



**Joliet Public Schools District 86**  
**420 N. Raynor Avenue**  
**Joliet, Illinois 60435**  
**815-740-3196**  
[www.joliet86.org](http://www.joliet86.org)

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**Theresa R. Rouse, Ed.D.**  
**Superintendent**

**2019**

**-**

**2020**

# **PARENT – STUDENT**

# **HANDBOOK**

## **SCHOOL CALENDAR 2019-2020**

### **2019**

Institute Days – No School for Students	August 14 & 15
1 <sup>st</sup> Day of School – No PM Class for Students	August 16
Labor Day – No School	September 2
School Improvement Day – No PM Class for Students	September 20
School Improvement Day – No PM Class for Students	October 11
Columbus Day – No School	October 14
Veterans Day Observed – No School	November 11
Institute Day – No School for Students (PM Parent/Teacher Conferences)	November 25
Parent/Teacher Conferences – No School for Students	November 26
Thanksgiving Day, Day Before, and Following – No School	November 27 – 29
Last Day of Classes before Winter Break	December 20

### **2020**

Classes Resume	January 6
Martin Luther King, Jr. Day – No School	January 20
School Improvement Day – No PM Class for Students	January 31
Presidents' Day – No School	February 17
Casimir Pulaski Day – No School	March 2
Parent/Teacher Conferences – No School for Students	March 6
Spring Break – No School	March 23 – 27
No School	April 10
No School	April 13
School Improvement Day – No PM Class for Students	May 1
Memorial Day – No School	May 25
Tentative Last Day of School	May 29
School Improvement Day – No PM Class for Students	May 29
Emergency Days (If Needed)	June 1 – 5

## DISTRICT 86 SCHOOLS

SCHOOL	ADDRESS	PHONE	PRINCIPAL	GRADES
T. E. Culbertson Elementary	1521 E. Washington Street, Joliet, IL 60433	(815) 723-0035	Larry Tucker	K-5
M.J. Cunningham Elementary	500 Moran Street, Joliet, IL 60435	(815) 723-0169	Luis Gonzalez	K-5
Eisenhower Academy	406 Burke Drive, Joliet, IL 60433	(815) 723-0233	Nicole Bottiglierio	1-5
Farragut Elementary	701 Glenwood Avenue, Joliet, IL 60435	(815) 723-0394	Joy Hopkins	K-5
Forest Park I.E.	1220 California Avenue, Joliet, IL 60432	(815) 723-0414	Jacob Darley	K-5
Thomas Jefferson Elementary	2651 Glenwood Avenue, Joliet, IL 60435	(815) 725-0262	Laura Hodge	K-5
Edna Keith Elementary	400 Fourth Avenue, Joliet, IL 60433	(815) 723-3409	Casonya Henderson	K-5
A. O. Marshall Elementary	319 Harwood Street, Joliet, IL 60432	(815) 727-4919	Lisa Marie Moreno	K-5
Marycrest Early Childhood Center	303 Purdue Court, Joliet, IL 60436	(815) 725-1100	Melissa Mendoza-Thompson	Pre-K
Pershing Elementary	251 Midland Avenue, Joliet, IL 60435	(815) 725-0986	Vernecia Gee-Davis	K-5
Sator Sanchez Elementary	1101 Harrison Avenue, Joliet, IL 60432	(815) 740-2810	Maria Arroyo	K-5
Carl Sandburg Elementary	1100 Lilac Lane, Joliet, IL 60435	(815) 725-0281	Dr. Sandra Russell-Smith	K-5
Isaac Singleton Elementary	1451 Copperfield Avenue, Joliet IL 60432	(815) 723-0228	Christopher Latting	K-5
Taft Elementary	1125 Oregon Avenue, Joliet, IL 60435	(815) 725-2700	Carol Paul	K-5
Lynne Thigpen Elementary	207 S. Midland Avenue, Joliet, IL 60436	(815) 741-7629	Renita Streeter	K-5
Thompson Instructional Center	1020 Rowell Avenue, Joliet, IL 60433	(815) 740-5458	Teresa Woodard	K-8
Woodland Elementary	701 Third Avenue, Joliet, IL 60433	(815) 723-2808	Kim Gordon	K-5
Dirksen Junior High	203 S. Midland Avenue, Joliet, IL 60436	(815) 729-1566	Dr. Markisha Mitchell	6-8
Gompers Junior High	1501 Copperfield Avenue, Joliet, IL 60432	(815) 727-5276	Rita Sparks	6-8
Hufford Junior High & I.E.	1125 N. Larkin Avenue, Joliet, IL 60435	(815) 725-3540	Kyle Sartain	6-8
Washington Junior High & Academy	402 Richards Street, Joliet, IL 60433	(815) 727-5271	Rolland Jasper	6-8

# **JOLIET PUBLIC SCHOOLS DISTRICT 86**

## **2019-20 PARENT-STUDENT HANDBOOK**

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## INTRODUCTION

Welcome to Joliet Public Schools District 86 and the 2019-2020 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 significant information regarding the operations, policies, and practices of the District for both students and parents. Much of this information relates to student welfare and procedures to protect the rights and well-being of students. Additionally, this Handbook provides information regarding our established student conduct and discipline procedures which are based upon Board policy. The Handbook also sets forth the levels of misconduct and consequences when inappropriate behavior is demonstrated by a student. This Handbook is also available on the District's website at [www.joliet86.org](http://www.joliet86.org).

Please read through the District Handbook with your child. 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.

**This Handbook is only a summary of board policies and procedures. Board policies are available at the District office or on the District website at [www.joliet86.org](http://www.joliet86.org). While this Handbook addresses policies and administrative procedures that are currently in place at the time of the printing of the Handbook, the District retains the right to amend its policies, procedures, and this Handbook at any time without notice. In the event of any conflict between the provisions of this Handbook and Board policies or administrative procedures, the policies and procedures shall govern.**

**You and your child are required to sign the receipt page acknowledging that you have received a copy of this Handbook.**

## **MISSION STATEMENT**

Persevere in providing an equitable and rigorous foundation for students to succeed.

## **VISION STATEMENT**

In partnership with the community, Joliet Public Schools District 86 is committed to continuously improving our educational system by recognizing, respecting, valuing, and responding to the diverse needs of all.

## **DISTRICT DEFINITION OF EQUITY**

Recognize, respect, value, and respond to the diverse needs of our students and community.

## **BELIEFS**

### **Students**

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

### **Employees**

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

### **Board**

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

### **Parents**

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

### **Community**

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



# **Joliet Public Schools District 86**

## **DISTRICT INFORMATION**

**J. F. Kennedy Administrative Center**  
**420 N. Raynor Avenue**  
**Joliet, IL 60435**  
**(815) 740-3196**

## **BOARD OF SCHOOL INSPECTORS**

**Tonya M. Roberts, President**  
**Anthony B. Contos, Vice President**  
**Jeffrey K. Pritz**  
**Deborah K. Ziech**  
**Gwendolyn R. Ulmer**  
**Erick Deshaun Dorris**  
**R. Emil Standfield**

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**Stephanie H. T. Phelan, Secretary to the Board**

## **ADMINISTRATION**

**Theresa R. Rouse, Ed.D.**  
Superintendent of Schools

**Tanisha S. Cannon, Ed.D.**  
Deputy Superintendent

**Ankhe Bradley**  
Assistant Superintendent for Curriculum and Instruction

**Tamara L. Mitchell/CSBO**  
Assistant Superintendent for Business and Financial Services

**Cheryl D. Woods-Clendening, Ed.D.**  
Assistant Superintendent for Human Resources and Labor Relations

**Nicholas E. Sakellariou**  
Chief Officer for Legal Services and Labor Relations

**John J. Armstrong, CETL**  
Director of Technology and Information Services

**Sandra L. Zalewski**  
Director of Communications and Development



# Joliet Public Schools District 86

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Theresa R. Rouse, Ed.D.  
Superintendent of Schools

Aracelis C. Popadich  
Secretary

**Board of School Inspectors**

Tonya M. Roberts, President  
Anthony B. Contos, Vice President  
Jeffrey K. Pritz  
Deborah K. Ziech  
Gwendolyn R. Ulmer  
Erick Deshaun Dorris  
R. Emil Standfield

Stephanie H. T. Phelan  
Secretary

August 2019

Dear District 86 Families:

On behalf of the Board of School Inspectors and the entire Joliet Public Schools District 86 staff, welcome to the 2019-2020 school year. We encourage your active involvement in your child's education. A strong relationship between home and school is essential for student success.

This handbook outlines the policies, procedures, and expectations in place to ensure a safe and orderly environment in all District 86 schools. Please thoroughly review the information with your child and keep it accessible for future reference.

If you have any questions regarding the handbook, please contact your child's teacher or school administrator. Thank you for your support. Have a great school year!

Sincerely,

Theresa R. Rouse, Ed.D.  
Superintendent

## STUDENT SCHEDULE 2019-2020

BUILDING	START TIME	REGULAR DISMISSAL	SCHOOL IMPROVEMENT DISMISSAL TIME
Culbertson	9:00	3:10	12:15
Cunningham	9:00	3:10	12:15
Dirksen Jr. High	8:00	2:50	11:40
Eisenhower Academy	8:00	2:10	11:15
Farragut	8:00	2:10	11:15
Forest Park I.E.	8:00	2:10	11:15
Gompers Jr. High	7:45	2:35	11:25
Hufford Jr. High	8:00	2:50	11:40
Jefferson	9:00	3:10	12:15
Keith	8:30	2:40	11:45
Marshall	8:00	2:10	11:15
Marycrest Sp. Ed.	9:10	3:05	Not in attendance
Early Childhood a.m.	9:10	11:40	Not in attendance
Early Childhood p.m.	12:35	3:05	Not in attendance
Pershing	8:00	2:10	11:15
Sanchez	8:30	2:40	11:45
Sandburg	9:00	3:10	12:15
Singleton	9:00	3:10	12:15
Taft	9:00	3:10	12:15
Thigpen	9:00	3:10	12:15
Thompson Alternative	7:30	1:30	10:30
Washington Jr. High	8:00	2:50	11:40
Woodland	9:00	3:10	12:15

## **ACCESS TO SCHOOLS AND SCHOOL PROPERTY**

### **Building Visitors**

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. District 86 requires that all visitors (including parents) wear and prominently display a District visitor identification card at all times while in any District 86 school building.

All visitors are required to:

1. Sign in with the building office immediately upon entering the building.
2. Present a proper photographic identification card.
3. Deposit their photographic identification card with building staff in exchange for a district visitor identification card. The photographic identification card will be returned to the visitor when the visitor is ready to leave the building, signs out and returns the district visitor identification card. Approved visitors must wear and display the visitor identification card so that it is clearly visible.
4. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be treated as a trespasser.

The District reserves the right to conduct a background check using the visitor's photograph identification card.

### **No Trespass Notice**

THE FOLLOWING **NO TRESPASS NOTICE** IS APPLICABLE TO DISTRICT 86 LAND, BUILDINGS AND VEHICLES.

This NOTICE is to inform you that you are not permitted on THE GROUNDS, OR IN ANY BUILDINGS, OR IN ANY VEHICLES OF Joliet Public Schools District 86 if you are in possession of any of the following:

- AIR RIFLE or AIR GUN
- BB GUN
- AIR SOFT GUN
- PELLET GUN or any LOOK-ALIKE GUN of any kind that a reasonable person would believe to be a real gun regardless of the distance at which a person might see it.
- KNIFE
- DAGGER
- DIRK
- RAZOR
- STILETTO, or any other DANGEROUS or DEADLY WEAPON or INSTRUMENT OF LIKE CHARACTER

Anyone who disobeys this notice can be charged with Criminal Trespass to State-Supported Land and/or Criminal Trespass to Vehicles. Both of these offenses are Class A Misdemeanors. You can be arrested.

## **STUDENT REGISTRATION REQUIREMENTS**

### **Annual Registration**

District 86 requires that all students (including returning students) be registered every year.

### **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

- 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 to 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. A person who knowingly or willfully provides any false information regarding the residency of pupil for the purpose of enabling that pupil to attend a school in District 86 shall be guilty of a Class C misdemeanor.

### **Custody**

A pupil is presumed to be a resident of the school district where the persons who have legal custody of the pupil reside. Legal custody means any one of the following:

1. Custody exercised by a natural or adoptive parent with whom the pupil resides.
2. Custody granted by order of court to a person with whom the pupil resides for reasons other than to have access to the education programs of the District.
3. Custody exercised under a statutory short term guardianship, provided that within 60 days of the pupil's enrollment a court order is entered that establishes a permanent guardianship and grants custody to a person with whom the pupil resides for reasons other than to have access to the educational programs of the District.
4. Custody exercised by an adult caregiver relative who is receiving aid under the Illinois Public Aid Code for the pupil who resides with that adult caretaker relative for purposes other than to have access to the educational programs of the District.
5. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the pupil and provides the pupil with a fixed nighttime abode for purposes other than to have access to the educational programs of the District. District 86 has a specific form to be used for this type of custody.

### **Registration of Homeless Children**

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



guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the house is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. For assistance and support with homeless families, contact the Student Services Coordinator and/or Homeless Liaison at (815) 740-3196.

### **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

Students whose parent or guardian are unable to afford student fees may request a fee waiver. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. The Board shall not waive any instructional material fees except under extenuating circumstances as defined by District policy and upon proper application.

### **Student Fee Waivers**

Student fee waivers may only be granted pursuant to District policy. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program. Applications and assistance for student fees waivers are available at each school.

The building principal will give additional consideration where one or more of the following factors are present:

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

### **Attendance Areas**

The District is divided into school attendance areas. Absent certain circumstances, students living in a given attendance area will be assigned to the school that serves that area. The District Boundary Map can be found on the District website at [www.joliet86.org](http://www.joliet86.org). Homeless children shall be assigned according to Board policy 6:140, Education of Homeless Children.

## **Student Transfers**

### **To and From Non-district Schools**

A student may transfer into or out of the District according to State law and procedures developed by the District. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the District.

### **Transfers Within the District**

A student's parent(s)/guardian(s) may apply for a transfer to a magnet school on a space-available basis and in accordance with administrative procedures. Students who are granted a transfer to a magnet school will be provided transportation by the District.

A student's parent(s)/guardian(s) may request a transfer for their child to a District school other than the one assigned by submitting a Transfer Request form to the Student Services office. Such a request may be granted by the Superintendent or his designee, in their sole discretion, when the parent(s)/guardian(s) demonstrate that the student could be better accommodated at another school, provided space is available. If the request is granted, the parent(s)/guardian(s) shall be responsible for transportation. A new request must be filed each year.

These provisions have no applicability to transfers pursuant to (1) Title I covered in Board policy 6:15, School Accountability, or (2) the Unsafe School Choice Option covered in Board policy 4:170, Safety.

### **Unsafe School Choice Option**

If a student is the victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

## **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 of 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.

Failure to comply with the above requirements by 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 grade, 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 grade are required to present proof of an oral health examination completed by a licensed dentist. This will be due prior to May 15<sup>th</sup> 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. Students enrolled during the previous 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.
6. Please note that a current physical is required to try out, practice or participate for any interscholastic sport.

### **Care of Students with Diabetes**

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

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

For further information, please contact the building principal.

### **Student Allergies**

Parents/guardians will be expected to notify the school of any allergies to food or drugs or other physical needs their child may have. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

**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.

**Hearing/Vision Screenings**

Once a child begins school, a hearing screening is required at grades K, 1, 2, and 3. The District provides hearing/vision screenings during the school year.

**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 nonprescription 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, provide 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**

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, 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.

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.

**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 and begin treatment. After treatment, the child may return to class once he/she has been examined and cleared by the school nurse.

The nurse will also screen students in the contact area of the school for possible infestation. A letter will be sent to parents/ guardians of students indicating that a case of head lice was identified in the classroom.

**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. 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. Every effort will be made to contact the parent or guardian.

**Exemption from Physical Activity**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or by a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

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 Athlete Concussions and Head Injuries**

The District has protocols in place that implement the Youth Sports Concussion Safety Act. These protocols are in place to manage concussions and head injuries suffered by students. Some quick facts regarding the District's policy and protocols are listed below.

- A. The District has a Concussion Oversight Team that based on national standards has developed:
  - 1. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion.
  - 2. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion.
- B. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity. Student athletes and their parents/guardians will be provided with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury. Student athletes and their parents/guardians will be informed about the District's policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
- C. In the event a student athlete exhibits concussion symptoms:
  - 1. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
  - 2. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois.
  - 3. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois.
- D. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.



- E. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
- F. All student athletes are required to view the Illinois High School Association's video about concussions.

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

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals. The District maintains a suicide and depression awareness and prevention program that advances the Board's goals of increasing awareness and prevention of depression and suicide. The Board's policy on Suicide and Depression Awareness and Prevention (7:290) is available on the District's website at [www.joliet86.org](http://www.joliet86.org).

## **STUDENT ATTENDANCE AND TRUANCY**

### **Compulsory Attendance**

Whoever has custody or control of any child between the ages of six 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. 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 telephone call by the parent or guardian is required on the first day and each subsequent day of absence or tardiness. A written excuse signed by the parent/guardian may also be required.

### **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)

- The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

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.

We stress that all of our students need to be at school every day and cannot afford to miss school for extended periods of time. We strongly encourage parents to plan extended absences to coincide with school holidays and breaks. Not all extended absences will be excused.

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Erika Rock at (815)-740-3196.

### **Notification to Parent**

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.

### **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. A tardy arrival results in a disruption to the classroom and to the individual student's learning process. A tardy is categorized as excused or unexcused. Valid causes of tardiness (excused) are:

1. Medical appointment; or
2. 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:

1. Track and provide early identification of potentially harmful attendance practices; and
2. 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. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

**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:

1. Conferences with school personnel;
2. Counseling services of school social workers and psychologists;
3. Placement in alternative educational programs;
4. Special education assessment and placement;
5. 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.

## **COMPLIANCE INFORMATION**

### **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. Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

The Non-Discrimination Coordinator for the Joliet Public Schools District 86 is Cheryl Woods-Clendening, Ed.D., Assistant Superintendent for Human Resources 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.

### **Parent Notification Requirements**

The Elementary and Secondary Education Act (ESEA) as amended by The Every Student Succeeds Act (ESSA) 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:

1. Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject area in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status by which State licensing criteria have been waived.
3. The teacher's baccalaureate degree major and any other graduate certifications or degree.
4. Whether any instructional aids or paraprofessionals provide services to the student, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **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](http://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](http://www.joliet86.org).

### **Rights of Homeless Children**

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

- (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

- (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### **Limited English Proficiency Students**

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

Parents/guardians of 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.

For questions related to this program or to express input in the school's English Learners program, contact the Coordinator of EL Services at (815) 740-3196.

### **Parental Involvement (Title I)**

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.

The school annually has a meeting for Parents/Guardians, which will be determined by each individual school.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the education process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with Parents/Guardians to discuss the success of their child. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

- a. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- b. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- c. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- d. timely responses to suggestions.

Everyone is responsible for the success of the students at the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the Coordinator of EL Services at (815) 740-3196.

Parents/Guardians of participating children have a right to appeal the contents of this policy. This district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Ankhe Bradley, Assistant Superintendent for Curriculum and Instruction at (815) 740-3196.

The state's resources on parental involvement can be located at <http://isbe.net>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

### **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](http://www.joliet86.org).

### **Tobacco, Drugs and Alcohol Prohibited**

In accordance with Federal and State laws and Board policies, the use of tobacco is prohibited on school district property and all schools are designated as drug free zones. The use and possession of alcohol on district property is prohibited. Copies of these policies are on file in each school, at the JFK Administrative Center located at 420 North Raynor Avenue, Joliet, Illinois and are also listed on our District website at [www.joliet86.org](http://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.

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

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

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

Students are encouraged to report claims or incidences of bullying, harassment, intimidation, sexual harassment, or any other prohibited conduct to the District Complaint Managers, Nondiscrimination Coordinator, Building Principal, Building Assistant Principal, Academic Advisor, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. The District, upon receipt of a complaint, will conduct a thorough, impartial, and reasonably prompt investigation. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, Academic Advisor or other certified staff member for appropriate action.



**Nondiscrimination Coordinator:**

Name Cheryl Woods-Clendening, Ed.D.  
Address 420 North Raynor Avenue  
Joliet, IL 60435  
Telephone 815-740-3196

**Complaint Managers:**

Name	John Armstrong	Tanisha Cannon, Ed.D.
Address	420 North Raynor Avenue	420 North Raynor Avenue
	Joliet, IL 60435	Joliet, IL 60435
Telephone	815-740-3196	815-740-3196

**Sex Equity**

The District has adopted a policy regarding sex equity for students. No District student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right privilege, advantage or denied equal access to educational and extracurricular programs and activities. Complaints regarding this matter may be filed using Board policy 2:260.

Any student or parent/guardian with a sex equity or equal opportunity concern may also contact Tanisha Cannon, Ed.D., Deputy Superintendent at (815) 740-3196.

**Bullying**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Bullying is contrary to state law and to the policies of this District.

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

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

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed

toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

While good faith reporting of bullying is protected, making false accusations of bullying may lead to disciplinary consequences.

Allegations of bullying may be reported using any of the following methods:

1. Contact the District Complaint Managers, Nondiscrimination Coordinator, Building Principal, Building Assistant Principal, Academic Advisor, or any staff member with whom the student is comfortable speaking.
2. Report to the District Administrative Offices–Tanisha Cannon, Ed.D., Deputy Superintendent, at 815-740-3196.
3. Send a report via email to [bullyreport@joliet86.org](mailto:bullyreport@joliet86.org).
4. By using the Anonymous Bullying Hotline designated for your school.

Investigations into allegations of bullying will be made promptly and the District will take reasonable efforts to complete the investigation within 10 school days.

- The District's policies (7:20, 7:180, 7:190, 7:310 and 6:235) relating to bullying can be found on the District website at [www.joliet86.org](http://www.joliet86.org) under the District Info/ Board of School Inspectors/District 86 Policy.

### **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 shall not preclude any other type of discipline from being imposed in accordance with established school regulations.

### **Child Abuse**

Any District 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, is required to immediately report or cause a report to be made in confidence to the Illinois Department of Children and Family Services (DCFS) and to the Superintendent.

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

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.

### **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.

### **Grievance Procedure for Discrimination Complaints**

The District maintains a grievance procedure policy (2:260) to process any complaints regarding allegations of violations of rights guaranteed by the State or Federal Constitution, State or Federal laws, or Board policy. The procedure is available at the District offices or on the District website at [www.joliet86.org](http://www.joliet86.org).

The District's Complaint Managers for this process are:

Name	John Armstrong	Tanisha Cannon, Ed.D.
Address	420 North Raynor Avenue	420 North Raynor Avenue
	Joliet, IL 60435	Joliet, IL 60435
Telephone	815-740-3196	815-740-3196

The District's current Nondiscrimination Coordinator is:

Name	Cheryl Woods-Clendening, Ed.D.
Address	420 North Raynor Avenue
	Joliet, IL 60435
Telephone	815-740-3196

## **GENERAL CONDUCT**

In order to foster a positive learning environment, the District expects high standards of conduct from students, parents and staff. This section identifies some of those expectations, as well as some potential problem areas. The prohibited conduct identified in this section is not an all-inclusive list but is intended to highlight certain issues. Each school building may have additional or more specific conduct rules. Any conduct, even if not specified, which constitutes gross disobedience or misconduct may result in disciplinary action.

### **Bullying, Intimidation, and Harassment Prohibited**

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

The District takes all threats, bullying, cyber bullying, harassment, hazing and intimidation seriously. We caution all students that these actions may result in serious disciplinary consequences including a police referral. If a student is reasonably suspected of violating school rules and/or concealing prohibited items, the student and his/her locker and personal belongings are subject to search. State laws give school districts authority to suspend or expel students for threats made on the internet against an employee, student or school-related personnel. Threats of this nature will be taken seriously and investigated.

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

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

The terms "intimidating," "hostile" and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term "sexual violence" includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Students are encouraged to report claims or incidences of bullying, harassment, intimidation, sexual harassment, or any other prohibited conduct to the District Complaint Managers, Nondiscrimination Coordinator, Building Principal, Building Assistant Principal, Academic Advisor, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. The District, upon receipt of a complaint will conduct a thorough, impartial, and reasonably prompt investigation. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct may be subject to discipline.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, Academic Advisor or other certified staff member for appropriate action.

Nondiscrimination Coordinator:

Name	Cheryl Woods-Clendening, Ed.D.
Address	420 North Raynor Avenue Joliet, IL 60435
Telephone	815-740-3196

Complaint Managers:

Name	John Armstrong	Tanisha Cannon, Ed.D.
Address	420 North Raynor Avenue	420 North Raynor Avenue
	Joliet, IL 60435	Joliet, IL 60435
Telephone	815-740-3196	815-740-3196

**Bullying**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Bullying is contrary to state law and to the policies of this District. Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: name-calling, using derogatory slurs, threats, stalking, threatening or causing physical violence, causing psychological harm, sexual harassment, sexual violence, theft, public humiliation, threatened or actual destruction of property, wearing or possessing items depicting or implying hatred or prejudice of one the characteristics stated above, or retaliation for asserting or alleging an act of bullying.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Managers, Nondiscrimination Coordinator, Building Principal, Building Assistant Principal, Academic Advisor, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Allegations of bullying may be reported using any of the following methods:

1. Contact the District Complaint Managers, Nondiscrimination Coordinator, Building Principal, Building Assistant Principal, Academic Advisor, or any staff member with whom the student is comfortable speaking.
2. Report to the District Administrative Offices –Tanisha S. Cannon, Deputy Superintendent, at 815-740-3196.
3. Send a report via email to [bullyreport@joliet86.org](mailto:bullyreport@joliet86.org).
4. By using the Anonymous Bullying Hotline designated for your school.
5. By filling out the Anonymous Bullying Report Form found on the District website at <https://www.joliet86.org/students-parents/preventing-bullying-intimidation-and-harassment/>.

Investigations into allegations of bullying will be made promptly and the District will take reasonable efforts to complete the investigation within 10 school days.

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

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

The District's policies (7:20, 7:180, 7:190 7:310 and 6:235) relating to bullying can be found on the District website at [www.joliet86.org](http://www.joliet86.org) under the District Info/Board of School Inspectors/District 86 Policy.

## Be a Hero by Reporting Bullying and School Violence

<b>Who reports?</b>	YOU, if you have information about bullying, harassment, school violence, and/or a threat of one of these actions. It doesn't matter whether you are the target of bullying or think someone is being bullied, please report it!
<b>What do I report?</b>	Any activity that targets someone to be hurt. Bullying, harassment, school violence, and threats take many forms. One thing they have in common – someone is targeted to be hurt. Examples of these hurtful behaviors include unwanted teasing, intimidation, physical violence, humiliation, spreading false rumors, social exclusion, or theft or destruction of property. Bullying, harassment, school violence, and threats may occur almost anywhere students go – in school buildings, on school grounds or busses, at bus stops, for example. Bullying or harassing may also occur using social networking sites or cell phones.
<b>When should I report?</b>	As soon as possible.
<b>Where or how do I report?</b>	Tell any school staff member. You may do this in person, by phone, or by email. You may be asked to complete a <i>Report Form for Bullying and School Violence</i> . You may make an anonymous tip on your school's hotline or email <a href="mailto:bullyreport@joliet86.org">bullyreport@joliet86.org</a> .
<b>Why should I report?</b>	Fear and abuse have no place in our school. Be a hero and report bullying. If you are being bullied, a report will help you and other students who may also be targeted for bullying.
<b>What will happen after I report?</b>	An Administrator will: <ol style="list-style-type: none"> <li>1. Acknowledge and review your report.</li> <li>2. Treat your report with privacy and respect.</li> <li>3. Investigate your report. The school will not bring students who bully and those they bully into the same room to confront each other. All interviews will be private.</li> <li>4. Take appropriate action that may include increased monitoring and supervision, restructuring schedules, additional resources, and disciplinary action for conduct code violations, among others.</li> <li>5. Provide you with feedback, if appropriate.</li> </ol>

## Zero Tolerance for Alcohol and Drugs

The use of alcohol and drugs is illegal. The District has adopted policies prohibiting tobacco on school property and all schools are drug free zones. Students who are under the influence are not permitted to attend school or school functions.



**Smoking**

Smoking is hazardous to the health of students and may present a safety hazard in the schools. The use, possession, distribution, purchasing, or selling of tobacco product material, including e-cigarettes is prohibited on all school property.

**Weapons**

Possession of weapons, look-alike weapons, potentially dangerous objects, firearms or explosives is prohibited on school grounds, in school buildings, during school related activities and/or on school buses at all times.

**Gang Activity Prohibited**

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including, but not limited to:

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

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

Removal from extra-curricular and athletic activities  
Conference with parent(s)/guardian(s)  
Referral to appropriate law enforcement agency  
Suspension for up to 10 days  
Expulsion not to exceed 2 calendar years

**Property Damage/Vandalism**

Any student guilty of vandalism of school property or grounds shall be subject to suspension and possible expulsion. A student's parent can be held accountable for damages caused by the student.

**Student Appearance**

A student's dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, modesty and decency as determined by the building principal, the Superintendent and/or Board of School Inspectors.

Each school building may establish additional appearance standards. However, student dress or attire will conform to the following minimum standards:

Clothing must effectively cover the student's torso and be opaque. Underwear must be covered. Bare midriffs are not permitted. Prohibited shirts include, but are not limited to, backless, one shoulder, strapless, or thin-strapped shirts or blouses unless another conforming shirt is worn over them. Also prohibited is clothing with revealing holes or low-cut necklines. Shorts and skirts must come to at least mid-thigh. Painting of the face and/or hair is not permitted unless special permission has been given by the principal.

Additional restrictions:

1. Hats, head coverings, sun glasses, jackets, coats and gloves will not be worn in class. Students must remove their head coverings upon entering the building. (Religious head coverings are exempt.)
2. Students will wear shoes. Metal, plastic, or rubber cleats, wheeled shoes, or other shoes that may damage the floors may not be worn.
3. Students will not wear beachwear to class, except for special school-approved days.
4. Student dress will be appropriate for school activity. Clothing with holes, rips, tears, clothing that is otherwise poorly fitting, clothing (including leggings and other sheer pants or tops) showing skin and/or undergarments, may not be worn at school.
5. No garments or jewelry depicting any alcohol or tobacco products, or other drugs will be worn at school.
6. Hair styles, dress and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
7. No garments or jewelry with messages, graphics, or symbols depicting weapons or which are derogatory, inflammatory, sexual, or discriminatory, will be worn at school if they are in violation of the District's policies, including policies regarding harassment and bullying.
8. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols.
9. No spiked or dangerous jewelry (such as handcuffs, chains, etc.) may be worn.
10. Students may not wear or display items that are considered to be gang identifiers by our school and our community. These identifiers include, but are not limited to: Playboy Bunny Insignia, a single glove, 5 pointed stars, arrows or pitchforks shaved into hair or otherwise be displayed. Any other attire, item, insignia, or symbol which the administration has reasonable cause to believe is a gang identifier, will be prohibited even if it had not previously been so designated in this or any other statement or policy.
11. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate messages.

If there is any doubt about dress and appearance, the building principal has the authority to determine compliance.

Students not complying with the appearance standards will be asked to change clothes or to turn their clothing inside out. Parents may be called to bring appropriate clothing.

Any student who comes to school without proper attention to personal cleanliness and/ or appropriate dress may be removed from class or sent home to be properly prepared for school.

Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.

## **Electronic Devices**

### **Prohibited Electronic Devices**

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time unless the Building Principal specifically grants permission. Students may not use or possess hand-held electronic games, CD players, MP3 players/iPods®.

### **Cell Phones and Other Electronic Devices**

The possession and use of smartphones, cell phones, and other electronic devices, other than paging devices, two-way radios, hand-held electronic games, CD players, MP3 players/iPods® are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned **off** during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

They may not be used for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* as defined in State law, i.e., *sexting*. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP; or
2. Permission is received from the student's teacher.

The use of technology as educational material in a curriculum-based program is not a necessity but a privilege and a student does not have an absolute right to use his or her electronic device while at school. Using technology at all times must always follow the established rules for cell phones and other electronic devices at school.

Any prohibited electronic device or electronic device that is used inappropriately is subject to being confiscated from the student and released to the parent or guardian. The School District is not responsible for the loss or theft of any electronic device brought to school.

### **Student Responsibilities**

Students will respect constituted authority and will conform to school rules and regulations and those provisions of law that apply to the conduct of students.

Citizenship in a democracy requires respect for rights of others and demands cooperation with all members of the school community. To this end, student conduct will reflect consideration of the rights and privileges of others.

High personal standards of courtesy, decency, morality, appropriate language, honesty and wholesome relationships with others will be maintained by all students. Also, respect for real and personal property, pride in one's work, and achievement within one's ability will be expected of all students.

District 86 students have the following responsibilities:

- A. To attend school regularly and be punctual;
- B. To respect the idea that the school is a safe place for all students;
- C. To show consideration and respect for school faculty, staff, schoolmates, and others in District buildings and grounds and at District events;
- D. To become informed of and adhere to school rules and regulations;
- E. To respect the rights and individuality of other students and school administrators and teachers and to refrain from behavior that infringes on the rights of others;
- F. To show respect for both public and private property;
- G. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- H. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety and that is not disruptive to the educational program;
- I. To maintain the best possible level of academic achievement and demonstrate reasonable progress;
- J. To maintain health and safety standards;
- K. To avoid unlawful or illegal activities of any kind and achieve goals through honest means;
- L. To refrain from gross disobedience or misconduct of behavior that materially and substantially disrupts the educational process;
- M. To respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities (In case of unlawful or illegal activity, law enforcement officers may be notified);
- N. To be sensitive and respectful to cultural and individual differences;
- O. To recognize and use peaceful resolutions when in conflict with another;
- P. To honestly report activities that may endanger, threaten or disrupt the school climate.

## **CHAMPS – Safe and Civil Schools**

As a District 86 parent, you want the best school experience for your child. Supporting your child by assuring a productive and engaging classroom is essential. District 86 has embraced the CHAMPS model for classroom management, with excellent results. All District 86 educators are dedicated to helping each student enjoy learning. To maximize that potential, we look to students to be orderly, responsive, engaged, and motivated. According to the most current research on teacher effectiveness, putting a successful behavior management system in place is a sure way of achieving these goals.

CHAMPS is designed to:

- Improve classroom behavior (on-task, work completion, cooperation)
- Establish clear classroom behavior expectations with fair responses to misbehavior
- Motivate students to put forth their best efforts (perseverance, pride in work)
- Reduce misbehavior (disruptions, disrespect, non-compliance)
- Increase academic engagement, resulting in improved test scores and love for learning
- Spend less time disciplining students and more time teaching
- Teach students to behave respectfully
- Teach students to value diversity, reducing cultural differences leading to misbehavior
- Help students feel empowered and happy to be in the classroom

## **STUDENT CONDUCT AND DISCIPLINE**

### **Introduction**

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 students engage in inappropriate or illegal student conduct, the operations, educational functions and climate of the school are disrupted.

Consequently, the District has established policies and procedures to address these matters. The goals and objectives of these policies are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society. While these policies establish prohibited student conduct, no policy can anticipate every type of potential improper conduct. Therefore, the Board and the administration reserve the right to administer appropriate corrective actions or disciplinary

consequences in severe or unusual circumstances and in circumstances not specifically listed in the policies.

Students are encouraged to support those who walk away from acts of misconduct, to constructively attempt to stop them, and/or to report them to a designated authority.

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

A student is subject to disciplinary action for engaging in prohibited student conduct or misconduct, as described herein whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication,

hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property,

- retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
  11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
  12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
  13. Entering school property or a school facility without proper authorization.
  14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
  15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
  16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
  17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
  18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
  19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
  20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
  21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.



Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily or issue a monetary fine or fee due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **Corporal Punishment Prohibited**

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

### **Weapons**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

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

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the

opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### **Required Notices**

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

### **Delegation of Authority**

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

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

### **Student Disciplinary Due Process**

Before receiving disciplinary action, the student will be notified of the wrongful nature of the alleged conduct and given the opportunity to deny or explain or deny the conduct. In taking any disciplinary action, including the expulsion of students, the District will follow procedures required by State and federal law and Board policy.

### **Suspension Procedures**

#### **In-School Suspension**

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.
    - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is

evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (b) through (e) in number 4, above.

### **Expulsion Procedures**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.

- c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
- d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

### **Bus Conduct**

All students must follow the District's *School Bus Safety Rules*.

### School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior* or a violation of School Bus Safety Rules
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

### **Misconduct by Students with Disabilities**

#### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

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

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

### **Conduct Code for Participants in Extracurricular Activities**

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 and 8 participating in these programs.

## **STUDENT RULES OF CONDUCT**

In addition to the identification of Prohibited Student Conduct as stated in Board Policy 7:190 and in this Parent/Student Handbook, the following specific examples of student conduct are deemed to be unacceptable and may result in interventions or other consequences, including but not limited to suspension or expulsion, each to be determined on a case by case basis. This list is not intended to be an exhaustive list, and any conduct which is determined to constitute gross disobedience or misconduct may also result in interventions and/or disciplinary consequences. Each individual school may also establish additional rules of conduct consistent with the policies of the District.

1. Classroom disruptions;
2. Failure to follow directions;
3. Littering the premises;

4. Tardiness to class;
5. Possession of prohibited articles including music players, games, and other electronic devices;
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”;
7. Other misbehaviors as stipulated in the school/classroom plan;
8. Out of supervised area;
9. Altering/forgery of notes or excuses;
10. Disrespect/insubordination towards school personnel (verbal, written, or gestures, etc.);
11. Profanity/vulgarity;
12. Gambling on school property;
13. Verbal confrontation with another student;
14. Reckless behavior/dangerous actions/horseplay;
15. Non-physical sexual harassment;
16. Bullying/intimidation/ harassment of peers;
17. Inappropriate physical contact/aggression;
18. Vandalism;
19. Possession, display, and/or distribution of pornographic material;
20. Trespassing on District property;
21. Instigation/provocation of student confrontation;
22. Possession or use of laser pointers;
23. 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 handbook under “Electronic Devices”;
24. Explicit verbal, written, and/or electronic threats;
25. Fighting;
26. Extortion;
27. Physical sexual touching;
28. Willful failure to comply with the District’s Internet/Technology Acceptable Use Policy, including computer hacking and electronic forgery;
29. Altering/forgery of school records;
30. Possession of matches, lighters and/or flammable materials on or adjacent to school property;
31. Possession or use of shocking devices and/or other harmful devices;
32. Possession, sale, or use of tobacco or nicotine materials, including without limitation, electronic cigarettes;
33. Inappropriate physical contact with school and/or District personnel;
34. Possession, use, distribution, selling or offering for sale of illegal substances or drug paraphernalia;
35. Possession, use, distribution or selling of over-the-counter or prescription medications not prescribed for the student;
36. Being under the influence of drugs, alcohol, or controlled substances during school, at a school-sponsored activity, on school property;



37. 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;
38. Possession of weapons or potential weapons and/or ammunition;
39. Possession of "look alike" weapons;
40. Bomb threats;
41. Setting fires, possession or detonation of explosives;
42. Possession of fireworks;
43. Setting false fire alarms or making false police calls;
44. Gang related activities or involvement;
45. Theft or possession and/or sale of stolen property;
46. Hazing, bullying or aggressive behavior;
47. Creation or involvement in riotous action;
48. Other acts of misconduct which may endanger the health and safety of others in school and/or on the bus;
49. Other acts of misconduct which are seriously disruptive to the school environment;
50. Other acts of misconduct which are destructive to school property.

### **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 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:

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

### **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.

### **Notice Regarding Social Network Passwords**

The District may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The District may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

## **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 school.

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

### **Bus Rules of Student Conduct**

In addition to complying with general school rules regarding student conduct, students shall also comply with the Bus Rules of Student Conduct. This list is not intended to be an exhaustive list, and any conduct which is determined to constitute gross disobedience or misconduct may also result in interventions and/or disciplinary consequences. In cases of gross disobedience or misconduct, a student's privilege to ride the bus may be suspended and/or denied. During the period of suspension, it is the responsibility of the parent or guardian to transport the student to school.

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. Bus seat assignments may be issued for students who ride a bus to/from school.

### **Prohibited Conduct:**

1. Standing while the bus is in motion;
2. Changing seats;
3. Excessive noise;
4. Eating – Drinking – Littering;

5. Riding unassigned bus or using an unassigned stop;
6. Use of electronic devices, i.e.: cell phones, cameras, etc.;
7. Disrespect;
8. Reckless behavior/horseplay;
9. Verbal Threat – Peers;
10. Name calling;
11. Bullying/Intimidation/Harassment of peers;
12. Non-compliant (will not follow direction from driver and/or monitor);
13. Throwing (things in/out of bus);
14. Verbal Abuse – Staff;
15. Assault;
16. Verbal Threat – Staff;
17. Jeopardizing the safety of others;
18. Vandalism;
19. Fighting;
20. Drugs/Alcohol;
21. Tobacco/smoking on bus;
22. Weapons;
23. Arson/Combustibles.

#### **Audio/Video Cameras on School Buses – Surveillance – Notification**

**Parents and guardians are hereby notified that video cameras are being used 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 are 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. 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.

School bus recordings are confidential records and may only be used by school officials (or their designees) and law enforcement personnel for investigations, school disciplinary actions and hearings, proceedings under the Juvenile Court Act of 1987, and criminal prosecutions related to incidents occurring in or around the school bus.

#### **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 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.

### **Notice to Parents Regarding Student Records**

This notice contains a description of your and your student's rights concerning school student records.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The District maintains two types of school records for each student: permanent record and temporary record.

The permanent record includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s);
2. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations, and the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System;
3. Attendance record;
4. Health record defined by the Illinois State Board of Education as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code";
5. Record of release of permanent record information that includes each of the following:
  - a. The nature and substance of the information released
  - b. The name and signature of the official records custodian releasing such information

- c. The name and capacity of the requesting person and the purpose for the request
- d. The date of release
- e. A copy of any consent to a release;
- 6. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12).

The permanent record may include:

- 1. Honors and awards received, and
- 2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student temporary record and must include:

- 1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records;
- 2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8);
- 3. Completed home language survey;
- 4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction;
- 5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record;
- 6. Health-related information, defined by the Illinois State Board of Education as “current documentation of a student's health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports”;
- 7. Accident report, defined by the Illinois State Board of Education as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation,

- regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request”;
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred;
  9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement.

The temporary record may include:

1. Family background information;
2. Intelligence test scores, group and individual;
3. Aptitude test scores;
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;
5. Elementary and secondary achievement level test results;
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations;
7. Honors and awards received;
8. Teacher anecdotal records;
9. Other disciplinary information;
10. Special education records;
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973;
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student’s education.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

**1. The right to inspect and copy the student’s education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

**2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons;



and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

- a. Name;
- b. Gender;
- c. Grade level;
- d. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs;
- e. Academic awards, and honors;
- f. Information in relation to school-sponsored activities, organizations, and athletics.

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.*

No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

**6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

### **Media Release of Student Information**

Joliet Public Schools often have opportunities to highlight, through the media, various activities of children who are taking part in programs and/or receiving services. From time to time the District may want to identify your child by way of name, school, grade, and/or photographic, digital or video images in various in-district and out-of-district forms of media such as newsletters, school newspapers, yearbooks, general newspapers, event programs, video presentations, communications to parents/guardians, television, radio, District website, school displays, and other informational releases.

During the registration process, there is a Release of Student Information Form to fill out which gives permission for the release of the above information.

### **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.

## **STUDENT ACADEMIC PROGRESS**

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.

School report cards are issued to students on a trimester basis. For questions regarding grades, please contact the classroom teacher.

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:

1. A miscalculation of test scores;
2. A technical error in assigning a particular grade or score;
3. Agreement by the teacher that the student may do an extra work assignment, with its evaluation impacting the grade;
4. An inappropriate grading system used to determine the grade; or
5. 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% Classwork 30% Assessment 65%	Homework 5% Formative Assessment 35% 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 District and State assessments and/or other criteria established by the Board. A student shall not be promoted based upon age or any other social reason not related to academic performance.

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, or retention in grade.

## **Homework**

Homework is a necessary part of the District's instructional program. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience.

Homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the school and parents/guardians;
4. Encourages independent thought, self-direction and self-discipline; and,
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

## **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 grades or test results unless prohibited by a valid court order.

Parent/Teacher Conferences are scheduled for all parents twice a year. 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. Parents or teachers may schedule additional conferences throughout the year. Additional methods of reporting such as open houses, parent education meetings and newsletters may be used by each individual school.

Parents are also encouraged to use the Parent Portal on the District website ([www.joliet86.org](http://www.joliet86.org)) to access their child's grades and other information.

## **SPECIAL EDUCATION**

### **Special Education- FAPE - 504 Plans**

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. Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities.

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.

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.

### **Exemption From Physical Education Requirement**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

## **Understanding RtI/MTSS**

Response to Intervention (RtI), also known as a multi-tiered system of supports (MTSS), is an approach for redesigning and establishing teaching and learning environments that are effective, efficient, relevant, and durable for all students, families, and educators. RtI/MTSS involves an education process that matches instructional and intervention strategies and supports to a student's needs in an informed, ongoing approach for planning, implementing, and evaluating the effectiveness of instruction, curricular supports, and interventions. RtI/MTSS is also a process designed to help schools focus on and provide high-quality instruction and interventions to students who may be struggling with learning. Use of an RtI/MTSS process can help avoid a "wait to fail" situation because students get help promptly within the general education environment.

RtI/MTSS has three important parts:

1. A multi-tiered system of curriculum, instruction, assessment, and interventions;
2. Using a problem solving method for decision making at each tier; and
3. Using data to inform instruction at each tier.

## **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.

## **Early Childhood Screening**

The District offers screening and evaluations for children 3 to 5 years of age and for school-aged students in grades K-8. The children between the ages of 3 and 5 will be screened in the areas of motor, communications, social development and personal skills. In addition, a

Speech Pathologist conducts speech screening during this time. The children will also have their hearing and vision tested by a state certified technician. After the screening is completed, the results are shared with the parents. If you suspect your child may have a disability which would require special services, please contact the Student Services Department at 815-740-3196.

## **USE OF TECHNOLOGY**

### **Acknowledgment of Policy**

The Guidelines and Acceptable Use listed below may be supplemented, amended or replaced from time to time by additional District policies and procedures applicable to the use of the District's technology systems.

### **Use of District Technology Systems**

#### **GUIDELINES FOR ACCEPTABLE USE OF DISTRICT TECHNOLOGY SYSTEM BY STUDENTS**

##### **A. Acceptable Use**

All users of the District Technology System ("System") must comply with the District's Acceptable Use Guidelines, as amended from time to time.

The System shall include all computer related hardware and software owned or operated by the District, the District electronic mail, the District website, and the District online services and bulletin board systems. "Use" of the System shall include use of or obtaining access to the System from any device whether owned or operated by the District.

Students have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District's electronic mail system. The District has the right to and does monitor use of the System by students, including students' access to the Internet, as part of System maintenance to determine whether the use is consistent with federal and state laws and District policies and guidelines.

##### **B. Privileges**

Access to the System is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including the loss of System use privileges.

The System, including all information and documentation contained therein, is the property of the District, except as otherwise provided by law.

##### **C. Prohibited Use**

Uses of the System listed below are prohibited and may result in discipline or other consequences provided in Section H of these Guidelines. The System shall **not** be used to:

1. Engage in activities which are inconsistent with the District's educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, submit, post, publish, view or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material. ["Indecent materials" are those materials in which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which taken as a whole, do not have any serious literary, artistic, political or scientific value.]
3. Using the network for any activity that violates any federal or state laws or regulation or District policy or rules. This includes, but is not limited to: improper use of copyrighted material; improper use of the System to commit fraud, or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, district employee, or user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin, or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption with the rights of others at any time, either during the school days or after school hours.
8. Disrupt or interfere with the System.
9. Gain unauthorized access to or vandalize the data or files of another user.
10. Gain unauthorized access to or vandalize the System, or the technology system of any other individual or organization.
11. Forge or improperly alter electronic mail messages, use an account owned by another user without authorization, or disclose the user's individual password or that of another user.
12. Invade the privacy of any individual, including unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph as well as violating federal and state laws regarding limitations on the disclosure of student records.
13. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
15. Send mass electronic mail to multiple users without prior authorization by the appropriate District administrator.
16. Conceal or misrepresent the user's identity while using the System.
17. Post material on the District's website without the authorization of the appropriate District administrator.



18. Post anonymous messages.
19. Wastefully use resources, such as file space.
20. Use the network while access privileges are suspended or revoked.

**D. Discipline for off-site use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment**

The District may discipline a student whose personal website or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved use of the District Technology System.

**E. Websites**

Unless otherwise allowed by law, the District websites shall not display photographs or work of students without written parental permission.

Any website created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any website created by a student using the System must receive prior approval by the classroom teacher or an appropriate District administrator. All contents of a website created by an employee using the System must conform with these Acceptable Use Guidelines.

**F. Disclaimer**

The District makes no warranties of any kind whether express or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District related to, or arising out of, any violation of these procedures.

**G. Security and User Reporting Duties**

Security in the System is a high priority and must be a priority for all users. Students are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline.

A user who becomes aware of any security risk or misuse of the System must immediately notify a teacher, administrator or other staff member and shall not demonstrate the problem to others.

Any user identified as a security risk may be denied access to the network.

## **H. Vandalism**

Vandalism or attempted vandalism to the System is prohibited and will result in discipline, as set forth in Section I of these Guidelines, and potential legal action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other system operations. This includes, but is not limited to, the downloading, uploading, or creating computer viruses and malware.

## **I. Consequences for Violations**

Any student who engages in any of the prohibited acts listed above, shall be subject to discipline which may include: (1) suspension or revocation of system privileges, (2) other discipline including suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse of the System by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her System use privileges have been wrongfully limited may request a meeting with the building principal to review the limitation. The decision of the building principal shall be final.

## **GENERAL INFORMATION**

### **Student Lunch Program**

#### **General Information**

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.

#### **Lunch and Breakfast Program**

District 86 participates in the National School Lunch and School Breakfast Program. Because District 86 participates in the Community Eligibility Option under this program, all District 86 schools are able to offer healthy breakfasts and lunches at no charge for all students. Milk is included with each meal. Students are able to purchase additional cartons of milk. Students may still bring their own lunch from home if they wish.

### **Parent Organizations**

District 86 supports the formation of strong and effective parent 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 Director of 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.

### **Student Privacy Protections**

#### **Surveys Created by a Third Party**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to the disclosure of information concerning their child to a third party may do so in writing to the building principal.

#### **Surveys Requesting Certain Personal Information**

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

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 of other individuals with whom students 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 the student's parent/guardian; 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 purpose 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. The school will not penalize any student whose parent/guardian exercised this option.

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.

### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

### **Child Safety at School Dismissal**

The safe return home after school of all students is an on-going concern of the District. Parent cooperation is necessary to help minimize problems that may occur in picking up students after dismissal time. The following guidelines apply to parents who (a) choose to pick up their children at the regular dismissal time and/or (b) choose to pick up their children following an after school activity which is held after regular dismissal time:

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

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. All drivers must obey the directions of school staff.

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

### **Pick Up of Children by Someone Other than the Parent/Guardian**

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

### **School Conference and Activity Leave**

Pursuant to the Illinois School Visitation Rights Act, each school is required to notify parents or guardians of their school visitation rights as they relate to their employment. Following is a summary of the basic elements of the law. However, other specific provisions under the law may be applicable based on specific circumstances of employment.

#### **Sec. 15. School conference and activity leave.**

- (a) An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and

disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.

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

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

Verification of attendance forms are available from your child's school or from the JFK Administrative Center.

### **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.

#### **Requirements for Participation in Extracurricular Athletic Activities**

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the Board policy on school sponsored extracurricular activities.
2. Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. A physical examination of the student must be conducted by a physician and an accompanying written statement assuring that the student's health status allows for active athletic participation must be submitted to the District.
4. The student is requested to show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. If implemented, the student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.

### **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**

Illinois law requires 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.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### **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 be penalized for not participating or donating. Door-to-door solicitation is not required by any fundraising activity and is discouraged.

### **Non-School-Sponsored Publications and Web Sites Accessed or Distributed at School**

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in Kindergarten through 8, and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed is primarily prepared by students.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District.

Accessing or distributing "at school" includes accessing or distribution on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

### **Valuables**

The school is not responsible for articles that are lost or stolen. Students are cautioned not to bring large amounts of money or other valuables to school, nor should students leave valuables anywhere in the school, including desks or lockers.

### **Emergency Closings**

District 86 will close when, in the opinion of the Superintendent or 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 an automated phone call to parents, on the District website at [www.joliet86.org](http://www.joliet86.org), on Facebook and on Twitter. School closing and early dismissal information is also sent to local and regional media outlets. Please be aware that while closing information is given to media outlets as quickly as possible, it is at the discretion of each outlet to decide when and whether it airs the notification.



Please avoid calling the schools during emergency situations.

### **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 website provides frequently updated information on news and school events ([www.joliet86.org](http://www.joliet86.org)).

#### **School Newsletters**

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

#### **Community Newsletter**

The newsletter is mailed to all households at least once per year.

#### **Social Media**

The District maintains social media accounts on Facebook and Twitter in both English and Spanish. In addition, all District 86 schools have a Twitter page.

### **Sex Offender & Violent Offender Community Notification Laws**

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

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.