships with parents or other persons. District personnel, as mandated reporters, are responsible for:

1. Reporting all properly identified and documented cases of neglect and/or abuse to appropriate state or local authorities.
2. Protecting the privacy rights of students and parents regarding records in such cases.

Visitation of School Buildings, Classes

All persons entering a school building are required by state law to provide, upon request by school employees, proper identification and state their reasons for being on school premises. Persons, upon entering a school building, must first report to the principal's office to state their business and receive permission to see teachers or visit classrooms. Disruptions to the orderly operation of the school will not be tolerated. Persons disregarding the appropriate behavior for school visitation will be asked to leave and/or will be reported to the police for action.

Persons desiring to meet with teachers or to visit classrooms are required to contact school personnel in advance to make arrangements for such meetings or visitations.

No Trespass Policy

In accordance with a notice from the Will County State's Attorney's office, no one is permitted on the grounds, or in any buildings, or in any vehicles of Joliet Public Schools District 86 if you are in possession of any of the following:

- Air Rifle or Air Gun
- Air Soft Gun
- BB Gun
- Paintball Gun
- Pellet Gun
- Knife
- Dagger
- Dirk
- Razor
- Stiletto

- Look-Alike Gun of any kind that a reasonable person would believe to be a real gun regardless of the distance at which that person might see it.
- Or any other dangerous or deadly weapon or instruments of like character.

Anyone who disobeys this notice can be charged with Criminal Trespass to State-Supported Land and/or Criminal Trespass to Vehicles. Both of these offenses are Class A misdemeanors. You can be arrested. If you are convicted, you can be punished by up to one year in the Illinois Department of Corrections, Juvenile Division, and if you are 17 years of age or older, by up to 364 days in jail.

The School Visitation Rights Act 820 ILCS 147/25 (Effective July 1, 1993.)

Each school is required to notify the students' parents or guardians of their school visitation rights. Below is an abstracted version of the School Visitation Rights Act.

Sec. 5 Policy

The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

Sec. 15 School Conference and Activity Leave

(a) An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours, however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.

(b) Nothing in this Act requires that the leave be paid.

(c) For regularly scheduled non-emergency visitations, schools shall make time available for visitation during both regular school hours and evening hours.

Verification of Attendance forms for parents are available from your child's school or from the J.F.K. Administrative Center.

Discrimination Based on Sex is Prohibited

It is the policy of the School District that no student shall be denied any educational opportunity on the basis of sex. Any student who believes that he or she has been denied an educational opportunity on the basis of his or her sex shall file a complaint with the building Principal within

ten (10) school days of the act giving rise to the complaint. Grievance procedures for a student complaint of sex discrimination shall include avenues for appealing a decision made at any level of review within specific time lines. The Principal must provide a copy of the grievance procedures at the time a complaint is filed. Any student complaining of sex discrimination in the schools is entitled to confidentiality and respect and shall not be subjected to harassment or retaliation as a result of having filed a complaint or having appealed a decision.

The Board shall designate as the Sex Equity Coordinator for the District the Assistant Superintendent for Curriculum and Instruction. The Sex Equity Coordinator shall be available to provide assistance to any student who believes he or she has been discriminated against on the basis of sex.

Student Medication (See Building Handbook)

Students are permitted to take prescribed medication at school only if the appropriate forms are signed by a doctor and are on file in the school office. Forms are available in each school office.

Waiver of Fees for Instructional Materials

The Board shall not waive any instructional material fees except under extenuating circumstances as defined by District policy and upon proper application to the Business Manager.

Fees for Instructional Materials

All students are assessed fees to cover the cost of some of the materials and supplies needed during the school year. Fees are due at the beginning of each school year:

| | |
|--------------------------------|----------------|
| Kindergarten (Full Day) | \$25.00 |
| Grades 1 through 5 | \$25.00 |
| Grades 6 through 8 | \$45.00 |

Some exceptions may occur on a school-by-school basis.

Promotion Policy

In an effort to improve student achievement, Joliet Public Schools District 86 has implemented a Promotion and Retention Policy.

Junior High School Procedures

Students in the junior high schools (grades 6, 7 and 8) are required to maintain a cumulative grade point average of 2.00 throughout the school year to maintain academic good standing. If, or when, a student falls below a 2.00 cumulative grade point average for a quarter, you will receive notification of your child's performance and the school will initiate a "Promotion Monitoring Plan." This plan will be developed to document the efforts of your child and the school to meet the necessary standards for promotion. The plan will address resources the school may provide such as modifying classroom instruction, referral to the Intervention Team or for

Special Services, Before/After School Programs, Saturday School or Summer School. The plan may also include suggestions for you to work with your child at home. Should this plan be needed, a conference will be held with you to explain the steps in detail.

Elementary Procedures

Students in our elementary schools (grades K-5) are required to meet the majority of District grade level outcomes in Language Arts and Math. When a student does not meet these outcomes you will receive notification of your child's performance and the school will initiate a "Promotion Monitoring Plan." This plan will be developed to document the efforts of the child, school, and the parent, to meet the necessary standards for promotion. The plan will address resources the school may provide such as modifying classroom instruction, referral to the Intervention Team or for Special Services. The plan will also include suggestions for you to work with your child at home. Should this plan be needed, a conference will be held with you to explain the steps in detail.

Student Photographs for Publication

Periodically, photographs may be taken of students to be used for publicity purposes. Photos may be sent to newspapers, used in District publications, yearbooks, etc. Please sign and return the Media Release Form to your child's school. New forms must be signed each year.

District 86 Student Record Policy

The Board of School Inspectors of the Joliet Public Schools District 86 operates under the policies designed to guarantee the rights of students and parents regarding Student Records. Although legal distinctions are made between permanent and temporary records, you can obtain access to all of your child's records by simply contacting the school principal.

The rights of parents and students regarding student records are as follows:

- "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 includes:
 - Student's and parent's names and addresses, date of birth, place of birth, and gender
 - Grades
 - Attendance records
 - Accident reports and health record
 - Information regarding participation in school sponsored activities
 - Record of release of student permanent record information

Permanent records will be maintained for a period of sixty years following the student's graduation, transfer, or permanent withdrawal from the school. The Assistant Superintendent of Curriculum and Instruction is the records custodian for the District.

“Student Temporary Record” means all information contained in a school student record but not required to be in the student permanent record. Such information includes:

- Copy of students’ birth certificate/social security card (if available)
- Authorization for Electronic Network Access
- Custodial Forms
- Information regarding serious disciplinary infractions involving drugs, weapons, or bodily harm to another that resulted in expulsion, suspension, or the imposition of punishment.
- Home Language Survey
- Indicated Child Abuse Likely Form
- Media Release Form
- Order of Protection (a copy should also be kept in office file)
- Referral Forms
- Report Cards
- Special Education Attention Form (located in front of file)
- Student Academic Information
- Student Testing Information
- Record of release of student temporary record information

Temporary records for all students will be maintained for a minimum of five years following the student’s graduation, transfer, or permanent withdrawal from school.

Following is a list of some of the most important rights you have under state and federal laws and Board policies:

- Inspect and copy any and all information contained in the student record. There will be a small charge for copies which will be waived for those unable to afford such costs.
- Challenge the contents of the records, by notifying the principal or records custodian of an objection to information contained in the record.
- Inspect and challenge information proposed to be transferred to another school district in the event of a move to another district.
- Local, state and federal educational officials have access to student records for educational and administrative purposes without parental consent. Pursuant to a court order or a subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health and safety of the student or other persons, records will be released without parental permission. All other releases of information require the informed, written consent of the parent or eligible student.

Three notes of interest:

1. Because District 86 and area high schools are separate school districts, an agreement has been made to transfer records to these high schools without specific parental consent except where parents request that records not be automatically forwarded.

2. Parents requesting access to student's records will be given an appointment at which time they can review the records of their child. Requests for access to student's records must be made in writing by letter or use of a form supplied by the local school.
3. All of the rights listed above remain exclusively with a student's parents until the student reaches the age of 16. From the age of 16, those rights are shared by both the parents and students. When the student reaches the age of 18, all rights regarding student's records are his or hers exclusively.

Child Safety in Returning From School

The safe return home after school of all students is an on-going concern of the District. Parent cooperation is necessary to help minimize problems that may occur in picking up students after dismissal time.

These guidelines apply to parents who (a) choose to pick up their children at the regular dismissal time and/or (b) choose to pick up their children following an after school activity which is held after regular dismissal time:

- All transportation or other arrangements must be made and explained to the student and appropriate school personnel beforehand.
- Students are expected to be picked up promptly by the parent at dismissal time or upon completion of an after school event.
- The school must be provided with a current emergency number to call in case the parent cannot be reached.

In the event a child is not picked up within a reasonable time after dismissal or an after school activity, every effort will be made to contact a responsible person to insure that the child is returned safely home. However, repeated instances of failing to pick up a child, particularly a young child, may result in a warning notice, loss of after school activity privileges and/or notification of DCFS.

Picking Up Children by Someone Other Than a Parent/Guardian

In order to assure the safety and well-being of children, parents must provide the school with current names and phone numbers of those adults who may pick their children up from school. Anyone picking up a child from school who is not currently listed on the child's registration record will not be allowed to take the child. Parents will be contacted by telephone.

Serious Accidents or Serious Illness

The school will see to it that your child is given proper medical attention to the extent that we are capable. Paramedics will be called immediately if the situation is urgent. However, school personnel can neither make medical decisions for your child nor authorize hospital staff to provide treatment. You must get to the hospital to attend to your child. Every effort will be

made to contact the parent or guardian. Therefore, it is absolutely critical, for your child's well-being, that you keep the school advised of any phone number or address change including the emergency contact numbers.

Bus/Van Traffic Accidents

In the event of a traffic accident the bus company will notify the Emergency Medical Service and the school. Parents will be notified. If medical personnel at the scene determine that students may require treatment, students will be taken to a hospital. Parents will be advised. It is essential that parents/guardians maintain a current address and telephone number, including emergency contacts.

Home Language Survey

Parents of all students entering Joliet Public Schools for the first time will be asked to complete a Home Language Survey. This survey is available in both Spanish and English. Language minority students may be referred for a placement test for the English Language Learner Program (ELL) based upon responses to the questions on the survey.

A language minority is anyone whose native language is other than English.

Vision and Hearing Screening

Joliet School District 86 provides Vision and Hearing Screenings for children, ages 3 through 8th grade.

Senate Bill – Public Act 093-0504 requires that parents are aware that screenings will occur for students as mandated by the State of Illinois, for the following students:

Vision --- Preschool, Kdg, 2nd, 8th and Special Education

Hearing --- Preschool, Kdg., 1st, 2nd, 3rd, and Special Education

Vision

Certified technicians conduct the vision screening with the goal of identifying possible vision concerns and make referrals for a follow-up diagnosis. The philosophy of the district is to identify children early who may have a possible vision problem that would require a professional eye examination. Impaired vision in can seriously impact learning and can contribute to the development of emotional and behavioral problems.

Vision Examinations

Before October 15th of the school year, each child in Kindergarten must present to the school, proof of having been examined by an eye doctor (ophthalmologist or optometrist) in accordance with 77 Ill. Adm. Code 685. The examination must have taken place within one year of the first day of Kindergarten.

If a child in the Kindergarten fails to present proof of having been examined by an eye doctor by October 15, the school may hold the child's report card until one of the following occurs:

1. The child presents proof of a completed eye examination.
2. The child presents proof that an eye examination will take place within 60 days after October 15th. A written statement or appointment card prepared by an eye doctor, or their designee and signed by the child's parent or guardian, indicating the name of the child and the date and time of the scheduled eye examination, constitutes proof that an eye examination will take place; or
3. The Child presents a Dental Examination Waiver Form, in accordance with Section 685 of the School Code.

Hearing

The purpose of the hearing screening is to identify children who may have a potential hearing problem. Students who fail the screening are referred for a medical evaluation. A hearing impairment interferes with development of normal speech and communication, which can also lead to educational failure. Early detection and proper medical treatment insures a better chance of successfully correcting the hearing problem.

Referrals

Children who have failed vision or hearing on two separate occasions are referred for further medical evaluation.

Audiology Services:

The Audiology Department of the Joliet Public School District 86 provide complete diagnostic audiology services from birth to age 21. Students that are tested include:

- New Students
- Students who have failed their hearing screening tests
- Preschoolers for early intervention programs
- Students with existing or suspected hearing losses
- Students who are difficult to test

Our hearing assessments includes a cursory otoscopic exam, Tympanometry, acoustic reflexes, otoacoustic emissions, speech discrimination ability, bone and air conduction and a screening test for central auditory processing disorders. Ear molds are available at cost for personal hearing aids and for swim plugs and make ear molds for the auditory trainers/FM systems that are used in the children's classrooms. Our services also include selecting the best auditory trainer/FM for that child and their environment. Joliet 86 provides a Deaf Education Program for pre-school to high school students. Our goal is to help the children hear and function to the best of their abilities in order to receive the best education possible.

Early Childhood Screening

Joliet School District 86 offers screening and evaluations for children 0-5 years of age and for school-aged students in grades K-8. The children between the ages of 0-5 will be screened in the areas of Motor, Communication, Social Development and Personal Skills. In addition, a Speech Pathologist conducts speech screening during this time. The children will also have their hearing and vision tested by a state certified technician. After the screening is completed, the results are shared with the parents. If you suspect your child may have a disability which would require Special Services, please contact the Special Services Department 815-740-3196.

504 Plan

Refers to Section 504 of the Rehabilitation Act of 1973. Request/identification of students eligible for a 504 Plan are to be given to the Special Services Building Representative. The 504 Plan is developed for students who are identified as "having a physical or mental impairment" which "substantially affects one of the major life activities" (which are defined as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, or learning). Examples would include children who have asthma, diabetes, and/or ADD/ADHD. Grievances are to be directed to the Director of Special Services at 815-740-3196.

Free Appropriate Public Education (FAPE)

Public Law 94-142 Education for All Handicapped Children guarantees that all children will receive a free and appropriate public education. A program of education and other services for an eligible child that is designated to meet the child's special education needs and which allows the child to make meaningful progress in the educational setting. It is provided without charge to the parents.

Asbestos Management Plan

District 86 is required by federal law to identify and manage asbestos that may be found in building materials in a school. Our district has in place a management plan for asbestos containing building materials that provides for a re-inspection report to be filed on a three year basis. Our plan is available for your inspection. If you are interested in reviewing the information contained within the plan, please contact your building principal.

Notification No Child Left Behind Highly Qualified Teacher

This is to inform you that you have the right to request information regarding the professional qualifications of any teacher that is instructing your child. Your request must be in writing and must be submitted to the Department of Human Resources, Joliet Public Schools, District 86, 420 North Raynor Avenue, Joliet, IL 60435.

You may request information regarding the following:

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

You will receive a response within seven (7) working days of receipt of your written request.

Joliet Public Schools District 86

School Calendar

2011 – 2012

2011

| | |
|---|------------------|
| Institute Day – No School for Students | August 17 |
| 1 st Day of School | August 18 |
| Labor Day – No School | September 5 |
| School Improvement Day – No PM Class for Students | October 7 |
| Columbus Day – No School | October 10 |
| Parent/Teacher Conference Day – No School for Students | November 4 |
| Institute Day – No School for Students | November 10 |
| Veterans Day – No School | November 11 |
| Thanksgiving Day, Day Before, and Following – No School | November 23 – 25 |
| Last Day of Classes before Winter Break | December 21 |

2012

| | |
|--|-----------------|
| Classes Resume | January 5 |
| Martin Luther King's Birthday – No School | January 16 |
| Parent/Teacher Conference Day – No School for Students | January 27 |
| Institute Day – No School for Students | February 17 |
| Presidents Day– No School | February 20 |
| Casimir Pulaski Day – No School | March 5 |
| Spring Break | April 2 – 9 |
| School Improvement Day – No PM Class for Students | April 27 |
| School Improvement Day – No PM Class for Students | May 25 |
| Memorial Day – No School | May 28 |
| Last Day of School (Tentative) | May 30 |
| Emergency Days (If Needed) | May 31 – June 6 |