



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

Charles E. Coleman, Ed.D.
Superintendent

2012

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2013

PARENT – STUDENT

HANDBOOK

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Mission Statement

Joliet Public Schools District 86 will partner with our community to create a safe and innovative instructional environment to empower all students to become lifelong learners, responsible citizens, and productive members of society.

Vision Statement

Students Today, Learners for Life

We believe that our Mission Statement, along with the Vision Statement supported by Statements of Belief will sustain the educational programs for all students, employees, board, parents and community.

Belief

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.

BOARD OF SCHOOL INSPECTORS

Tonya M. Myers, President

Deborah K. Ziech, Vice-President

Jeffrey K. Pritz

Lorraine E. Guerrero

Gwendolyn R. Ulmer

Demmond C. Dorris

Christine Kim

Charyll M. Colstock, Secretary

ADMINISTRATION

Charles E. Coleman, Ed.D.

Superintendent of Schools

Sandy Gavin

Assistant Superintendent for Curriculum and Instruction

Cheryl D. Woods-Clendening

Assistant Superintendent for Human Resources and Labor Relations

E. Wesley Russell

Assistant Superintendent for Business and Financial Services

Sandra L. Thomas, Ed.D.

Assistant Superintendent for Student Services

Nicholas E. Sakellariou

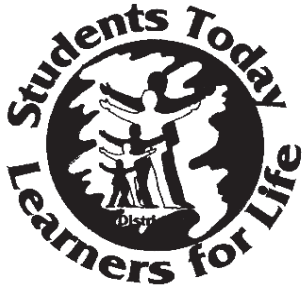
Chief Officer for Legal Services and Labor Relations

John J. Armstrong

Director of Technology

Sandra L. Zalewski

Coordinator for Communications and Development



Joliet Public Schools District 86

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

Aracelis C. Popadich
Secretary

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

Charyll M. Colstock
Secretary

August 2012

Dear District 86 Families:

Welcome to the 2012-2013 school year. Thank you for the tremendous support you have provided to me this past year. I am eagerly anticipating a new year filled with continued growth and learning for all of our students. We are committed to the success for all students.

The information contained in this handbook is designed to provide necessary information about the policies, procedures, and expectations required by Joliet Public Schools District 86. I urge you to thoroughly review and discuss the contents at home with your child and keep the handbook accessible for future reference. These rules exist to ensure the kind of safe, orderly environment conducive to a solid education.

District 86 encourages open, two-way communications between home and school. If you have specific questions regarding the handbook, please contact your child's teacher or school principal. We look forward to our partnership with you throughout the school year.

Sincerely,

Charles E. Coleman, Ed.D.
Superintendent



JOLIET PUBLIC SCHOOLS DISTRICT 86

JFK Administrative Center

420 N. Raynor Avenue

Joliet, IL 60435

Phone: (815) 740-3196

www.joliet86.org



2012 – 2013

Charles E. Coleman, Ed.D., Superintendent

Sandy Gavin, Assistant Superintendent, Curriculum and Instruction

Cheryl Woods-Clendening, Assistant Superintendent, Personnel and Labor Relations

E. Wesley Russell, Assistant Superintendent, Business and Financial Services

Sandra Thomas, Ed.D., Assistant Superintendent, Student Services

John Armstrong, Director of Technology

Sandy Zalewski, Coordinator of Communication and Development

SCHOOL	PHONE	ADDRESS	PRINCIPAL	GRADES
T. E. Culbertson Elementary	815-723-0035	1521 E. Washington Street - 60433	Ardith Neal	K-5
Cunningham Elementary	815-723-0169	500 Moran Street - 60435	Maria Arroyo	K-5
Eisenhower Academy	815-723-0233	406 Burke Drive - 60433	Wendy DiBartolomeo	1-5
Farragut Elementary	815-723-0394	701 Glenwood Avenue - 60435	Darlynn Terry	K-5
Forest Park Individual Education	815-723-0414	1220 California Avenue - 60432	Jacob Darley	K-5
Thomas Jefferson Elementary	815-725-0262	2651 Glenwood Avenue - 60435	Brenda Byrnes	K-5
Edna Keith Elementary	815-723-3409	400 Fourth Avenue - 60433	Michelle Coleman	K-5
A. O. Marshall Elementary	815-727-4919	319 Harwood Street - 60432	Tawanda Lawrence	PreK-5
Marycrest Early Childhood Center	815-725-1100	303 Purdue Court - 60436	Penny Greenwood	PreK
Pershing Elementary	815-725-0986	251 Midland Avenue - 60435	Brenda Reiter-Gorman	K-5
Sator Sanchez Elementary	815-740-2810	1101 Harrison Avenue - 60432	Francisco Villela	PreK-5
Sandburg Elementary	815-725-0281	1100 Lilac Lane - 60435	Julie Rice-Zurek	1-5
Isaac Singleton Elementary	815-723-0228	1451 Copperfield Ave. - 60435	Linda Scott	PreK-5
Taft Elementary	815-725-2700	1125 Oregon Avenue - 60435	Joy Hopkins	K-5
Lynne Thigpen Elementary	815-741-7629	207 S. Midland Avenue - 60436	Kim Gordon	K-5
Thompson Alternative	815-740-5458	1020 Rowell Avenue - 60433	Danyell Taylor-Johnson	K-8
Woodland Elementary	815-723-2808	701 Third Avenue - 60433	LaQuita Carter	PreK-5
Dirksen Jr. High	815-729-1566	203 S. Midland Avenue - 60436	Kimberly Pfoutz	6-7-8
Gompers Jr. High	815-727-5276	1501 Copperfield Avenue - 60432	Constance Russell	6-7-8
Hufford Jr. High	815-725-3540	1125 N. Larkin Avenue - 60435	Anna White	6-7-8
Washington Jr. High and Academy Program	815-727-5271	402 Richards Street - 60433	Michael Latting	6-7-8

STUDENT SCHEDULE - DISTRICT 86

2012-2013

BUILDING	START TIME	REGULAR DISMISSAL	LAST DAY DISMISSAL TIME	SCHOOL IMPROVEMENT DISMISSAL TIME
Culbertson	9:00	3:10	10:15	12:15
Cunningham	9:00	3:10	10:15	12:15
Dirksen Jr. High	8:00	2:50	9:45	11:40
Eisenhower Academy	8:00	2:10	9:15	11:15
Farragut	8:00	2:10	9:15	11:15
Forest Park I.E.	8:00	2:10	9:15	11:15
Gompers Jr. High	7:45	2:35	9:30	11:40
Hufford Jr. High	8:00	2:50	9:45	11:40
Jefferson (ELL & GE)	9:00	3:10	10:15	12:15
Full Day Kdg. ^{SND AREA}	9:00	2:50	9:55	11:55
Keith	8:30	2:40	9:45	11:30
Marshall	8:00	2:10	9:15	11:15
			PreK not in attendance	PreK not in attendance
Marycrest sped	9:00	3:00	Not in attendance	Not in attendance
Early Childhood a.m.	9:00	11:30	Not in attendance	Not in attendance
Early Childhood p.m.	12:30	3:00	Not in attendance	Not in attendance
Pershing	8:00	2:10	9:15	11:15
Sanchez	8:30	2:40	9:45	11:45
Sandburg	9:00	3:10	10:15	12:15
Singleton	8:00	2:10	9:15	11:15
			PreK not in attendance	PreK not in attendance
Taft	9:00	3:10	10:15	12:15
Thigpen	9:00	3:10	10:15	12:15
Thompson Alternative	7:30	1:30	10:30	10:30
Washington Jr. High	8:00	2:50	9:45	11:40
Woodland	9:00	3:10	10:15	12:15
			PreK not in attendance	PreK not in attendance

Introduction

Welcome to District 86 and the 2012-2013 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 with 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. We appreciate your support in helping us make that possible.

Registration Requirements

Admission Procedure

When a child is registered for school in District 86 for the first time, a parent or guardian must provide proof of identity and age. The parent/guardian must present a certified copy of a birth certificate. The parent or guardian must also provide proof of residence, disease immunization or detection as required by State law, and the required physical examination.

Admission to Kindergarten

The District maintains a full day kindergarten for the instruction of all children who are residents of the District and who have reached the age of five (5) years on or before September 1 of the year of school enrollment.

Student Residency

Students who are residents of District 86 will be admitted to school in accordance with admission requirements established by State law. To meet the proof of residency requirements, a parent/guardian must submit one document from each of the following categories (for a total of three documents):

- Category I: (One document required);
 - Most recent property tax bill and proof of payment (e.g. canceled check or form 1098)
 - Mortgage papers
 - Signed and dated lease and proof of last month's payment (e.g. canceled check or receipt)-renter
 - Letter from manager and proof of last month's payment (e.g. canceled check or receipt)-trailer park resident
 - Letter of residence from landlord in lieu of lease
 - Letter of residence to be used when the person is seeking to enroll a student who is living with a District resident
- Category II: (Two documents required);
 - Driver's license
 - Vehicle registration
 - Voter registration

- Most recent cable television and/or credit card bill
- Current public aid card
- Current homeowners/renters insurance policy and premium payment receipt
- Most recent gas, electric, and/or water bill
- Current library card
- Receipt for moving van rental
- Mail received at new residence

Military personnel enrolling a student for the first time in the District must provide one of the following within 60 days after the student's initial enrollment.

- Postmarked mail addressed to military personnel
- Lease agreement for occupancy
- Proof of ownership of residence

Military personnel wanting to keep a child/ward enrolled in the District despite having changed residence due to a military service obligation must submit in writing a request for the student's residence be deemed unchanged for the duration of the custodian's military service obligation. The District, however, is not responsible for the student's transportation to or from school.

District 86 may require periodic verification of residency as a means of validating compliance with the proof of residence requirement.

Non-parents seeking to enroll a child in the District must complete and sign an *Evidence of Non-Parent's Custody, Control, and Responsibility of a Student* form.

Registration of Homeless Children

A homeless child or youth includes, but is not limited to the following:

- (1) An individual who lacks a fixed, regular, and adequate nighttime place of abode.
- (2) An individual who has a primary nighttime place of abode that includes:

- A supervised publicly or privately operated shelter designed to provide temporary living accommodations (such as welfare hotels, congregate shelters, and transitional housing);
- An institution that provides a temporary residence for individuals intended to be institutionalized;
- A public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar setting; and
- Migratory children who qualify as homeless.

The Education for Homeless Children and Youth Program, as part of the McKinney-Vento Act ensures homeless children have 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 (3) 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 temporary housing
- Transportation-Homeless children are entitled to the same rights to transportation as other children in their district. Parents/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 the district.
- A priority to preschool programs.

Student Fees

The Board may change student fees as provided by law. Parents/guardians unable to pay fees should contact the building principal. 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

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.

Compliance Statement

The Joliet Public Schools District 86 complies with all applicable federal laws and regulations prohibiting discrimination and with legal and applicable requirements and regulations of the United States Department of Education. It is the policy of Joliet Public Schools District 86 that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or disability should be discriminated against, excluded from participation in, denied benefits of or otherwise be subjected to unlawful discrimination in any program or activity for which it receives financial assistance from the Department of Education.

The compliance officer for the Joliet Public Schools District 86 is Cheryl Woods-Clendening, Assistant Superintendent, Personnel and Labor Relations.

Mutual Respect and Non-Discrimination

Joliet Public Schools District 86 will maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including:

1. Respect for individuals regardless of economic status, intellectual ability, race, creed, color, national origin, ancestry, religion, marital status, sex, or age;
2. Respect for those persons who are physically, mentally, emotionally, or perceptually different or disabled;
3. Respect for cultural differences;
4. Respect for the economic, political, and social rights of others;
5. Respect for the right of others to seek and maintain their own identities.

NCLB Parent Notification Requirements

The No Child Left Behind Act (NCLB) requires school districts to notify parents of their rights under the act. The following notifications meet the intent of the law. Additional information may be obtained by contacting your child's school.

Teacher Qualifications

Parents may request information regarding the professional qualifications of their child's classroom teachers, including:

- Whether the teacher has met state qualifications and licensing criteria for the subject area and grade taught.
- Whether the teacher is teaching under emergency or other provisional status.
- The teacher's baccalaureate degree major and any other graduate certifications or degree.
- Whether teaching aids provide services to the student, if so, their qualifications.

Progress Towards Meeting State Standards

Districts must provide parents information about the student's progress toward meeting state academic assessments. Individual student results are provided to parents each fall, while overall school and District results are included on a report card that is published on the District's website at www.joliet86.org.

Protection of Pupil Rights

The Board of School Inspectors has adopted and continues to use policies regarding student privacy and parental access to information. Copies of these policies are available upon request or may be accessed on the District's website at www.joliet86.org.

Rights of Homeless Children

Parents/guardians of a homeless student must be provided with written notice of the rights the student has when enrolling in school.

Limited English Proficiency Students

Parents/guardians of a child identified for participation in a program for students who have limited proficiency in English will be notified of the selection and told how the program will help the student learn English and meet academic requirements. The District shall also hold parent meetings to respond to parent recommendations. Parents should contact their school for information about these meetings.

School Accountability

Parents/guardians will be notified if their child attends a school that has been identified for improvement, corrective action, or restructuring under the rules of NCLB.

Parental Involvement

Parents/guardians of students with limited English proficiency and those receiving Title I services are invited to provide input to the programs through parent involvement programs at participating schools.

Complaint Procedures

Parents who believe the District has violated any provision of a State or federal law or regulation have the right to file a complaint by following the procedures in the Uniform Grievance Procedure, which is posted on the District's website at www.joliet86.org.

Sexual Harassment, Sex Equity, Drug Free Schools

The Board of School Inspectors has formally adopted policies concerning sexual harassment and sex equity. Use of tobacco is prohibited on school district property and all schools are designated as drug free zones. Copies of these policies are on file in each school, at JFK Administrative Center located at 420 North Raynor Avenue, Joliet, Illinois and are also listed on our website (www.joliet86.org).

Sexual Harassment of Students

Joliet Public Schools District 86 is committed to providing students with an educational environment that is free from sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constituting sexual harassment—as defined and

otherwise prohibited by State and federal law. The District will not tolerate sexual harassment.

The sexual harassment of students is prohibited on school property, at school events, and on school buses. Sexual harassment is defined as follows:

1. An employee's or District agent's sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature that is imposed on the basis of sex; that 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.
2. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that 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.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator or the building principal as soon as possible in order to facilitate a prompt investigation. Students may choose to report such incidents to a person of the student's same sex.

An allegation that one student was sexually harassed by another student may be referred to any certified staff member, academic advisor, assistant principal, or principal for appropriate disciplinary action, which may include suspension or recommendation for expulsion.

The District's current Nondiscrimination Coordinator is:

Cheryl Woods-Clendening
Assistant Superintendent, Personnel and Labor Relations
Joliet Public Schools District 86
420 North Raynor Avenue
Joliet, Illinois 60435
(815)740-3196

Aggressive Behavior

Aggressive behavior is defined as using force, noise, coercion, threats, intimidation, fear, bullying, harassment, or other comparable conduct toward anyone or urging other students to engage in such conduct. School personnel will create a supportive climate that encourages reporting of such behavior. When teachers see aggressive behavior or when it is reported to them, they are to immediately address that behavior. This can include interventions such as redirecting toward appropriate behavior, modeling positive behavior, or pursuing other consequences consistent with school regulations.

Repetition of aggressive behavior by a student will be documented by the school staff to provide information needed to develop appropriate interventions. When significant evidence is collected to suggest the existence of repeated aggressive behavior, parents/guardians of the student will be contacted and included as part of the intervention. Interventions for repeated aggressive tendencies receive interventions shall not preclude any other type of discipline from being imposed in accordance with established school regulations.

Child Abuse

Any employee, who has reasonable cause to believe a child, known to him/her in their professional or official capacity, may be an abused or neglected child, will immediately report or request a report to be made in confidence to the Illinois Department of Children and Family Services (DCFS) and to the Superintendent.

Neither the Superintendent nor any other District administrator may, in any instance, change any report of child abuse or neglect made by an employee to DCFS, or make any attempt to interfere in the making of a report to DCFS.

Pursuant to Section 4 of the Abused and Neglected Child Reporting Act (325 ILCS 5/4), school board members are mandated reporters, but only to the following extent: if an allegation is raised to a school board member during the course of an open or closed school board meeting that a child who is enrolled in the school district is an abused child as defined in Section 3 of the Act, the member shall direct (or cause the school board to direct) the Superintendent of the school district to comply with the requirements of the Act concerning the reporting of child abuse. For purposes of this requirement, a school board member has the authority in his or her individual capacity to direct the Superintendent of the school district to comply with the requirements of the Act concerning the reporting of child abuse.

Reports to DCFS will be made by telephone to the Central Register, which may be contacted 24 hours a day, 7 days a week, at (800)252-2873 or (800)25A-BUSE. In making a report to DCFS, a school employee will include, if known:

1. The name and address of the child and his/her parents or other persons having custody;
2. The child's age;
3. The nature of the child's condition, including any evidence of previous injuries or disabilities;
4. Any other information that might be helpful in establishing the cause of such abuse or neglect or the identity of the person believed to have caused such abuse or neglect.

Any employee making a report to DCFS will, within 48 hours, confirm such report in writing to the designated child protective service unit on forms supplied by DCFS. The Superintendent will be notified that a report has been filed.

The reporting requirements apply to all employees, including psychologists, social workers and other persons who may be parties to otherwise privileged communications. Traditional considerations of confidentiality will not constitute grounds for failure to report. Any employee hired on or after July 1, 1986, will sign a statement on a form prescribed by DCFS, indicating that the employee has knowledge and understanding of the reporting requirements of the Act. The Superintendent of his/her designee will provide the appropriate form. The signed statement will be retained by the District.

The Illinois School Code provides for the possible suspension of a teacher's certificate for up to one calendar year by the Regional Superintendent or up to five (5) calendar years by the State Superintendent of Education for willful failure to report an instance of suspected child abuse or neglect as required by the Act.

In accordance with the Act, DCFS will be responsible for investigating suspected cases of abuse and neglect beyond the initial reports.

Employees are advised that Illinois law provides immunity from any liability—civil, criminal, or otherwise—that might result from making a good faith report of an abused or neglected child or participating in an investigation of such report. However, an employee should never take a child into his or her own custody without specific directions from the Illinois Department of Children and Family Services. Any employee who makes or investigates a report under the Act will be obligated to testify in any legal proceeding resulting from such report.

Any employee making a report or given access to the names or other information identifying the subjects of the report will not disclose that information except as may be required by the Act.

Access to children by officials of the Illinois Department of Children and Family Services or other non-school personnel during school hours will be arranged through and approved by the Superintendent or his designee.

District personnel will not disclose the whereabouts of any child who has been removed from school premises and taken into protective custody as a victim of suspected child abuse, except as may be required by law. Inquiries concerning such a child will be directed to DCFS or to local law enforcement personnel, where appropriate.

If a District employee who comes into frequent contact with child has been named as a perpetrator in an “indicated” report filed under the Act, the Superintendent will so notify the State Board of Education, the Board of School Inspectors of the District, and the principal of the school where the employee serves.

Threats and Safe Schools

The safety of students will be assured through the close supervision of students in all school buildings and grounds through special attention to the following:

1. Maintaining a safe school environment (safety experts will be called in periodically to inspect the physical condition of all buildings and grounds).
2. Observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities that offer special hazards.
3. Offering safety education to students relevant to particular subjects, such as laboratory assignments in science, health and physical education.

4. Providing through the services of the school staff, first-aid care for student in case of accident or sudden illness.

In addition to the above safety measures, school personnel will be constantly on the lookout for suspicious strangers loitering in or near school buildings or seated in parked automobiles. All visitors will sign in at the school office and be issued a visitor's badge. The principal will notify the police of suspicious behaviors or activities perceived to be a threat.

Student Attendance and Truancy

General

Whoever has custody or control of any child between the ages of seven and seventeen must ensure that the child attends some public school in the district where the child resides the entire time school is in session during the regular school term, except as otherwise provided by law.

Philosophy

The goal of the attendance procedures of the District will be to support and improve the regular attendance and performance of our students. The District recognizes that regular attendance is vital to a student's success in school. In order to take full advantage of the educational program offered by the teachers and supported by the staff of District 86, students must attend school on a daily basis. Regular attendance and parental support coupled with student effort are critical factors in learning and being successful in school. Ensuring that a student maintains regular attendance requires a cooperative effort by the student, parents or guardians, and school personnel. A student who is frequently absent misses valuable instruction and discussion that is important for academic success, even though the written work is made up.

The District cannot be responsible for the educational progress of students who fail to maintain regular attendance; nor for those students who are removed from school for extended periods of time contrary to law or good educational practices.

Parents and/or guardians having legal custody of school-age children are responsible for ensuring the regular attendance of their children in school.

Expectations

The District requires that parents/guardians ensure the regular attendance of their children, consistent with the Illinois School Code, and inform the school of any absences and the causes of such absences. A written excuse signed by the parent/guardian may be required unless the child is excused from attendance under the provisions of Board Policy 7:80-Release Time for Religious Instruction/Observance.

Absenteeism

Each building principal is responsible for maintaining an effective system for recording student absences and for encouraging students to be prompt and to attend class on a regular basis. Absences are categorized as excused or unexcused. Valid causes of absenteeism (excused), as listed in the Illinois School Code (105 ILCS 26-2a) are:

- Illness
- Observance of a religious holiday (see Board Policy 7:80)
- Death in the immediate family
- Family emergency
- Circumstances that 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 determined by the Board of School Inspectors

All other absences will be considered unexcused.

Absence Notification

Each school will inform parents and students about District attendance procedures. Thereafter, the student's parents or guardians are responsible for promptly notifying the school of an expected absence.

If a child is absent from school and there is no record that such absence is for a valid cause, or that the absence has been authorized by a parent, legal guardian or other person having legal custody of the child, the building principal or his/her designee will, within two (2) hours after the first class in which the child is enrolled, make a reasonable effort to notify the parent, legal guardian or other person having legal custody of the child of the absence from school by telephoning the numbers given in accordance with Illinois School Code.

Parents are requested to notify the school when a child has been diagnosed as having a communicable disease in order that notices may be sent home to alert the parents of other children who may have been exposed.

Medical Documentation

Under certain circumstances, the District may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence.

Tardiness

Students are expected to arrive at school on time. A student is considered tardy when he/she is not in school at the required time. Tardiness is not appropriate and disrupts the education of other students. Each building will monitor student tardiness.

Requiring a child to arrive on time promotes responsible behavior. Tardy arrival results in disruption to both the classroom and each individual students learning process. A tardy is categorized as excused or unexcused. Valid causes of tardiness (excused) are:

- Medical appointments
- Attendance at a funeral

Tardiness Notification

Parents/guardians are requested to notify the school office if a student will be arriving late, by writing a note, calling the office or accompanying the child to the school office for sign in. All students who are tardy will report to the office immediately upon arrival, provide the reason for the tardiness, receive authorization to return to class, and then immediately return to class and present the authorization to the classroom teacher.

Excessive Absenteeism

The District considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness.

In order to reduce or prevent excessive absenteeism, the District will implement and maintain a procedure to:

- Track and provide early identification of potentially harmful attendance practices.
- Provide a progressive, multi-level plan toward remediation of the problem.

This procedure will include, but not be limited to, interviews with the student, his/her parents/guardians, any school officials, or others who may have information.

Truancy

The District recognizes a responsibility to establish and maintain an attendance program to reduce and discourage truancy in all District schools.

The District considers a student who is subject to compulsory school attendance to be truant if he/she is absent for the school day or a portion of the school day without proper permission.

Chronic Truancy

The District considers a student who is subject to compulsory school attendance to be a chronic or habitual truant if he/she is absent for 5% or more of the previous 180 regular attendance days without proper permission.

Resources and Supportive Services

The following resources and supportive services, as determined appropriate, are available to truants and chronic or habitual truants with attendance problems and their parents/guardians:

- Conferences with school personnel
- Counseling services of school social workers and psychologists
- Placement in alternative educational programs
- Special education assessment and placement
- Referral to community agencies

Truant Minor

The District, in accordance with the Illinois School Code, considers a truant minor to be a chronic truant to who the above resources and supportive services have been provided and have failed to result in the remediation of chronic truancy, or has been offered and refused by the parent/guardian and/or student.

Referral of Chronic Truants

The respective building principal will initiate the first action to handle the problem of truancy by notifying the parents. He/She also will initiate proper counseling and actions to secure resources to find a solution to the problem.

If the truancy continues, the principal will notify the Superintendent or his designee of the problem and out-of-district resources utilized. The Joliet Public Schools District 86 Truancy officer will also be notified.

Punitive Action

Pursuant to the Illinois School Code (105 ILCS 5/26-12), schools in the District will take no punitive action, including out-of-school suspensions, alternatives to suspension, expulsion or court action, against chronic truants for such truancy unless the above resources and supportive services have been provided to the student and parents/guardians.

Discipline

Philosophy

The District believes that a school's climate should promote open expression of beliefs, mutual respect, and trust, as well as personal, caring relationships, where every student is educated in an environment in which they are welcomed, valued and supported in reaching their potential and encouraged to grow in self-discipline. The District expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

However, when the climate of the school is violated by inappropriate or illegal student conduct, the District recognizes its responsibility to establish disciplinary procedures that deal with such conduct in a fair and responsible manner.

Since bystander support of misconduct can support these behaviors, the District discourages both active and passive support for acts of misconduct. The staff should encourage students to support those who walk away from these acts when they see them, to constructively attempt to stop them, and/or to report them to a designated authority.

In all matters related to student conduct and discipline, the certified staff (teachers and administrators) assumes the supervisory role of parent/guardian to the students. This relationship extends to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students. The District will give full support and assistance to its certified staff with respect to the maintenance of control and discipline in the schools.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have drugs in their possession.
4. Using, possessing, distributing, displaying, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon or used as a weapon, or that looks like a weapon.
5. Using or possessing electronic signaling devices, unless authorized and approved by the building principal. Electronic signaling devices include pocket and all similar paging devices or “beepers.”
6. Using or possessing cellular radio telecommunication devices in a manner which violates Board policy.
7. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
8. Engaging in aggressive behavior such as violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct toward anyone or urging other students to engage in such conduct.
9. Engaging in hazing or any kind of bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental

disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. No student shall be subjected to hazing or bullying:

- (1) During a school-sponsored education program or activity;
- (2) While in school, on school property, on school buses or other school vehicles, at designated bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or
- (3) Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

“Bullying” 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 reasonably be 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.

Bullying, as defined in this policy, includes systematically and chronically inflicting hurt or psychological distress on one or more students. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by a student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonable interference with the individual’s school performance or

participation, is carried out repeatedly and is often characterized by an imbalance in power.

Bullying may involve, but is not limited to one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, unwanted teasing, cyber-stalking, cyber-bullying, religious or racial harassment, social exclusion, including incitement and/or coercion, rumor or spreading falsehoods, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

This prohibition against bullying is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment of the United States Constitution or under Section 3 or 4 of Article 1 of the Illinois Constitution.

10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property at school.
11. Unexcused absenteeism (subject to the truancy statutes and Board policy concerning chronic and habitual truancy).
12. Being a member of, joining, promising or pledging to join, or soliciting any other person to become a member of any public school fraternity, sorority or secret society.
13. Involvement in gangs or gang-related activities, including but not limited to the display or possession of gang symbols, identifiers or paraphernalia, soliciting others for membership, requesting payment of dues, insurance or other forms of protection from any individual, intimidating or threatening any individual, and/or inciting others to participate in any form of physical violence involving persons or property.
14. Engaging in any activity that constitutes an interference with or disruption of school purposes or an educational function.
15. Harassment of any type, including sexual harassment and racial/ethnic harassment. The term harassment as used in this policy means verbal, written, graphic or physical conduct which does or is reasonably believed under the totality of the circumstances to:

1. Substantially or materially interfere with a student's or students' education performance, or
 2. Deny any student or students the benefits or opportunities offered by the school district, or
 3. May substantially disrupt school operations or activities, or
 4. Create a hostile or abusive environment which is of such pervasiveness and severity that it materially and adversely alters the condition of a student's or students' educational environment, from both an objective viewpoint and the subjective viewpoint of the student at whom the harassment is directed.
 5. The term harassment for purposes of this policy does not mean merely offensive expression, rudeness or discourtesy; nor does this term harassment mean the legitimate exercise of constitutional rights within the school setting. The school district recognizes there is a right to express opinions, ideas and beliefs in a proper manner, including such expression is not lewd or profane or materially disruptive of school operations or the rights of others.
16. Misuse of electronic technology at school.
17. The District will not tolerate hazing (subjecting others to pranks or humiliating ordeals by any individual, any school-sponsored club or organization or at any school-sponsored activity). Students involved in hazing will be subject to disciplinary proceedings and actions.
18. Engaging in gambling activities, including but not limited to playing cards or other games of chance or skill for money or other thing of value, wagering upon results of any game, contest or other activity, or otherwise engaging in gambling as prohibited by law, unless such activities are part of a lesson or otherwise occur within the organized educational program of the District.

Grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. In school buildings;
2. On school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
3. Off school grounds at any school activity, function or event;

4. On a school bus or other vehicle traveling to or from school or a school activity, function or event;
5. While walking to or from school or to a school activity, function or event; or
6. Anywhere, if the conduct may reasonably be considered a threat or attempted intimidation of a staff member or an interference with school purposes or an education function.

Maintaining a Learning Environment Free of Harassment and Bullying

It is the intention of the school district, consistent with State and Federal law, to strive to maintain a learning environment which is free of harassment and/or bullying since the school district finds that incidents of harassment and/or bullying prevent students from receiving the education to which they are entitled, materially disrupt the mission of the school district to education the children of the school district, substantially interfere with a student's educational performance and foster incidents of violence. The District maintains a policy to prevent bullying, intimidation, and harassment of students (Board Policy 7:180).

It is the purpose of this policy to prohibit and prevent acts of harassment and/or bullying and violence. The school district does recognize that students retain certain rights under State and federal law, including the freedom of expression, although such rights are not necessarily coextensive with the rights of adults in society at large. It is not the purpose of this policy which impinge upon the legitimate rights of students or school personnel under State and federal law in the school environment.

This policy defines harassment and/or bullying and violence, specifies and describes prohibitions, and prohibits retaliation against those who, in good faith, report harassment pursuant to this policy.

The determination of whether harassment and/or bullying, as defined herein, has occurred will require the reasonable assessment of the totality of surrounding circumstances attendant to a given situation which may include the frequency of the conduct at issue, the physical surroundings, the ages and maturity of those involved, the activity or program within which the situation occurs, the forum in which the alleged harassment and/or bullying occurs, and nature and severity of the alleged harassment and/or bullying at issue.

When harassment and/or bullying, as defined above, occurs it may also include instances or a series of instances involving unwelcome sexual advances; touching, patting, grabbing

another's intimate parts; coercing or forcing physical contact with another; demands for sexual favors; slurs; dissemination of lewd, profane or obscene materials; lewd, vulgar or profane language; threatening or intimidating conduct, writing or obscene materials; lewd, vulgar or profane language; threatening or intimidating conduct, writing or expression; degrading name-calling, remarks, notes, gestures or actions; damage to property or person; assault; stalking; or extortion.

The school district recognizes that the foregoing list includes terms which vary in nature and severity, and that, as such, the totality of all surrounding circumstances must be considered in making the determination as to whether harassment and/or bullying has occurred.

Weapons

In accordance with federal and State law, any student who possesses a weapon at any school in the District, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to District 86, will be expelled from school for a period of not less than one year.

For the purposes of this policy, the term "weapon" means (1) possession, use, control or transfer of any gun, rifle, shotgun, "weapon" as defined by Section 921 of Title 18 of the United States Code (including but not limited to, any weapon, including a starter gun, that will or is designed to or may be readily converted to expel a projectile by action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device, including any explosive, incendiary, or poison gas), "firearm" as defined by Section 1.1 of the Illinois Firearm Owners Identification Card Act, or use of a "weapon" as defined in Section 24-1 of the Illinois Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to knives, brass knuckles, or billy clubs, or (3) "look alikes" of any weapon as defined by this policy.

Cellular Phones

Students may not use a cellular phone or any other electronic communication device in any manner that disrupts the educational environment. Any student carrying a cellular phone must keep it turned off and out of sight during the regular school day unless authorized and approved by the building principal.

Authority to Impose Discipline

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure (other than suspension, expulsion, corporal

punishment or in-school suspension) that is appropriate and in accordance with District/school policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, will maintain discipline in the school and on school grounds.

Reasonable force may be used as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or the defense of property. Also, teachers may remove students from a classroom in cases of disruptive behavior.

The Superintendent, building principals, assistant building principals or academic advisors are authorized to impose the same disciplinary measures as teachers. Also, they may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus for a period not to exceed ten (10) school days, provided the appropriate procedures are followed.

The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons. Further, students guilty of gross disobedience or misconduct may be expelled from riding the bus for the remainder of the school term or for a shorter period, as determined by the Board.

Search and Seizure

In order to maintain order 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.

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 or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

When feasible, the search should be conducted as follows:

- Outside the view of others, including students;
- In the presences of a school administrator or adult witness; and
- By a certificated employee or liaison police officer of the same sex as the student.

Immediately following the search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

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

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 Illinois 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 the Joliet Public Schools District 86 Department of Student 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.

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 Assistant Superintendent for Student Services 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 administrators 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.

Corporal Punishment

Corporal punishment will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certificated personnel are permitted to use, reasonable force as need to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

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 Continuation 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 confrontation with another student
- 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 Minor theft or possession of stolen property
- 2.17 Vandalism
- 2.18 Possession, display, and/or distribution of pornographic material
- 2.19 Possession or use of shocking devices and/or other harmful devices
- 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** Trespassing on District property while suspended or expelled
- 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 school and/or District 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 *Major theft or 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
- 3.28 *Other acts of misconduct which are seriously disruptive to the school environment
- 3.29 *Other acts of misconduct which are destructive to school property

Note: These acts of misconduct (3.10 through 3.27) must be discussed with the Assistant Superintendent for Student Services 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
- Students and parents will be referred to community service agencies for assistance

Student Transportation

Transportation

The pupil transportation system will be administered to provide the best practices for safe and efficient services in the most economical manner. The Superintendent or his designee will be responsible for supervising, administering, investigating, and resolving issues with the District's transportation system.

The District will provide free transportation to and from school for resident students who live: (1) a distance of 1.5 miles or more from their assigned school, or (2) within 1.5 miles of their assigned schools, but for whom walking would constitute a serious hazard due to vehicular traffic or railroad crossings, as determined in accordance with the standards established by the Illinois Department of Transportation (IDOT), and for whom adequate public transportation is not available.

Transportation service is also provided for special education students if it is included in the student's individualized educational program (IEP) or as otherwise required by law. All special education students will be transported in accordance with current Illinois State Board of Education rules and regulations and the Illinois School Code.

Vehicles used by the District or any transportation contractor will meet all federal and State safety standards. Drivers will meet all required federal and State standards for licensing.

Bus schedules and routes will be determined by the Superintendent or his designee in concert with the District's contractor and will be altered only with the Superintendent's or his/her designee's approval and direction. Safety hazards and population density will determine the number and placement of bus stops in a given area. When practical, bus stops will be assigned at least 500 feet from a residence of a known registered sex offender. To the extent possible, school bus routes will be restricted to main routes and state- and county-maintained roads.

Students will be transported to and from school activities only in vehicles authorized by the Administration.

Students are assigned a bus route number and assigned a stop for transportation. Bus drivers are not authorized and should not be approached to make any changes to designated stops. All initial route change requests should be directed to the transportation department.

Students must ride the buses to which they are assigned. Students should be at their assigned stop at least ten (10) minutes before their scheduled pick-up time. Students are not permitted to switch buses as they are assigned based on the maximum number of students allowed per vehicle.

Parents of kindergarten, first grade, and special education students are responsible to meet their child's bus each day or to designate a responsible individual to be with their child during pick-up and drop off times. If the parent or designee is not at the bus stop at drop off the child will be returned to the school. If the parents/guardians are unable to be at the bus stop or designate a responsible person, a Latch Key Form is required and can be obtained from the bus driver.

All students are issued a bus pass which they must carry with them for the first two (2) weeks of school.

Student Conduct on School Buses

Proper student conduct on school buses is essential.

A student riding a District-operated bus must adhere to the following:

Guidelines for Proper Conduct:

1. Be at your bus stop ten (10) minutes before scheduled pick-up time.
2. Be courteous to students and neighbors at bus stops and while traveling on the bus.
3. Ride only your assigned bus.
4. Do not ask to stop at places other than the regular bus stop.
5. Cooperate with driver at all times.
6. Do not litter the bus or bus stop.
7. Profane language is prohibited.

Safety Regulations:

1. Remain in your seat and keep aisles and exit clear.
2. Do not throw objects at, on, or from the bus.
3. Keep head, hands, and feet inside the bus.
4. Do not vandalize equipment (seats will be assigned on vandalized buses).
5. Do not eat, drink, or smoke on the bus.

6. Hazardous materials, nuisance items, and animals will not be allowed on the bus.
7. Unauthorized persons may not board the bus.
8. Riders will respect the rights and safety of others.

In case of any violation of these rules, the bus discipline portion of this policy will be invoked. The building administrator is responsible for making decisions concerning the violation of these rules and invoking the bus discipline portion of this policy.

Discipline on School Buses

Whenever riding on buses to or from school or a school-sponsored event, District 86 students are expected to help ensure their safety by behaving properly and following all school bus rules.

The administrator of each District building will be responsible for the administration of discipline on the school buses serving his/her building.

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

1. Prohibited student conduct as defined in the Student Discipline policy.
2. Willful injury or threat or injury to a bus driver or to another passenger, driver or pedestrian.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's directives.
6. Such other behavior that the Administration deems as threatening to the safe operation of the bus and/or its occupants.

Procedure

When disciplinary action is necessary, the following steps may be taken:

1. Upon the first violation of bus rules, a warning letter may be sent to the student's parents/guardians.
2. With the second violation of bus rules, the student will be suspended from riding the bus for up to five (5) days.
3. The third reported violation may result in a suspension of bus privileges for up to ten (10) school days.
4. Bus privileges may be suspended for more than ten school days by action of the Board of School Inspectors, for safety reasons.

The administrator may bypass Steps 1 and 2 if, in his/her evaluation, this is in the best interest of the District.

The District's regular suspension procedures will be used in the case of a suspension of a student's privilege to ride a school bus, subject to the following:

- a. A student's bus privileges will be suspended only after other avenues of bus discipline have failed and a review of the specific problem is made (e.g., consultation with students, interviews with driver or review of driver reports and/or review of the specific problem with the driver and supervisor of transportation). However, the student's bus privileges may be suspended immediately if he/she creates a hazard, threatens the safety of other students, or damages property. In all cases, before a student is suspended from riding a school bus, his/her parent must be informed.
- b. Any suspension will be reported immediately to the parents/guardians of the student along with a full statement of the reasons for the suspension and a notice of their right to review. A copy of such notice will be provided to the Board of School Inspectors.
- c. Upon request of the parents/guardians, the Board of School Inspectors or a hearing officer will be appointed to review the suspension.
- d. At such review, the parents/guardians of the student may appear and discuss the suspension with the Board of Inspectors or its hearing officer.
- e. In cases where a hearing officer is used, the hearing officer will provide the Board of School Inspectors with a written summary of the hearing.
- f. After the hearing, the Board may take any action it finds appropriate.

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
Other (Explain)	Bullying/Intimidation/Harassment of peers	Drugs/Alcohol
	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)
	Riding unassigned bus or using an unassigned stop	
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	

Audio/Video Cameras on School Buses

The District authorizes the use of video cameras on any or all school buses to promote transportation safety, to prevent vandalism, to monitor bus drivers, to identify disruptive students and to document the activities of riders during their transport to and from school and school activities. Video cameras placed in the interior front of school buses (facing the rear) and in the rear (facing the front).

All school buses with video systems will display a warning sign within the bus indicating that video and audio surveillance can occur on that bus and encourage transportation safety and proper student behavior. Parents and guardians will also be notified annually that video cameras are being used on school buses. Students found to be in violation of the District's bus conduct rules will be subject to discipline in accordance with District policy and applicable law.

The supervision and control of all video equipment is the responsibility of the bus company. Each recorded tape will be identified by date, route, and driver. Recorded videotapes that contain information relevant to good order and discipline on school buses will be retained for thirty (300 calendar days after the date of recording or until such time they are no longer necessary.

Information recorded on school bus video tapes is considered to be for official use only. Members of the Board of School Inspectors, the Superintendent, Assistant Superintendents,

Principals, Assistant Principals, Academic Advisors, and transportation company officials and other appropriate personnel are authorized to view all videotapes made on buses for the purposes set forth above. Persons authorized in this paragraph to view these videotapes may show relevant portions of the videotapes to promote transportation safety, to identify disruptive behavior of bus riders and/or to document activities of bus drivers or bus riders during transport. The videotapes will not be used for general showings to individuals or to groups, nor will they be given to the media.

Student transportation is an extension of the school program. The safety of the students on the bus will be protected. Misbehavior by students that puts the safety of students on the bus in jeopardy will not be tolerated.

The driver has full charge of the bus and students. Students must obey the driver promptly. The right of all pupils to ride on the bus is contingent upon their good behavior and upon their observance of the rules and regulations. Student behavior and the bus driver's management of that behavior are the two key elements to safe bus rides. Bus seat assignments will be issued for all students who ride a bus to/from school.

Grading, Promotion and Retention

The Administration and professional staff have established a system of grading, procedures for reporting academic achievement to parents and students, and have determined the requirements for promotion and graduation.

Grading

Teachers will administer the approved marking system or other approved means of evaluating student progress in the District. Every teacher will maintain an evaluation record for each student assigned to their classroom.

Teachers maintain the right and the responsibility to determine grades and other student evaluations within the grading policies of the District, based upon the teacher's professional judgment of available criteria pertinent to any subject area or activity for which he/she is responsible. Student academic achievement will be assessed in terms of the attainment of measurable, specific skills determined by the teaching staff to be their instructional goals and objectives.

All grades and symbols will be appropriately explained. Grading will not be used for disciplinary purposes and will be based on improvement, achievement, and capability. Parents will be notified when a student's performance requires special attention.

The final grade assigned by the teacher will not be changed by any District administrator without notifying the teacher of the nature and reasons for the change.

Reasons for changing a student's final grade include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- Agreement by the teacher that the student may do an extra work assignment, with its evaluation impacting the grade;
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.

Grades for elementary and junior high are based on the following percentages:

Elementary	Junior High
Homework 5%	Homework 5%
Classwork 30%	Formative Assessment 35%
Assessment 65%	Summative Assessment 60%

Promotion, Retention, and Remediation

Placement, promotion, or retention will be made in the best interest of the student after careful evaluation of the advantages and disadvantages of the various alternatives. Decisions to promote or retain students will be based on successful completion of the curriculum, attendance, performance on Illinois Standards Achievement Tests and/or other criteria established by the Board.

When there is any alteration in a student's normal progression through school (i.e. retention), all factors will be considered. The teacher and building principal will use the expertise of other professional personnel as appropriate and parent support will be solicited during the decision-making process.

Students who do not qualify for promotion to the next higher grade will be provided a remedial assistance plan developed in consultation with the student's parents/guardians. The remedial assistance plan may include various types of support such as summer school, special homework, tutorial sessions, modified instructional materials, increased or concentrated instructional time, other modifications in the instructional program, reduced class size, or retention in grade.

Grades are indicators of the student's achievement in the course or curriculum objectives. Grades are not an evaluation of the student's potential or social performance. Grades reflect varied age-appropriate opportunities to demonstrate learning.

Reporting to Parents

The progress of District students will be communicated to parents/guardians on a regular basis during the school year. However, grades and test reports will be made available only to those parents/guardians qualified to receive them. In the case of separated and/or divorced parents, both may receive notification of grade or test results, unless prohibited by a valid court order.

The District endorses the use of various forms of communication with parents, including the following:

1. Parent/Teacher Conferences are scheduled for all parents twice a year (November and January). Parents are encouraged to bring their child with them. It is expected that all parents attend both conferences. Notices will be sent home as to the date and time of conferences.
2. Parents or teachers may schedule additional conferences throughout the year. Parents may contact teachers to schedule additional conferences before or after school. ***Please do not call during class time as TEACHERS WILL NOT BE CALLED FROM CLASS TO ANSWER THE TELEPHONE. Instructional time will not be interrupted.***
3. Student progress reports, which teachers will submit to parents according to a regular schedule.
4. Additional methods of reporting, such as open houses, parent education meetings and newsletters, which will be the responsibility of each school.
5. Interim reports, through which teachers contact parents to impart information or to arrange a conference when teachers believe additional information should be shared. Teachers also will make every effort to be available to meet with parents at a mutually agreed upon time.

The academic achievements of District students will be reported via standardized test scores, letter grades, and/or other assigned numerical criteria. Such tests will be based on the attainment of measurable instructional goals and objectives.

The District's instructional staff will provide students and parents with information about how grades were assigned, indications of progress, and the importance of test results to future learning.

The Superintendent or his designee will report to the Board periodically and provide summaries of the academic achievement of students in all instructional programs in the District, including performance on standardized tests.

Academic Progress Reports

At any time during the school year, an academic progress report may be initiated for a student. This may be requested by parents, teachers or other professional staff.

Homework and the Educational Process

It is the practice of District 86 to encourage the participation of parents in the education of their child. However, the responsibility for developing an appreciation of the value of education and ensuring that educational progress is made is a joint responsibility of the child, the child's parents and the educators of the District. Satisfying this joint responsibility involves two (2) fundamental concepts:

First, the District and its teaching staff will maintain classroom programs of the highest quality that practical fiscal considerations will allow. Second, homework will be assigned at the professional discretion of the teacher.

The nature of the homework assigned in District 86 is described below:

- Homework will grow out of classwork experience and will expand and enrich that classwork. Applications of such learning experiences—outside the classroom—are particularly valuable.
- As student initiative and responsibility increases, voluntary assignments and an adjustment of assignments based on student suggestions are encouraged.
- Variety in homework assignments not only encourages more student interest, but enhances motivation.
- Some homework is enhanced by parent involvement and some is not. In both cases, however, teachers will inform parents of the appropriate involvement, in writing.
- Small group activities initiated at school can generate some of the most productive and highly motivated homework.
- The time spent on and the frequency of homework will vary according to each student's abilities, grade-level and the subject matter. However, the long-term goal of District 86 staff and Administration is to establish reasonably consistent homework applications at all schools and across all grade levels.

- Parents of students of all grade levels are responsible for supporting their child's educational achievement by establishing a home environment that is conducive for doing homework. This environment may include specific study times and a location for study with reasonable freedom from such distractions as radio, television, the telephone and other family members. Equally important is monitoring student work habits and showing interest in class work.
- Parents and students are encouraged to communicate their observations and suggestions on this homework policy to the Administration, staff and the Board.

Assessment

The District recognizes the need for educational accountability. The following guidelines will be used:

1. Both short- and long-range student achievement goals and skills will be developed each year through a grade-by-grade needs assessment.
2. Each student's achievement level will be assessed in the most appropriate manner.
3. An evaluation of each student's achievement level will be used to determine possible alternative learning programs.
4. An on-going recordkeeping system will be used for each student in accordance with the Illinois School Student Records Act. Periodic reports of student achievement will be given to parents/guardians of each student.
5. Each year a report of the District's educational goals and an assessment of student achievement of those goals will be given to the State Board of Education and the community.

General assessments, achievement and ability testing are utilized throughout the District to monitor student growth, to determine how children are achieving, and to inform instruction. Joliet Public Schools District 86 is required to administer the Illinois Standards Achievement Test (ISAT) and the Illinois Alternate Assessment (IAA). Students in junior high school take the EXPLORE test.

Academic Enrichment Program

District 86 will strive to offer each child experiences appropriate to his/her individual needs and capabilities.

Eligible students in fourth and fifth grade will be provided the opportunity to develop skills in inquiry in the Academic Enrichment Program. Students are chosen based upon ISAT, Discovery Education (DEA), grades, attendance, and teacher recommendation.

Special Education

The Joliet Public Schools District 86 will provide a free appropriate public education (FAPE) in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the Illinois School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term “children with disabilities,” as used in this policy, means children between the ages of 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s Special Education rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to IDEA.

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Special Education Rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District will establish and implement a system of procedural safeguards. The safeguards will cover students’ identification, evaluation, and educational placement. Also, this system will include notice, an opportunity for the student’s parents/guardians to examine relevant records, an impartial hearing with opportunity for participation by the student’s parents/guardians and representation by counsel, and a review procedure.

The District will maintain membership in one or more cooperative association of school districts that shall assist the District in fulfilling its obligations to the District’s disabled students. If necessary, students may be placed in non-public special education programs or education facilities.

Special Instruction

Special services may be provided to those students who require them as a supplement to the regular education program. Services may be available in such areas as

speech/language, resource services, occupational therapy, physical therapy, adapted physical education, social work/counseling, nursing, etc.

The Superintendent will approve the recommended criteria for eligibility for these services, the procedures for referral and admission, and the guidelines under which programs will operate. It will be the responsibility of the school administrators and the Assistant Superintendent of Student Services to provide appropriate special education for District students. Those programs and services will meet the standards of the Illinois State Board of Education and will qualify for state aid, when appropriate. The appropriate services will be determined through the IEP process, and the provision of services will be in accordance with State and federal laws and regulations and the procedures adopted by the District.

Response to Intervention (RtI)

Response to Intervention (RtI) is an integrated approach to service delivery that encompasses accelerated, general, and remedial student education through a multi-tiered service delivery model. It utilizes a problem-solving framework to identify and address academic and behavioral difficulties for all students using scientific, research-based instruction. Essentially, RtI is the practice of: (1) providing high-quality instruction/intervention matched to all students; needs and (2) using learning rate over time and level of performance to (3) make important educational decisions to guide instruction (National Association of State Directors of Special Education, 2005). RtI practices are proactive, incorporating both prevention and intervention, and are effective at all levels from early childhood through grade eight.

Child Find

It is the policy of the Board of School Inspectors not to discriminate against any otherwise qualified individual with a disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity. It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA) are identified, evaluated and provided with appropriate educational services.

Child Find Process

Every building in the District follows a common child find process if a staff member or parent has a concern regarding their child and/or suspicion of an educationally related problem. Parents are encouraged to contact the appropriate building personnel. Submitting these concerns in writing may be beneficial to the decision making process. A copy of "Explanation of Procedural Safeguards Available to Parents of Students with

Disabilities” can be obtained by calling the Student Services department at the District Office.

Preschool screenings for three- and four-year old children suspected of having a disability are conducted throughout the school year. Parents of a preschool-aged child who suspect a disability should contact the District Office.

Vision and Hearing Screening

Each year vision screenings are conducted for preschool, kindergarten, second and eighth grade students. Hearing screenings are completed on all preschool, kindergarten, first, second and third grade students. All students with special needs, those who are new to the district, those with specific parent or teacher concerns, and children with known hearing losses are screened yearly.

Medical and Health Information

Health Examinations, Immunizations, and Exclusion of Students

Parents/guardians will present proof that their child has received a health examination by a licensed physician and immunizations against and screenings for preventable communicable diseases, as required by Illinois Department of Public Health rules, at the following times:

1. Prior to entering an Early Childhood program
2. Within one year prior to entering kindergarten and/or first grade
3. Upon entering sixth grade
4. Whenever a student first enrolls in school in the District, regardless of the student’s grade

In addition, annual physical examinations are required for students wishing to try out for, practice, or participate in interscholastic sports.

All physical examinations must be performed by a licensed M.D. (Doctor of Medicine) or D.O (Doctor or Osteopathy). If a registered nurse performs any part of the health examination, the physician must review and sign all required report forms.

Pursuant to guidelines the District establishes October 15 for the current school year as the date by which each child must submit proof of having had all required health examinations and immunizations. Accordingly, all new students who are first-time registrants must comply with the health examination and immunization regulations prior to enrollment for the current school year. However, the parents/guardians of such students must sign a

temporary consent for their child's participation in physical education, which will be effective until the required physical examination has been completed and filed with the student's records.

Failure to comply with the above requirements by the October 15 for the current school year will result in the student's exclusion from school until the required health forms are presented to the District. During a student's exclusion from school for non-compliance with this policy, the student's parents/guardians will be considered in violation of Illinois School Code (105 ILCS 5/27-8.1) and subject to penalties imposed by such code.

District staff may require that parents/guardians obtain additional physical examinations for their children when deemed necessary in order to ensure the student's health and the health and welfare of other students and staff.

Parents/guardians will be expected to notify the school of any allergies to food or drugs or other physical needs their child may have.

Further, parents/guardians of children between the ages of six (6) months and six (6) years must provide a statement from a physician or health care provider that their child has been risk-assessed for lead poisoning before the child will be admitted into any District-operated early childhood, kindergarten or child-care program.

A student may be exempted from this policy's requirements on religious grounds if the student's parents/guardians present to the building principal, a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

The school staff will apprise parents/guardians of their obligations under this policy, will furnish the necessary forms, and will keep records of compliance.

1. Students entering preschool, kindergarten, sixth grades, and new students to the District, must present proof of the required State of Illinois physical examination and immunizations. If this proof is not completed, the student will be excluded from school on October 15. Out-of-state physical examinations written on approved forms are acceptable if they are less than one year old.
2. An out-of-state transfer student may, at the time of registration, provide an appointment card showing these requirements will be completed within thirty (30) days. At the end of the thirty (30) day period, if the completed forms have not been presented, the student will be excluded from school.

3. All students entering kindergarten, second, and sixth grades are required to present proof of an oral health examination completed by a licensed dentist. This will be due prior to May 15th of that academic year.
4. A vision examination is required of all students entering kindergarten or enrolling in public school for the first time. Written proof of having been examined by a physician licensed to practice medicine in all of its branches or a licensed optometrist will be required.
5. Student enrolled last year in District 86 should not need a new physical examination unless he/she is entering grade six. Returning students who need immunizations will receive individual letters notifying the parents/guardians of the immunizations needed. The Will County Health Department offers immunizations at their clinics for a nominal fee. Please contact them directly to schedule an appointment.
6. Please note that a current physical is required to try out, practice or participate for any interscholastic sport.

Dental Examinations

All children in kindergarten, second, and sixth grade must have a dental examination. Parents/guardians must present proof that the student has been examined by a licensed dentist, in accordance with Illinois Department of Public Health Rules, before May 15 of the school year. Proof of required dental examinations must be recorded on report forms issued by the Illinois Department of Public Health and/or the Illinois State Board of Education. Said report forms must be completed and signed by a licensed dentist and submitted to the District.

If a child in the kindergarten, second or sixth grade fails to present proof of a dental exam 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, or (2) the child presents proof that a dental examination will take place within 60 days after May 15.

The dental examination requirement may be waived for children who demonstrate an undue burden or lack of access to a dentist, in accordance with the rules established by the Illinois Department of Public Health. In addition, a student may be exempted from the dental examination requirement on religious grounds, if the student's parents/guardians submit to the District a signed statement explaining the objection.

On or before March 16 of each school year, the District will provide notice of the dental examination requirement to parents/guardians.

Medication

Administering Medicine to Students

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

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for this in Board policy (7:270) and its implementing procedures.

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

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

Self-Administration of Medication by Students with Asthma

For purposes of this section only, "self-administration" is defined as a pupil's discretionary use of his/her prescribed asthma or epinephrine medication.

The District will permit the self-administration of medication by students with asthma, provided that the following requirements are satisfied:

1. The parents/guardians must provide the District with written authorization for the self-administration of medication; and

2. The parents/guardians of the student must provide the District with a written statement from the student's physician, physician's assistant or advanced practice registered nurse, containing the following information:
 - a. The name and purpose of the medication;
 - b. The prescribed dosage; and
 - c. The time or times or the special circumstances under which the medication is to be administered.

The information provided will be kept on file in the office of the school nurse or the school administrator.

When self-administration is permitted, the District and its employees and agents will incur no liability, except for willful and wanton conduct, as a result of any injury arising from the student's self-administration of the medication. Parents/guardians will be required to sign a statement acknowledging that the District will incur no liability, and stating that the parents/guardians will indemnify and hold harmless the District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration.

Permission is effective only for the school year in which it is granted. Permission will be renewed each school year upon fulfillment of the requirements set forth above.

Readmission to School Following an Illness

A student who has been absent from school for five (5) days or more, or who has had a communicable disease must present a physician's release before being readmitted to school. A student who has been absent for less than five (5) days may be readmitted to class with a written excuse from his/her parents/guardians.

Children shall be readmitted to school according to the isolation/exclusion requirements in Rules and Regulations for the Control of Communicable Diseases, published by the Illinois Department of Public Health.

Communicable and Chronic Infectious Disease

The District recognizes that a student with a communicable or chronic infectious disease is eligible for all rights, privileges, and services provided by law and the District's policies.

The District will balance the individual's rights with its obligation to protect the health of all District students and staff.

Exclusion of Students Due to Pediculosis (Head Lice)

The school nurse and/or other qualified personnel are responsible for screening students for pediculosis.

When a case of pediculosis is identified in a District school building, the parents/guardians will be contacted and asked to come to school. The nurse will provide the information to the parents/guardians concerning pediculosis and its treatment. The parents/guardians must then remove the child from school, secure medicated shampoo, and begin treatment.

The nurse will also screen students in the contact area of the school for possible infestation. The school nurse, or his/her designee, will readmit the student after evidence of treatment has been provided to the school. Evidence of treatment may be either in the form of an empty medicated shampoo box or a physician's statement of completed treatment.

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 child 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 emergency contact numbers.

Exemption from Physical Activity

General

A student may be exempted from some or all physical activities when appropriate excuses are submitted to the school by the student's parent or guardian or by a person licensed under the Medical Practice Act.

Appropriate educational accommodations will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in regular physical education courses.

A student may be excused from participation in physical education classes for no more than three days with a note from a parent. A doctor's note is required for all students who need to be excused for more than three (3) days.

Student Records

Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974, the Individuals with Disabilities Education Act Amendments of 1997, the Illinois School Student Records Act, and regulations adopted by the State Board of Education, the Joliet Public Schools District 86 Board of School Inspectors will protect the confidentiality of any personally identifiable information collected by the District, during its collection, storage, disclosure, and destruction. The Board will protect District students and their families from invasions of privacy in the collection, storage, disclosure, and destruction of such information, and provide access to recorded information only to those persons legally entitled thereto.

Records Custodian

The Assistant Superintendent of Student Services, or his designee, is designated as the official records custodian of student records for students enrolled in the District. He/She will be responsible for the maintenance, care, and security of all school student records for those students. He/She will also be responsible to ensure compliance with confidentiality requirements of the Illinois School Code, the Illinois School Student Records Act, the Individuals with Disabilities Education Act Amendments of 1997, and the Family Educational Rights and Privacy Act of 1974. The District's records custodian will also be in charge of the records of students who have transferred or otherwise left the District. The principal of each school in the District will act as assistant records custodian of student records for students enrolled at that school. The records custodian will be responsible for ensuring the confidentiality of any personally identifiable information.

Notification of Rights

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 building 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 a student and contained in a school student record. Such information includes:
 - Student's and parent's names and addresses, date 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 school. The Assistant Superintendent of Student Services 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 same permanent record. Such information includes:

- Copy of student's birth certificate
- 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 (copy 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. The following is a list 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 (3) 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. Request 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/hers exclusively.

Surveys Requesting Personal Information

Surveys Created by a Third Party

Upon request, a parent may inspect a student survey created by a third party before the survey is administered or distributed by a school official or staff member. Such surveys will be made available for inspection with a reasonable time after an inspection request is received. Parents will be notified of any third party survey via school website and/or distribution to student of a written notice.

Surveys Requesting Certain Personal Information

Upon request, a parent may inspect any student survey requesting information about:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals or other individuals with who student have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. Religious practices, affiliations or beliefs of the student or his/her parent; or
8. Income (other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District will obtain prior written consent from parents before students are required to submit to any such survey funded in whole or in part by U.S. Department of Education

funds. For any such survey not funded in whole or in part by U.S. Department of Education funds, parents will receive prior notice of the survey and an opportunity to opt their children out of participating, in accordance with the procedures set forth below.

When a student does participate in such a survey, his/her privacy will be protected through procedures designed to insure that his or her identity will not be disclosed.

Upon request, a parent may inspect any survey requesting information about: (1) political affiliations or beliefs; (2) mental or psychological problems; (3) sex behavior or attitudes; (4) illegal, anti-social, self-incriminating or demeaning behavior; (5) critical appraisals of other individuals with who students have close family relationships; (6) legally recognized privileged or analogous relationships; (7) religious practices, affiliations or beliefs; or (8) income (other than as required by law to determine eligibility for a program and/or for financial assistance).

In connection with any instrument used to collect personal information for the purposed of marketing or selling the information (or otherwise providing the information to others for that purpose): (1) parents will receive prior notification of the administration or distribution of any such instrument; (2) upon request, a parent may inspect any such instrument prior to its administration or distribution; and (3) a parent may elect not to allow his/her child to participate in the completion of or response to any such instrument.

Survey Opt-Out/Inspection Request Procedures

Parents who wish to opt their children out of participation in such surveys identified herein must submit a signed and dated written opt-out notice to the building principal at least two (2) school days prior to the activity date. The notice must identify the activity and state that the parent elects not to allow his/her child to participate in the activity.

Parents who wish to inspect surveys and instruments used to collect personal information for marketing purposes must submit a written inspection request to the District office directed to the Superintendent. The request must identify the specific item to be inspected, and must be submitted prior to any deadline set forth in the notice of inspection rights.

General Information

Student Lunch Regulations

A student enrolled in kindergarten through grade eight must remain in school during the lunch period. Students are not permitted to go home for lunch during the school day. Any

exception to the lunch regulation will be made at the discretion of the building principal generally on the basis of the health or safety of the individual student.

Free and Reduced Lunch Program

District 86 participates in the National School Lunch Program. Information regarding this program will be distributed to each student at the beginning of the school year.

Completed applications for student(s) whose parents/guardians request participation in this program will be forwarded to the Food Services Department at the District Office. Applications will be evaluated using the current State/federal guidelines. Once eligibility is assessed the parents/guardians will be notified.

The District participates in the USDA National School Lunch Program to supply free/reduced meals to students of families whose gross income qualifies them for assistance. Parents may apply at any time during the school year beginning in August. The application may be requested from the school office.

Under the National School Lunch Program, those eligible for free/reduced priced meals receive either a free meal or a reduced priced meal. Milk is included with the meal.

Parent Organizations

District 86 supports the formation of strong and effective PTA or PTO organizations in each school in the District, as long as membership in the organizations is open and unrestricted. While such parent organizations will have no administrative authority and cannot determine District policy, their suggestions and assistance are always welcome.

Building principals are encouraged to work closely with parent organizations and to recommend that teachers do the same. The building principal or a designee will serve as the advisor to parent organizations in his/her school. As such he/she will be a resource person who provides information about school programs, policies, problems, concerns, and emerging issues.

The Coordinator for Communications and Development will assist and act as a resource to parent organizations in getting information to the local media and onto the District website when applicable.

Bilingual Parent Advisory Committee

The mission of the Bilingual Parent Advisory Committee is to enhance and enrich achievement for all students by serving as a District liaison promoting educational and cultural resources for students, families, and staff to meet the needs of students. Through the BPAC, parents will be provided opportunities for practical involvement to effectively express their views and ensure that bilingual programs are planned, operated, and evaluated with the involvement of, and in consultation with, parents of children served by the programs.

Access to the Internet

The global electronic community, commonly referred to as the “Information Superhighway” or the “Internet,” is a valuable resource for education. The Internet, (including, but not limited to, Internet websites, pages, files, email, online services, and bulletin board systems) provides access to a vast array of resources, which can be used to support the curriculum by facilitating resource sharing, innovation, and communication.

Therefore, the Board’s goal is to include these Internet resources in the District’s instructional program, where appropriate, to increase learning and improve instruction. Administrative procedures are in place for staff and student use of the Internet.

Internet use is a privilege, not a right, and therefore can be suspended or revoked. All use of the District’s connection to the Internet must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board, and be in compliance with and subject to District and building discipline codes and guidelines established and revised annually by the administration.

Students may not make a live Internet connection without specific authorization from a teacher; in any event such as live connections are subject to this policy. School level live Internet connections must be under the direct supervision of a teacher or authorized staff member.

Parents/guardians who do not want their child to use the Internet at school, or participate in Internet activities, must contact the school office and complete a form notifying the District of the intent to opt-out of such use and activities. The opt-out statement will remain in effect as long as the child is enrolled in that school.

General rules for behavior and communications, as stated in the District’s and schools’ codes of conducts, apply when using the Internet, whether the electronic connection is made at school or remotely through school district network interfaces. Breaches of the

code of conduct during use of the Internet will be treated as though they occurred “live”, that is, within the school.

The failure of any student to follow the terms of this policy or its administrative procedures, rules, or regulations will result in the loss of Internet privileges, disciplinary action, and/or appropriate legal action. However, due process will be given, commensurate with the seriousness of the offense.

In accordance with the requirements of the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (Neighborhood Act), the District will monitor the online activities of minors (individuals under the age of 17), and operate a technology protection measure (filtering), with respect to any of its computers with Internet access, that blocks or filters Internet access to visual depictions that are obscene (as that term is defined in Section 2256 of Title 18, United States Code), child pornography (as that term is defined in Section 2256 of Title 18, United States Code), or –with respect to use of computers with Internet access by minors—harmful to minors.

For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- a. Taken as a whole and with respect to minors, appeals to prurient interest in nudity, sex, or excretion;
- b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sex act or sexual contact (as those terms are defined in Section 2246 of Title 18, United States Code), actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.

The District will enforce the operation of the technology protection measure during any use of those computers by minors (individuals under the age of 17) and adults. However, an administrator, supervisor, or other person authorized by the District, may disable the technology protection measure concerned, during use by an adult, to enable access for bona fide research or other lawful purpose.

In carrying out these responsibilities, the District will ensure, through this policy and the administrative regulations related hereto:

- a. That minors are not provided with access to inappropriate matter on the Internet and World Wide Web. Determinations regarding what matter is inappropriate for minors will be made by the Board, using criteria it deems appropriate;
- b. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. That minors are prevented from gaining unauthorized access, including so-called hacking, and other unlawful activities, while online;
- d. That there is no unauthorized disclosure, use or dissemination of personal identification information regarding minors; and
- e. The use of appropriate measures designed to restrict minors' access to materials harmful to minors;

The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Though the District does provide and operate a technology protection measure (filtering), with respect to any of its computers with Internet access, it does not guarantee that all objectionable material will be restricted. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Users of District 86 email services are expressly required not to make defamatory statements and not to infringe or authorize any infringement of copyright or any other legal right by email communications. Any such communication is contrary to District policy and outside the scope of employment of the individual concerned. District 86 will not accept any liability with respect to such communication, and the employee responsible will be personally liable for any damages or other resulting liability. Employees who receive such an email must notify their supervisor immediately.

Board policy and administrative procedures guide the use of technology in District schools. Students and parents sign the District's Acceptable Use Policy form when a student enters a District school. The District supplies an annual notification of the policy with student registration materials.

Media Release

Joliet Public Schools often have opportunities to highlight various activities through the media. At such times, pictures of children who are taking part in programs and/or receiving services are used with newspaper or magazine articles and/or in bulletins,

brochures, or video presentations. At other times, pictures are used for education purposes.

On the Media Release form, you are being asked to give permission for photographs, video pictures and/or movie pictures of your child to be used for community and teacher education purposes. This form must be completed each year.

Extracurricular Activities and Eligibility

The District 86 Board of School Inspectors encourages its students to broaden their skills, knowledge and citizenship by participating in school-sponsored clubs, councils, interscholastic and intramural athletics, theatrical productions, and other activities. In order to participate in such school activities, however, each student must maintain academic eligibility. If the student does not maintain academic eligibility he/she will be barred from participating.

Emergency Plans

Each District building has a school safety plan that addresses emergencies such as fire, tornadoes and other threats to school safety.

Each school in the District will conduct at least three (3) full-participation fire drills each regular school term. The goal of practice drills is to secure rapid evacuation of the building in an orderly manner.

Procedures also will be developed and practices for use in the event of a tornado warning or other threats that require taking shelter. In general, students and staff will be kept in the building in pre-designated safety areas. Each school will conduct at least one (1) tornado drill during each regular school term.

Such safety planning will incorporate cooperative planning with local fire and law enforcement agencies.

Integrated Pest Management

Public Acts 91-0099 and 91-0525 require Integrated Pest Management (IPM) for all Illinois public schools. IPM is a method for managing damage by pests with the least possible

hazard to people, property and the environment. This method for managing pests includes the careful use of pesticides such as insecticides, herbicides, rodenticides and fungicides.

Integrated Pest Management also requires that parents or guardians have prior notice of pesticide applications. In order to provide timely information to parents or guardians who would like to be notified of these pesticide applications, the school district develops a registry each year. Forms will be available in each school.

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 the building principal.

Student Fundraising Activities

The Board of School Inspectors recognizes that the participation of students, under faculty supervision, in the process of planning and obtaining financial support for their own activities may be desirable as part of the educational process.

Funds raised through student efforts will be subject to the control of the building principal, with the advice and consent of the sponsors. Fundraising plans approved by the building principal will be submitted to Superintendent for approval. The funds will be used to the maximum extent possible for educational, recreational or cultural purposes for which they were designated to serve.

The use of students to promote the fundraising activities of parent groups or other non-school sponsored groups will be generally discouraged, except in the case of activities that are preapproved by the building principal. Such exceptions may be granted if the proposed fundraising activities are of a school-wide nature—when such participation can be a positive experience for students and the proceeds will be contributed to a recognized humanitarian purpose.

Each fundraising activity is always optional. Under no circumstances will any student be compelled to participate or donate, or penalized for not participating or donating. Door-to-door solicitation is not required by any fundraising activity and is discouraged.

Valuables

Students are cautioned not to bring large amounts of money, cameras, or other valuables to school. The school is not responsible for articles that are lost or stolen. Students should not leave valuables at school, desks, gym, or lockers.

Emergency Closings

District 86 will close when, in the opinion of the Superintendent or his designee, emergency/hazardous conditions exist. Such action will be taken only when it is apparent that such emergency conditions might seriously jeopardize the health and/or safety of the students.

In cases of bad weather or dangerous road conditions, school closings or early dismissals are announced through a phone call to parents and on the District's website at www.joliet86.org. You can also tune your radio or television to a local station. District 86 uses the following stations to inform parents of such closings as quickly and as widely as possible:

Radio

WJOL (1340 AM)
WLLI (96.7 FM)
WCCQ (98 FM)

Television

CBS Channel 2
WMAQ Channel 5
WLS Channel 7
WGN Channel 9
FOX Channel 32

Please be aware that while closing information is given to the stations as quickly as possible, it is at the discretion of each station to decide when and whether it airs the notification.

Please avoid calling the schools during emergency situations as this tie up telephone lines and makes it difficult to make vital outgoing calls.

School Visitations by Non-School Personnel

District 86 encourages parents/guardians, citizens and taxpayers to visit District schools. Parents of students attending a District school have special rights and responsibilities, in addition to those of taxpayers generally, to keep themselves informed about the day-to-day

operation of the school. In receiving visitors, District personnel will be cognizant of student welfare, safety and the continuity of the educational program.

All visitors must report to the office upon arrival and follow the guidelines that govern school visitors. All visitors must report to the office upon entering the school building.

The District reserves the right to determine access to its building. The following guidelines will govern school visits:

1. Visitors will pre-arrange school visits with the building principal at least 24 hours prior to the proposed visit. The principal may waive the 24 hour prior notice requirement in order to accommodate visitations of prospective new students and their parents/guardians.
2. In the absence of unusual circumstances previously discussed with the building principal, school visits will be reasonable in length.
3. School visits generally will be limited to adults. Parents should avoid visiting school accompanied by siblings or other children.
4. School visits to individual classrooms should be made only when the regularly assigned teacher is present.
5. School and classroom visits must not be disruptive or in any way interfere with the instructional program. All visits and visitors will be subject to the authority of the building principal, who may restrict or limit visits or visitors as he/she considers necessary.
6. Visits to school by a student's friends and associates are not permitted except by special permission of the building principal and/or teacher, or in the case of a special event for which a general invitation has been issued. A student must obtain permission at least one day in advance for such visits, except when a special invitation has been issued.

The building principal will be responsible for making sure that District 86 parents/guardians are aware of this policy for inviting them to visit his/her school thereby fostering a spirit of mutual cooperation that will benefit the students. Direct communication to homes, as well as the use of parent organizations and school meetings, to promote this policy is encouraged.

Dress Code

It is important that children take pride in their appearance. Appropriate school attire reflects pride in self and school and enhances a student's self image and conduct. Students are expected to dress and be groomed neatly in clothes that are appropriate for school activities. The appropriateness of a student's clothing is determined by the school administration.

Methods of Communication

Keeping parents informed is a priority for your school and the District. The following communication vehicles are used to share information with parents:

Website

The District's website provides frequently updated information on news and events (www.joliet86.org).

Newsletters

Newsletters are prepared by each school and distributed to parents either electronically or through backpacks.

Parent Outlook Magazine

The Parent Outlook Magazine is sent home with students three times per year.

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

