

FLOSSMOOR SCHOOL DISTRICT 161

Flossmoor, Illinois



2023-24

STUDENT HANDBOOK

Flossmoor School District 161

Welcome to the 2023-24 school year! The student handbook contains a summary of essential information about District 161 procedures, practices and expectations for parents and students and is distributed electronically each year to students and families. A complete list of all policies and procedures can be found in the Board of Education's Policy Manual which is available on the District's website at www.sd161.org. We encourage District 161 families to review the handbook information with their students and use it as a reference throughout the school year.

Changes and updates to this handbook may be made during the school year.

Mission
Engage. Inspire. Empower.

Provide equitable opportunities that engage, inspire, and empower students to develop their individual and collective strengths.

Core Values
Risk-taking & Perseverance
Innovation
Student Empowerment
Equitable & Inclusive Culture

Vision
Our Portrait of a Graduate

Resilient Lifelong Learner

- Leverages strength within self to set and reach challenging goals
- Seeks multiple pathways to solve problems
- Manages change confidently
- Learns from failure and success

Creative and Critical Thinker

- Navigates challenges with divergent and convergent thinking
- Demonstrates flexibility
- Engages in continuous self-directed inquiry
- Evaluates ideas based on evidence
- Seeks deeper meaning

Skilled Communicator and Collaborator

- Communicates in multiple formats for authentic purposes
- Accepts and gives feedback
- Demonstrates active listening
- Participates on teams effectively
- Engages in dialogue to resolve conflict

Connected and Empathetic Global Citizen

- Embraces the unique perspectives of others
- Exhibits integrity, honesty, empathy, fairness, and respect
- Demonstrates civic, social, global, and digital responsibility
- Shows initiative and resourcefulness

Dear District 161 Students and Families,

Welcome to the 2023-24 school year! This handbook provides helpful information for all students and parents throughout the school year.

Please take some time to review the handbook and discuss it with your student. It contains classroom and school expectations necessary to create an atmosphere conducive to learning. Teachers will spend time discussing pertinent information in the handbook with the students. After you have reviewed the handbook, please complete the release form distributed by the school and return the release form to your homeroom teacher by Friday, August 25, 2023.

Our goal is to ensure that students have a positive and productive year by reaching goals that will lead the way for continued academic and personal success. With the encouragement and collaboration between parents, teachers, students and administration, all District 161 students are ensured a successful year.

We are looking forward to an excellent school year!

Sincerely,

Evita McNeil-Dobson
Principal
Flossmoor Hills

Carol Humm
Principal
Heather Hill

Elizabeth Reich
Principal
Serena Hills

Gina Isabelli
Principal
Western Avenue

Ursula Parris
Principal
Parker Junior High School

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2023-24 Calendar

Day	Date	Event
Monday	August 14	Teacher Institute Day
Tuesday	August 15	Teacher Institute Day
Wednesday	August 16	Teacher Institute Day
Thursday	August 17	First Day of School
Wednesday	August 30	Elementary Open Houses
Thursday	August 31	Parker Junior High Open House
Monday	September 4	Labor Day - District Closed
Monday	September 25	Yom Kippur - No Classes/District Open
Monday	October 9	District Closed
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Tuesday	October 31	School Improvement Day - Early Release
Friday	November 10	Veterans Day Observance - District Closed
Monday	November 20	Parent/Teacher Conferences - No Classes
Tuesday	November 21	Parent/Teacher Conferences - No Classes
Wednesday	November 22	Non-Attendance Day - District Closed
Thursday	November 23	Thanksgiving Day - District Closed
Friday	November 24	Thanksgiving Holiday - District Closed
Friday	December 22	Winter Break Begins
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Monday	January 8	School Resumes
Monday	January 15	Martin Luther King's Birthday - District Closed
Friday	February 9	Teacher Institute Day
Monday	February 12	Lincoln's Birthday - District Closed
Friday	March 1	School Improvement Day - Early Release
Monday	March 4	Casimir Pulaski Holiday - District Closed
Monday	March 25	Spring Break Begins
Friday	March 29	Good Friday - District Closed
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Monday	April 1	Classes Resume
Monday	May 27	Memorial Day - No Classes
Tuesday	May 28	Eighth Grade Graduation [tentative]
Thursday	May 30	Last Day of School

If emergencies occur, the calendar will be extended as needed (May 31 and June 3, 4, 5, and 6)

Board of Education approved: January 23, 2023

Board of Education approved: March 13, 2023

Chapter 1: Introductory Information and General Notices

1.00 - School Operations During a Pandemic or Other Health Emergency

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic. A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. To prepare the School District community for a pandemic, the Superintendent or designee shall: (1) learn and understand how the roles that the federal, State, and local government function; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students, and community.

1.20 - Student Handbook Acknowledgement

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date

1.30 - General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.sd161.org or at the Board office, located at:

Normandy Villa
41. E. Elmwood Drive
Chicago Heights, IL 60411

The School Board governs the school district, and is elected by the community. Current School Board members are:

Dr. Carolyn Griggs, President
Mr. Cameron Nelson, Vice-President
Mrs. Christina Vlietstra, Secretary
Mr. David Linnear, Member
Mr. Michael Rouse II, Member
Dr. A. Janelle Scharon, Member

The School Board has hired the following administrative staff to operate the schools:

Dr. Dana Smith, Superintendent
Mrs. Frances LaBella, Associate Superintendent
Ms. Amabel Crawford, Director of Learning and Instruction

Ms. Jackie Janicke, Director of Special Education
Dr. Haley Marti, Director of Human Resources

Ms. Evita McNeil-Dobson, Principal, Flossmoor Hills School
Ms. Carol Humm, Principal, Heather Hill School
Ms. Elizabeth Reich, Principal, Serena Hills School
Ms. Gina Isabelli, Principal, Western Avenue School
Ms. Ursula Parris, Principal, Parker Junior High School

School Times

Parker Junior High

- Start time: 7:45 a.m. but students may begin arriving at 7:35 a.m.
- Dismissal time: 2:33 p.m.

All District 161 Elementary Schools

- Start time: 8:40 a.m. but students may begin arriving at 8:30 a.m.
- Dismissal time: 3:05 p.m.

Residency Requirement

District 161 schools and services are for students who are residents within the district boundaries. A student's residence is the same as the person who has legal custody.

Cell Phones

Elementary

Student cell phones should be turned off and put away during the school day. Students are not allowed to use their cell phones during classes or lunch. Repeated use of a cell phone during the school day will result in a parent contact, phone confiscation and/or assignment of a Yondr bag.

Parker Junior High School

Parker Junior High School is a cell phone free environment for students. All students are required to lock their cell phones in their Yondr pouch provided by the school. Students will maintain possession of their cell phones as long as it stays in the pouch during the school day. At the end of the school day, students will be able to unlock their Yondr pouch before leaving the building.

Students are required to bring their Yondr pouch to and from school each day. Lost or damaged Yondr pouches can be purchased from the main office for \$ 20.00.

If a student's cell phone is out of the pouch during the school day, the phone will be confiscated and kept in the main office until a parent or guardian picks up the phone. Students will also be assigned a Saturday detention for a technology violation. Additional consequences may be assigned for repeated violations and/or tampering with the Yondr pouch.

Changes In Student Information

If families move, change employers, get a new phone number, or change the emergency contact person, please let the school office know. Your address and telephone numbers are critical in assisting us with keeping in contact with you and are important to your student's health and safety.

Technology

Flossmoor District 161 has a network of computers that are connected to the Internet for educational purposes. Students will have the opportunity to have supervised access on the Internet and the ability to communicate with email. The Acceptable Use policy (Board Policy 6:235) is available on the District 161 website.

Parent-Teacher Conferences

Parents/guardians are encouraged to contact teachers for conferences to discuss a student's progress. All teachers have voicemail and email and may be contacted. These scheduled conferences will generally be held before or after school. School-wide parent and teacher conferences will be held at each elementary building on November 20 - 21, 2023.

1.35 - Educational Programs and Services

Preschool and Early Childhood Programs

The District has a Preschool that is supported by a state grant. This program is open to all students ages 3-5, who are not yet eligible for kindergarten. To be considered for the program, children must participate in preschool screening or transition from Early Intervention services and meet eligibility criteria. The program is a half day program lasting two and one half hours per day. There are morning and afternoon sessions. To inquire about screenings, please contact the Special Education Department.

Students may qualify for a more specialized preschool experience based on their eligibility for special education. The Early Childhood Classroom is designed for students with an Individual Education Plan (IEP) that require more support.

ACE [Acceleration, Challenge & Enrichment] Program

The ACE program will support students by extending classroom instruction through reading, writing, and mathematics activities for students who show a need for additional academic enrichment.

Levels of Services (LoS) Approach

The LoS approach is centered around 5 essential elements; it is: flexible, inclusive, responsive, proactive, and unifying. Therefore, the LoS approach offers a wide array of opportunities or services to develop all students' strengths and talents.

Special Education

Flossmoor School District 161 offers special education and related services to meet the varying needs of students with disabilities. Any concerned person, including District personnel,

the parent(s) of a student, or an employee of a community service agency may refer students for a special education evaluation. The department has the resources of psychologists, social workers, certified school nurse, health coordinators, speech pathologists, special education teachers, case managers, itinerant staff and special education paraprofessionals to provide services to students who are identified as eligible for special education and related services under the Individuals with Disabilities Education Act.

In addition, the District conducts regularly scheduled Child Find Screenings for students 3 to 5 years old. The District provides special education and related services to eligible students starting at three (3) years of age. There are some students whose needs cannot be met by District programs. These students may be referred to other special education cooperative units such as SPEED or ECHO and in some instances to state or private programs. Most students attend school at their home school and receive instructional support and/or related services. Contact your school for further information.

Special education students with an Individual Education Plan have procedural safeguards as listed in this document provided by Illinois State Board of Education: https://www.isbe.net/Documents/nc_proc_sfgrds_34-57j.pdf

1.40 - Visitors

The following definitions apply to this policy:

- School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.
- Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, Administering Medicines to Students, implementing Ashley's Law.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

1.50 - Equal Education Opportunities and Sex Equity

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, gender identity (whether or not traditionally associated with the student's sex assigned at birth), 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.

Sex Equity: No student shall, based on sex, sexual orientation, gender identity, or gender expression 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. Students shall be supported in a manner consistent with their gender identity. This will include, but not limited to, use of restrooms, locker rooms, and other facilities that correspond with the student's gender identity.

1.60 - Animals on School Property

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment. The presence of trained service animals must be pre-approved consistent with Board Policy 6:120 and related administrative procedures.

Animal Experiments: Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

Animal Dissection: The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code. Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

1.80 - Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should not be distributed at school. The office is unable to release addresses and phone numbers of students.

1.85 - Snacks and Treats

The safe snack list is reviewed periodically and will be provided to all families as changes are made.

1.90 - Emergency School Closings

In extremely severe weather, schools may be closed. The District will determine if the day will be a remote learning day, or made up at a future date. District 161 employs several methods of informing families about school closures:

- Emergency call system Please make sure District 161 has your current home and cell phone numbers on file.

- Media The announcement of closing will be on Stations WGN Radio 720 am/WBBM Newsradio 780 am; CBS 2/NBC 5/ABC 7/WGN 9/ and Fox 32. If the schools are closed, Flossmoor District 161 will be announced. If the schools are not closed, no comment will be made.
- School District website SD161.org and social media.
- Occasionally, it is necessary to close a single building. The same procedure will be followed for any building closure.

1.100 - Video and Audio Monitoring Systems

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

1.110 - Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

1.120 - Students with Food Allergies

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.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal or District nurse.

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.

1.130 - Care of Students with Diabetes

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

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

For further information, please contact the building principal.

1.140 - Suicide and Depression Awareness and Prevention

Suicide and depression awareness and prevention are important Board goals.

The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

<https://suicidepreventionlifeline.org/>

Call 988

Crisis Text Line: Text HOME to 741741 from anywhere in the United States, anytime. Crisis Text Line is here for any crisis. A live, trained Crisis Counselor receives the text and responds, all from our secure online platform. The volunteer Crisis Counselor will help you move from a hot moment to a cool moment.

1.150 - Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.

5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

1.160 - Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies,

problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

1.180 - Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Physical signs:

- [Sexually transmitted infections \(STIs\)](#) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands

- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school social worker, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

1.190 - Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Chapter 2 - Attendance, Promotion, and Graduation

2:10 - Attendance

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

control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

2.20 - Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences, including vacations, are considered unexcused.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at [phone number] before 7:30 a.m. [for Parker Junior High School] and 8:30 a.m. [for elementary schools] to provide the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a phone call will be made to inquire why the student is not at school.

Attendance Reporting Phone Numbers

Flossmoor Hills	708-709-7699 ext. 2053
Heather Hill	708-709-7699 ext. 2055
Serena Hills	708-709-7699 ext. 2052
Western Avenue	708-709-7699 ext. 2054
Parker Junior High	708-647-5403

Tardies to School

Students are expected to arrive at school everyday, on-time. Tardy students miss important instruction at the start of class and can be a distraction to other students and the learning process. If a student arrives late to school, they will need to obtain a pass from the office or security desk.

Early Dismissal

Students who need to leave school before the end of the day for a doctor's appointment or some other urgent matter are requested to provide written notice. Please pick the student up in the school office at the appointed time. At that time you will be asked to sign the student out of school. If the student returns to school before the end of the day, please sign the student in at the office before returning to class.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center. Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems. Supportive services to truant or chronically truant students include: parent

conferences, student counseling, family counseling, and information about existing community services.

2.30 - Release Time for Religious Instruction and Observation

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student’s parent/guardian must give written notice to the Building Principal at least five calendar days before the student’s anticipated absence(s). This notice shall satisfy the District’s requirement for a written excuse when the student returns to school.

2.40 - Make-Up Work

Students are to complete missed school work within the number of days absent, i.e., a student absent for five days will have five school attendance days to complete the work upon his/her return to school.

2.50 - Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants.

Students who are chronically truant will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including referral to the Regional Office of Education.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

2.60 - Grading and Promotion

The school year is divided into four academic quarters for all subject areas. Official grades are posted after each quarter. Progress reports are sent to parents in the middle of each quarter. Report cards are posted and sent home four times a year. All parents may access current grades in the District Skyward Program. Parker Junior High school will also send home paper copies of report cards.

DISTRICT 161 GRADING SCALE

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	U

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

2.70 - Homework

In our commitment to excellence, Flossmoor School District 161 acknowledges the importance of homework as a continuation of the learning process. Homework provides practice that helps expand academic achievement, self-discipline and responsibility. The effectiveness of homework is based on the coordinated efforts of the schools, parents, teachers and students.

Homework Time Guidelines

The following are the suggested guidelines for time allotted for daily homework:

Grades K-2	10 to 20 minutes
Grades 3-5	20 to 60 minutes
Grades 6-8	Due to the content in advanced or honors classes, students may be required to spend additional time on homework. Every student is expected to spend additional time reading independently and practicing math facts.

Types of Homework

- Preparation: Introduction of new materials that enable students to obtain background information, or allows teachers to assess students' background knowledge.
- Practice: Reinforces prior knowledge and newly acquired skills/concepts taught in the classroom.
- Extension: An opportunity for students to apply acquired skills/concepts to other situations.
- Project/Product: An extension of skills and concepts taught in classrooms that may require research. Project expectations and timeframe(s) are communicated to the students. The Project should reflect a student's work.

Expectations for Students and Parents/Guardians

- Complete homework and turn it in on time.
- Obtain and complete missed assignments due to absences per grade level expectations.
- Organize materials and assignments using the assignment notebook, 1:1 device, and/or folders.
- Contact the teacher with questions about homework.
- Check homework and share completed assignments and assignment notebook with family.
- Maintain balance between schoolwork and extra-curricular activities.
- Designate a quiet place to study and complete homework.

2.80 - Exemption from Physical Education Requirement

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from 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.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

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 must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

2.100 - Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from:

(1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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

Chapter 3 - Student Fees and Meal Costs

3.10 - Fees, Fines & Charges: Waiver of Student Fees

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students are expected to take proper care of all books, electronic devices, and any other materials issued to them. They will be charged the replacement cost for lost books. A fee will be assessed for excessive wear and/or unnecessary damage to the book or electronic device. If the book or device is damaged beyond use, the student will be required to pay the cost of replacement. Fee waivers are available to students who currently live in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, as well as homeless students.

Students receiving a fee waiver are not exempt from charges for lost and damaged books, technology devices, locks, materials, supplies, and equipment. Eighth graders with any unpaid fees will not be allowed to participate in non-curricular graduation activities.

3.20 - School Lunch Program

Hot Lunch

CERES Food provides hot lunches for students. The cost of lunch is \$3.35 including milk. Milk purchased separately is \$0.35. For students who qualify for a reduced fee, the cost of lunch is \$0.40. A la carte items will not be available for purchase.

Breakfast

Title I schools provide breakfast for students.

- Our district food provider will distribute the breakfast items.
- For students who incur a cost for breakfast, the fee will be deducted from the student's lunch account. The cost of breakfast is \$1.65 including milk. For students who qualify for a reduced fee, the cost of breakfast is \$0.30.

The State of Illinois establishes economic guidelines whereby students qualify for free or reduced price meals lunches and the waiver of fees. These guidelines and forms are available

at registration and from the school office. Forms should be completed and submitted to the main office.

District 161's Wellness Policy can be found [here](#).

Chapter 4 - Transportation and Parking

4.10 - Bus Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a serious safety hazard due to either (a) vehicular traffic or rail crossing or (b) a course or pattern of criminal activity, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/.

Students are expected to ride the same morning and afternoon bus unless special arrangements have been made with the Business Office.

Bus stop locations are selected to serve the children from central locations near their homes. Your child should ride the bus to and from the stop location closest to his/her home. Note: Parents may not request bus route changes or an additional bus stop to provide a convenience stop at their driveway.

Bus safety is everyone's responsibility. By following these procedures, all students can expect a safe ride.

- When waiting at the bus stop, stand away from the road and board the bus when it comes to a complete stop.
- Stay seated while the bus is in motion and remain seated until the bus has come to a complete stop at the appropriate destination.
- Keep your hands and your head inside the bus at all times. Pushing, tripping, fighting, throwing objects, or delaying the bus is considered to be inappropriate and improper bus conduct.
- Maintain a quiet talking voice on the bus and use appropriate language.
- Help keep the bus clean by not eating or drinking on the bus.
- Keep the aisle clear at all times. Backpacks, books, coats, and other objects should be kept on your lap to allow for a safe exit in case of an emergency.
- In case of emergency, remain on the bus until the driver or another adult gives instructions.
- The school or bus driver may assign seats at any time.
- Video monitors and equipment are present on the school bus and used when transportation is provided for any school related activity.
- When dismissed from school, students should go directly to their bus.

- Students are not allowed to use any electronic equipment to videotape, or take photographs on the bus.
- Parents are encouraged to contact their child's school if there is a bus related incident or concern. Parents may not board or ride the bus to or from school.

4.15 - Bus Conduct

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.
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.

4.20 - Parking

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.

Chapter 5 - Health and Safety

5.10 - Immunization, Health, Eye & Dental Examination

Immunizations/Physicals

It is mandatory under Illinois law that all school students be immunized before entering school. It is also required that all students have a completed physical examination when they enter early childhood, pre-kindergarten, kindergarten and sixth grade. All areas of the physical must be complete including health history and physical education approval. New students to the District must provide evidence of a physical exam and a current immunization record regardless of their grade level prior to attendance. Transfer students from out of state/country must have a health examination prior to entry on the required Certificate of Child Health

Examination form. Health examinations are recommended for students under five years of age (Early Childhood, Pre-K) every two years. Physical, Dental, Eye Examination and Authorization of Medication forms are available on the District website. All physical exams must be completed prior to the exclusion date of October 1st.

Dental

Illinois state law requires a dental examination by May 15th for all students entering kindergarten, second, and sixth grades. The examination must be performed and signed by a licensed dentist and returned to school.

Vision

Illinois State law requires proof of an eye examination by October 1st for all students entering kindergarten or the year the student is first enrolled in the State of Illinois. The examination must be performed and signed by an optometrist or physician who provides complete eye examinations.

Vision/Hearing Screening

Vision and hearing screening will be done as mandated during the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A student is not required to undergo this vision screening *if* an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve months and that evaluation is on file at the school. Vision and hearing screening is *not* an option. If a current vision examination report is not on file at the school, the student in the mandated grade will be screened.

5.20 - Student Medication

These guidelines cover both prescription and non-prescription medications including Tylenol, cough syrups, cough drops, eye drops, and cold medications. When a student requires daily or regular medication, parents/guardians should make every effort to give the prescribed doses of medication at home. If at any time your student needs to take medication at school, the following guidelines must be adhered to:

- A physician's authorization (District form) shall be provided to the school detailing the name of the student, the name of the drug and any side effects, dosage, time interval in which the medication is to be taken, and a number where the physician/dentist can be reached.
- A parent/guardian must provide to the school a written request (District form) authorizing the administration of the prescribed medication at school.
- Medication must be brought to the school by an adult, in a closed, properly labeled container from the pharmacy. The label should include the name of student, physician, pharmacy, medication, dosage, prescription number, date filled, and number of refills. Over the counter medication should be in the manufacturer's original package. The medication is to be given to the Health Coordinator or school administrator. Medications must be stored in a locked cabinet that is used for medication storage only.
- Medications must be administered in the school's Health Office.

- For the safety of your student and others, students are not allowed to carry with them, or have in their possession, prescription or non-prescription medications, without approval for self-medication, with the exception of a prescribed epipen and inhaler.
- Parents may request that their student carry and self-administer emergency medications for asthma (inhalers) or anaphylaxis (epinephrine auto-injectors). Parents/guardians who request their student to carry and self-administer their emergency medications for asthma and anaphylaxis must complete necessary additional consent forms. This request must be approved by the District Nurse or Health Coordinator.
- When on a field trip, the teacher in charge will carry daily and emergency medications on his/her person and supervise the student taking the daily medication at the appropriate time. Medication for students participating in after-school trips and activities is the responsibility of the parents and will not be transported from the school health office. There will be no access to medications locked in the health office after dismissal. Over the counter medications will not routinely be sent on a field trip unless the parent has requested the medication be sent by notifying the Health Coordinator.
- Medication will not be transported from the school health office for students attending Parker Junior High for before or after school group lessons, or between elementary buildings and the junior high for other activities (band, orchestra, choir). Arrangements must be made with the District Nurse for emergency medications.
- School officials/District Nurse may reject requests for the administration of medication if, in the judgment of the building principal and District Nurse/Health Coordinator, such administration requires specialized skills not possessed by school personnel, or it interferes with the orderly function of the school. It is the Health Coordinator's responsibility to clarify any medication order, which is deemed inappropriate or ambiguous. They have the right and responsibility to decline to administer a medication if they feel it jeopardizes student safety. In such instances, the District Nurse/Health Coordinator must notify the parent/guardian, student's physician and administrator. Medications will only be administered at the prescribed time.
- Physician and parent authorization for medication must be updated at the beginning of each school year and during the school year if there is a change, in any way, in the prescription.
- Parent/guardian is responsible for picking up all medications at the end of the school year. All medications will be disposed of on the last day of school at dismissal time. Students are not permitted to transport medications at any time, with the exception of self-medication.
- Stock epi-pens may be available for emergency use as authorized by physicians. Parents must contact the District Nurse and provide a written statement for refusal of this emergency medication.
- Stock asthma medication may be available for emergency use as authorized. Parents must contact the District Nurse and provide a written statement for refusal of this emergency medication.
- District 161, its employees and agents, Cook County Department of Public Health (CCDPH), and CCDPH COO or designee/prescriber are to incur no liability or

professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an epinephrine auto-injector or undesignated asthma medication.

5.25 - Student Illness

The following information is intended to assist parents in making decisions about health and illness.

- A student with a temperature of over 100.0 degrees or above, will not be allowed to attend school. A student must be fever-free for twenty-four hours without the aid of fever reducing medication before returning to school.
- If a student has a persistent stomach ache, vomiting, and/or diarrhea, the student will not be allowed to remain in school.
- If a student is absent from school due to illness, or if it is necessary for a student to leave school due to illness, the student may not return to the school to participate in after-school activities. If a student comes to school ill, or becomes ill during school, they will be sent home. If a student is ill, it is the parent's responsibility to pick up their student or notify school if another adult will pick up the student.
- A student with a sore throat, hacking cough, thick nasal discharge, and/or irritated, draining eyes should not attend school.
- A student with a rash may be sent home from school, until it is determined by a healthcare provider that the rash is not contagious.
- A student with nits/head lice must be treated prior to re-admittance to the classroom.
- Communicable diseases such as COVID-19, chicken pox, ringworm, fifth disease, streptococcal infections, conjunctivitis, and head lice must be reported to school. In cases of certain infectious diseases, a physician's re-admission slip is required. Please contact the Health Coordinator or District Nurse for cases of communicable disease and head lice.
- Adults listed as emergency contacts should be within a reasonable distance in order to reach the school in a timely manner. These contacts will be called if we are unable to reach a parent/guardian in the event a student is ill, or in an emergency situation.
- If a student needs emergency care and is transported to the hospital via ambulance, it will be a medical determination whether care will be given prior to parent consent.
- If a student is hospitalized, it is recommended that a school re-entry meeting be held prior to the student's return. This may include the school nurse, social worker, and administrator.
- It is imperative that school has accurate telephone numbers for parents and emergency contacts.
- If a student is absent for five consecutive days, a physician's note is requested before returning to school. Also, students who have injuries such as sprains and fractures need to have a physician's note stating any restrictions of activity and the recommendations to allow equipment (crutches) in the school setting. A note will be required to allow the student to participate again after the injury is healed and/or the cast and/or the crutches are no longer needed. Students will not be allowed to participate again until the release from the physician is received by the health office.

- The annual health information sheet should be filled out prior to the start of the school year with current health information, and updated with changes. It is important for parents to note all health concerns and discuss them further with the Health Coordinator. Health information is shared with only those staff members who have a legitimate interest to know the information for the safety of your student.
- Hospital or homebound instruction is provided for students who are not able to attend school due to a health condition, which in the opinion of a licensed healthcare provider will cause an extended absence or frequent absences from school.
- An asthma action plan is requested for all students with a diagnosis of asthma.
- An allergy action plan is requested for all students with a diagnosis of allergies.

5.30 - Guidance and Counseling

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member.

The counseling program will assist students with interventions related to academic, social, and/or personal issues. Students shall be encouraged to seek academic, social, and/or personal assistance.

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

5.40 - Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Code Yellow / Code Red Drills

It is important that we have the appropriate steps in place to handle unsafe situations. We will frequently practice Code Yellow and Code Red Drills, so that the students are prepared in the case of an emergency. The descriptions below identify each code, what the steps are, and what would create a Code Yellow or Red. Practicing these drills can be scary for some students, but it is important that we are prepared to respond effectively in any emergency situation.

Code Yellow:

- A Code Yellow is used when an unsafe situation happens in close proximity to a school, as long as no imminent threat is posed;
- All interior / exterior doors remain locked and student movement is restricted;
- Students can switch classes if necessary, and;
- Parents and staff are permitted to leave the school grounds.

Code Red:

- A Code Red is used when an active threat is present at the school;
- All interior / exterior doors remain locked and all hallways are cleared;
- Students and staff shelter in place away from the classroom door until cleared by a police officer or other official;
- No one is allowed to enter or leave the school for any reason.

We work with local police and fire departments to protect the safety of our students. Please stress with your students the following safety guidelines. They are important when walking to and from school or the bus.

- The importance of staying with a friend when walking to and from school, or around the neighborhood.
- Adults ask other adults for help; they don't ask students. Don't talk to people you do not know.
- If they see something or someone suspicious, they should report it to their teacher or another adult immediately.
- Not to get into any vehicle if he/she does not know the driver.
- If something scares them, the school is a safe place to go. The school office hours are from 7:30 a.m. - 3:45 p.m. every school day.

5.50 - Communicable Disease and Head Lice

Communicable diseases such as COVID-19, chicken pox, ringworm, fifth disease, streptococcal infections, conjunctivitis, and head lice must be reported to school. In cases of certain infectious diseases, a physician's re-admission slip is required. Please contact the Health Coordinator or District Nurse for cases of communicable disease and head lice.

Chapter 6 - Discipline and Conduct

6.20 - School Dress Code

We expect all students to be dressed appropriately and comfortably for school each day. The school reserves the right to determine what dress is appropriate. A student's dress is expected to not be unreasonable. Any student whose dress is deemed to be inappropriate will be provided with a shirt that will appropriately cover the dress code violation.

The following examples are prohibited for students, parents, and school personnel to the extent that the administration in its sole discretion deems it disruptive to the instructional environment:

1. Jackets, coats, hats, hoods, gloves, and other forms of outerwear apparel are not to be worn in school. Fleece and sweatshirts may be worn in school as long as the hood is not covering a student's head.
2. No head covering or cap may be worn in the school unless for religious or health reasons.
3. Only prescription glasses may be worn in school.
4. Chain belts, studded belts, studded neck collars, or unusually large chain necklaces that are obviously not a part of normal attire are not to be worn in school.
5. Attire, earrings, jewelry, pins, or any other type of wearing apparel or accessories that advertise, promote, or depict alcoholic beverages, tobacco products, drugs, gangs, weapons, nudity, obscenity, or profanity are not to be worn in school.
6. Students are not permitted to wear or advertise in any manner drug, alcohol, weapons, or any controlled substance paraphernalia.
7. Shorts or skirts must be at fingertip length or longer. Spaghetti strap dresses or blouses, halter, strapless, and backless attire may not be worn in school.
8. Pants must be worn around the waist.
9. Boxer shorts or pajama attire is not to be worn in school.

6.30 - Student Behavior

The goals and objectives of this policy 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.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, 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 marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician 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 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 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 unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
 - 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); (c) it is used during the student's lunch period, or (d) 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 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 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.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

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 two 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 1961 (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 one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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.

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

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, 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 named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

4. Nondiscrimination Coordinator:

Dr. Dana Smith, Superintendent

Name

41 E. Elmwood Dr., Chicago Heights, IL
60411

Address

dsmith@sd161.org

Email

(708) 647-7030

Telephone

5. Complaint Managers:

Dr. Haley Marti, Director of Human Resources

Name

41 E. Elmwood Dr., Chicago Heights, IL
60411

Address

hmarti@sd161.org

Email

(708) 647-7019

Telephone

Dr. Dana Smith, Superintendent

Name

41 E. Elmwood Dr., Chicago Heights, IL
60411

Address

dsmith@sd161.org

Email

(708) 647-7030

Telephone

6. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

7. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

- a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with

the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

1. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
2. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
3. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
4. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
5. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
6. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

- a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.

- b. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
- c. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- d. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
- e. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- f. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- g. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- h. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- i. 7:310, Restrictions on Publications; Elementary Schools. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

6.45 - Harassment & Teen Dating Violence Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender; gender identity (whether or not traditionally associated with the student's sex assigned at birth); 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, sexual, or visual, that affects the 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, sexual violence, causing psychological

harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, Title IX Sexual Harassment Grievance Procedure, and 2:260, Uniform Grievance Procedure.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student’s same gender.

Reports under this policy will be considered a report under Board policy 2:260, Uniform Grievance Procedure, and/or Board policy 2:265, Title IX Sexual Harassment Grievance Procedure. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District’s Title IX Coordinator.

Nondiscrimination Coordinator:
Dr. Dana Smith, Superintendent
Name
41 E. Elmwood Dr., Chicago Heights, IL,
60411
Address
dsmith@sd161.org
Email
(708) 647-7038
Telephone

Complaint Managers:
Dr. Haley Marti, Director of Human Resources
Name
41 E. Elmwood Dr., Chicago Heights, IL,
60411
Address
hmarti@sd161.org

Dr. Dana Smith, Superintendent
Name
41 E. Elmwood Dr., Chicago Heights, IL,
60411
Address
dsmith@sd161.org

Email
(708) 647-7019

Telephone

Email
(708) 647-7030

Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy is in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Teen Dating Violence Prohibited

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

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, Uniform Grievance Procedure. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - b. 2:265, Title IX Sexual Harassment Grievance Procedure. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 - c. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - d. 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, Harassment of Students Prohibited.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

6.50 - Cafeteria / Lunchroom Rules

The district maintains a closed campus during the lunch period and all students are expected to remain on the school grounds during that time. The only exception to this will be by parent request and the parent must agree to assume direct supervision for their students during the lunch period. Lunches are not permitted to be dropped off for students.

If students forget their lunch, students may purchase a lunch from school. Cash is not accepted in the lunchroom, however students may add funds to their lunch account by bringing payment to the school's main office.

The table and floor around the student should be left in a clean condition for the next group. Any student referred for throwing food, littering, or misconduct will be subject to disciplinary action. Food/drink purchased from Food Service Professionals (FSP) may not be taken out of the lunchroom. Students are not allowed to distribute treats/snacks in the lunchroom.

Glass containers are not allowed in school and will be confiscated. Cooperation with the lunchroom personnel, custodial staff and fellow students is expected.

6.60 - Field Trips

Field trips are encouraged when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns,

heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip; and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, Waiver of Student Fees. All non-participating students shall be provided an alternative experience. Any field trip may be canceled without notice due to an unforeseen event or condition.

6.70 - Access to Student Social Networking Passwords & Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

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

Chapter 7 - Internet, Technology & Publications

7.10 - Acceptable Use of the District's Electronic Networks

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or

transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and

5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

Confidentiality

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Violations

The failure of any user to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

7.20 - Guidelines for Student Distribution of Non-School Publications

For purposes of this section and the following section, a publication includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications 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 publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication 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, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade 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 or accessed is primarily prepared by students.

Accessing or distributing on-campus includes accessing or distributing 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.

7.27 - Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is bullying and/or cyberbullying according to Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy.

7.40 - Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password and student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Chapter 8 - Search and Seizure

8.10 - Search and Seizure

Here you will find a comprehensive policy on student searches and seizures. The policy includes student rights under State and federal law and procedures for searching students and their possessions.

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 officers.

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

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

expectation of privacy in these places or areas or in their personal effects left there. The 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, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

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

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

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

Chapter 9 - Extracurricular and Athletic Activities

9.10 - Extracurricular Activities and Code of Conduct

Please refer to Chapter 13 for elementary school information and Chapter 14 for Parker Junior High School information.

Chapter 10 - Special Education

10.10 - Education of Children with Disabilities

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 are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

10.20 - Discipline of 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. The committee shall review the State Board of Education’s guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parents/guardians of all students with individual education plans within 15

days after their adoption or amendment by, or presentation to, the School Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of this policy and the procedures. At the annual individualized education plan review, this policy shall be given to the parents/guardians and the behavioral interventions procedures explained and made available to them on request.

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.

10.30 - Exemption from PE 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.

10.60 - Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Chapter 11 - Student Records & Privacy

11.10 - Student Privacy Protections

Surveys

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

Surveys 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(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section 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.

Survey Requesting Personal Information

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

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

The student's parent(s)/guardian(s) may:

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

Instructional Material

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term invasive physical examination means any medical examination that involves the exposure of private

body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is administered pursuant to the District's extracurricular drug and alcohol testing program (see Policy 7:240, Conduct Code for Participants in Extracurricular Activities).
4. Is otherwise authorized by Board policy.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.

4. How to request access to any survey or other material described in this policy.

This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

11.20 - 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 (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School 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 10 business days of the day the District receives a request for access.

A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. 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 the student.

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

A parent/guardian may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian 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/guardian 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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian 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. 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 or contractual obligation with the district.

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 or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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/guardian or to the student, if the student has succeeded to the rights of the parent/guardian.

5. The right to prohibit the release of directory information.

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- 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
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Period of attendance in school

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.

7. 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.

8. 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:

U.S. Department of Education
 Student Privacy Policy Office
 400 Maryland Avenue, SW
 Washington DC 20202-8520

11.30 - Student Biometric Information

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

Chapter 12 - Parental Right Notifications

12.20 - Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

Assessment Windows 2022-23

District Assessments		
Assessment	Grades	Assessment Administration
NWEA MAP Reading & Mat	1 - 8	Fall and Spring
AIMSwebPlus Reading and Math	K – 8	Fall, Winter, and Spring
State Assessments		
Assessment	Grades	Dates
Illinois Science Assessment (ISA)	5 & 8	State Window - March 1 - April 28, 2023
Illinois Assessment for Readiness: TBD	3-8	State Window - March 6 - April 22, 2023
Dynamic Learning Maps (DLM)	3-8	State Window - March 15 - May 10, 2023
ACCESS Testing	K-8	State Windows: January 11 – February 28, 2023
KIDS (Kindergarten Individual Development Survey)	K	October 17, 2022

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

12.30 - Homeless Child's Right to Education

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.

12.40 - Sex Education Instruction

District 161 students in grades 6-8 take Health education as an Encore class each year. The general topics related to sexual health in the Junior High School class are listed below. District 161 students in grade 5 participate in annual presentations from the Candor Health organization [formerly Robert Crown]. The topics related to health education during the presentation are listed below. A student's parent/guardian has the option to opt the student out of the classes / presentations by submitting the request in writing. The district is exploring additional topics related to sexual health education during the 2023-24 school year. Parents will be informed of any additional topics that may be included in the curriculum.

Current SD 161 Health Education Classes/Content Related to Sexual Health

Grade Level	Content / Topics	Provider
5th-grade	<ul style="list-style-type: none"> ● Understanding puberty changes ● Comparison of female and male reproductive anatomy ● The menstrual cycle ● Physiological changes of adolescents ● Sexual harassment 	Candor Health [annual presentation]

	<ul style="list-style-type: none"> ● Sexting ● Gender specific and gender neutral groupings 	
6th-grade	<ul style="list-style-type: none"> ● Common social, emotional, physical, and cognitive changes during adolescence ● Healthy habits and hygiene during puberty ● Reproductive anatomy and physiology ● The menstrual cycle ● Knowing the characteristics of healthy relationships ● Safe and respectful social media use ● School policies and programs that promote dignity and respect for all 	SD 161 Health Teachers
7th-grade	<ul style="list-style-type: none"> ● Distinguishing myths and facts related to STI's and HIV ● Exploring consequences of infection with STI's and HIV ● Transmission methods, symptoms, and treatment of STIs ● Behaviors to avoid or reduce risk of STIs, including HIV ● Evaluating how HIV and other STIs are and are not transmitted ● Benefits of abstinence ● Describing the negative consequences of sexual intercourse and reducing risk ● Identifying situations requiring professional health services ● Contraception methods ● Risks of unintended pregnancy ● Behaviors to avoid or reduce unintended pregnancy ● Knowing the characteristics of healthy relationships ● Safe and respectful social media use ● School policies and programs that promote dignity and respect for all 	SD 161 Health Teachers
8th-grade	<ul style="list-style-type: none"> ● Knowing the characteristics of healthy relationships ● Distinguishing myths and facts related to STI's and HIV ● Exploring consequences of infection with STI's and other HIV ● Transmission methods, symptoms, and treatment of STIs, including HIV and AIDS ● Impact of HIV and AIDS on the body ● Behaviors to avoid or reduce risk of STI's including HIV ● Evaluating how HIV and other STI's are and are not transmitted ● Gender identity, gender roles, and gender expression ● Sexual orientation school policies and programs that promote dignity and respect for all 	SD 161 Health Teachers

	<ul style="list-style-type: none"> ● Healthy ways to express feelings and affection ● Safe and respectful social media use ● Affirmative consent and respect for boundaries of self and others ● Strategies for building healthy relationships 	
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12.60 - English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District’s Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school’s English Learners program, contact the Department of Learning and Instruction at 708-647-7017.

12.70 - School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

12.80 - Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. This information is collected annually when parents/guardians complete online registration.

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

12.85 - Asbestos Management Plan

All District 161 Asbestos Management Plans can be viewed at the District Office and individual school plans are also available to be viewed in the main office at each school.

12.90 Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

12.100 - Unsafe School

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District.

The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the ISBE.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

12.105 - Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

In addition to the language in this paragraph, schools must notify parents/guardians at the beginning of each school year of any of the following: (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information; (2) The administration of surveys requesting personal information; and (3) The administration of any non-emergency, invasive physical examination. Notice should include the dates of administration and the ability of parents to opt out their student.

12.110 - Sex Offender Notification Law

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion;
2. The offender received permission to be present from the School Board, Superintendent, or Superintendent's designee.

If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

12.120 - Violent Offender Community Notification

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website.

The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>

Illinois Murderer and Violent Offender Against Youth Registry <https://isp.illinois.gov/MVOAY>

Frequently Asked Questions Concerning Sex Offenders <https://isp.illinois.gov/Sor/FAQs>

12.130 - Parent Notices Required by the Every Student Succeeds Act

1. **Teacher Qualification:** A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:
 - a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - b. The teacher is teaching under emergency or other provisional status.
 - c. The teacher is teaching in the field of discipline of the certification of the teacher.
 - d. Paraprofessionals provide services to the student and, if so, their qualifications.
2. **Testing Transparency:** The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.
3. **Annual Report Card:** Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.sd161.org.
4. **Parent & Family Engagement Compact:** Parents of students attending a Title 1 school [Flossmoor Hills, Heather Hill, Serena Hills, or Parker Junior High] will be provided with a Parental Involvement Compact which includes information that explains how parents/guardians, the entire school staff, and students share responsibility for improved student academic achievement. It also contains the means by which the school and parents/guardians build and develop a partnership to help children achieve the States' high standard and other provisions as required by federal law. Flossmoor School District 161 has additional guidelines regarding parental involvement in Title 1 schools.
5. **Unsafe School Choice Option:** The unsafe school choice option allows students to transfer to another District school under certain circumstances. For additional information, see handbook procedure 12:100.

6. Student Privacy: Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.
7. English Learners: The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60.
8. Homeless Students: For information on supports and services available to homeless students, see handbook procedure 12:30.

For further information on any of the above matters, please contact the building principal.

Chapter 13 - Elementary School Specific Information

Elementary School

Specific Information



Kindness Rocks!

Building a Strong Foundation



Together We Are Serena Strong!

Infinite Possibilities



Positive Behavior Intervention and Supports (PBIS) - Elementary Buildings

The administration and staff of District 161 schools are proud of our students, and your accomplishments. School wide expectations are necessary to ensure a safe and productive learning environment. Students and parents are expected to support the district-wide positive behavior program.

The PBIS process is a system that supports the implementation of evidence-based practices and procedures. Flossmoor School District begins the PBIS process by establishing clear expectations for behaviors that are taught, modeled and reinforced across all settings and by all staff. The PBIS team also develops school-wide behavioral expectations that include clear, identifiable behaviors, how the behaviors will be taught and how the behaviors will be consistently encouraged and acknowledged.

	Be Respectful	Be Responsible	Be Ready to Learn
Classroom	<ul style="list-style-type: none"> ● Use appropriate language, tone, & volume ● Listen attentively & wait your turn to speak ● Follow adult directions ● Honor the property of others 	<ul style="list-style-type: none"> ● Actively participate in your education ● Be on task & organized ● Work appropriately ● Be on time ● Recycle ● Do your own work ● Turn in homework on time ● Use assignment notebook 	<ul style="list-style-type: none"> ● Be on time and in your assigned seat ● Bring all required materials ● Listen attentively to instructions and engage in class discussions ● Complete all assignments
Restroom	<ul style="list-style-type: none"> ● Respect others' space & privacy ● Be patient and wait your turn ● Enter & exit washroom quietly ● Use quiet voices 	<ul style="list-style-type: none"> ● Wash your hands with soap & water ● Keep water in the sink ● Get permission to use the washroom ● Report problems to an adult ● Respect school property ● Clean up after yourself ● Flush toilet after use 	<ul style="list-style-type: none"> ● Use passing period and lunch times for bathroom breaks

Hallway/ Locker	<ul style="list-style-type: none"> ● Use appropriate language, volume, & tone ● Speak politely when addressed ● Follow directions ● Treat others as you wish to be treated 	<ul style="list-style-type: none"> ● Stay to the right side of the hallway ● Walk with your hands at your side ● Go directly to destination ● Use only your locker ● Keep belongings organized 	<ul style="list-style-type: none"> ● Have clean and organized locker ● Get to class on time
Lunchroom	<ul style="list-style-type: none"> ● Use appropriate language, tone, & volume ● Eat & touch only your food ● Listen when instructions are being given from an adult ● Use please and thank you when talking to others ● Be considerate of personal space at the table ● Enter and exit lunchroom quietly 	<ul style="list-style-type: none"> ● Keep food on the table ● Clean up after you are finished eating ● Use good table manners ● Recycle ● Sit at your assigned lunch table 	<ul style="list-style-type: none"> ● Observe time limits ● Be on time to your class after lunch
Bus/Bus Stop	<ul style="list-style-type: none"> ● Use appropriate language, tone, & volume ● Follow adult directions 	<ul style="list-style-type: none"> ● Get on your assigned bus ● Be alert to traffic at your bus stop ● Keep windows at the designated line ● Keep track of your belongings ● No food/drink on the bus ● Put trash in trash bags 	<ul style="list-style-type: none"> ● Enter and exit bus appropriately ● Go directly to your seat ● Be at your bus stop on time
Assemblies	<ul style="list-style-type: none"> ● Sit quietly ● Eyes forward ● Listen attentively ● Use appropriate applause 	<ul style="list-style-type: none"> ● Follow adult directions ● Walk with your class in a single file line to designated area 	<ul style="list-style-type: none"> ● Attend programs with an open mind, ready to experience new and different things

	<ul style="list-style-type: none"> ● Be a good participant ● Show appreciation 	<ul style="list-style-type: none"> ● Wait to be dismissed by an adult 	<ul style="list-style-type: none"> ● Turn off phones and put away headphones
Media Center	<ul style="list-style-type: none"> ● Obey school rules, no food, or drinks ● Treat other students and Media staff politely ● Use quiet voices 	<ul style="list-style-type: none"> ● Return library materials on time ● Have a pass from a teacher to use the media center or lab ● Bring necessary accessories if applicable (headphones) 	<ul style="list-style-type: none"> ● Bring all necessary materials with you

Positive Behaviors

An important component of the PBIS program is to praise students when they are caught modeling expected behaviors. When inappropriate behavior is displayed, an office discipline referral (ODR) may be initiated. This form is used to document behavior and collect data regarding the type of behavior, location, and time of day. Students will receive verbal praise from staff and students, and other celebrations throughout the school year.

Negative Behaviors

Negative student behaviors may receive non-verbal redirection, reflection sheet, a phone call home, mediation, parent meetings, and/or office referrals.

Continuing misbehavior and/or major disciplinary situations are reported to the office and become a part of the student’s discipline record.

Student Expectations - Elementary Buildings

At all times and in all circumstances, students are expected to be safe, be responsible and be respectful. To provide a productive, orderly and positive learning environment for all, District 161 relies upon Positive Behavior Interventions and Supports (PBIS) and Social-Emotional Learning (SEL) as a framework for behavioral and academic expectations.

- Students are expected to follow the discipline guidelines established by the Board of Education Policy.
- Students are expected to respect the rights and property of every member of the school community.
- Students are expected to engage in learning and respond appropriately to the instructions and directions of all adults in the school community.
- Students are expected to play safely on the playground equipment and use the equipment properly.
- Any form of harassment, aggressive behavior, and/or bullying will not be tolerated. Students may not exhibit physical aggression, including rough play such as tackling, wrestling, pushing, hitting, play fighting or retaliation.

- Use of profanity/inappropriate language is not acceptable.
- Buying and selling of items is not allowed on school grounds.
- Cellular phones and smart watches must be kept powered off and out of sight throughout the school day. All other electronic devices should not be brought to school. The school district is not responsible for personal electronic devices brought to school.
- SMART watches should be used for time keeping purposes only.
- Toys are not allowed in school.
- The use of skateboards, scooters, skates, hoverboards, and heelies are not permitted on school grounds.
- Fidget devices that cause disruption to the learning environment will not be allowed.

Chapter 14: Parker Junior High School Information



Falcons don't just fly, we S.O.A.R!

Success, Optimism, Accountability, Resilience

Identification Cards

Parker Junior High: Identification cards are issued to all students. The charge for a replacement ID is \$5.00. Students are expected to have an ID in his or her possession at all times while on school grounds. Student ID cards are also required for attendance at all sports events at Parker.

Positive Behavior Intervention And Supports (PBIS) - Parker Junior High

The administration and staff of District 161 schools are proud of our students, and your accomplishments. School wide expectations are necessary to ensure a safe and productive learning environment. Students and parents are expected to support the district-wide positive behavior program.

The PBIS process is a system that supports the implementation of evidence-based practices and procedures. Flossmoor School District begins the PBIS process by establishing clear expectations for behaviors that are taught, modeled and reinforced across all settings and by all staff. The PBIS team also develops school-wide behavioral expectations that include clear, identifiable behaviors, how the behaviors will be taught and how the behaviors will be consistently encouraged and acknowledged.

Schoolwide Expectations
 Be Respectful
 Be Responsible
 Be Ready to Learn

	Be Respectful	Be Responsible	Be Ready to Learn
During Assemblies / Events	<ul style="list-style-type: none"> • Show kindness for performers and other audience members • Follow adult directions • Sit appropriately until dismissal 	<ul style="list-style-type: none"> • Sit in assigned seat • Be a good audience member • Use appropriate voice level 	<ul style="list-style-type: none"> • Attend programs with an open mind, ready to experience new and different things
In the Bathrooms	<ul style="list-style-type: none"> • Wait your turn • Respect the privacy of others • Use facilities appropriately 	<ul style="list-style-type: none"> • Keep the bathrooms clean • Wash hands with soap • Observe time limits • Leave school supplies, backpacks, electronics out of the bathroom 	<ul style="list-style-type: none"> • Use passing period and lunch times for bathroom breaks
In the Cafeteria	<ul style="list-style-type: none"> • Follow all cafeteria procedures • Be mindful of others 	<ul style="list-style-type: none"> • Stand in a single file line 	<ul style="list-style-type: none"> • Observe time limits • Be on time to your class after lunch

	<ul style="list-style-type: none"> ● Use appropriate language ● Use appropriate voice level ● Follow the directions of all adults 	<ul style="list-style-type: none"> ● Eat at your table/stay seated ● Throw out your trash and keep your area clean ● All open food and drink remain in the cafeteria 	
In the Classroom	<ul style="list-style-type: none"> ● Listen while others speak ● Value the opinion of others ● Follow the classroom social contract 	<ul style="list-style-type: none"> ● Write assignments in your assignment book ● Participate ● Ask for help when needed ● Do your own work ● Give your best effort 	<ul style="list-style-type: none"> ● Be on time and in your assigned seat ● Bring all required materials ● Listen attentively to instructions & engage in class discussions ● Complete all assignments
In the Hallway	<ul style="list-style-type: none"> ● Be mindful of others ● Use appropriate language and voice level ● Be mindful of displays and artwork ● Keep hands and feet to yourself ● Follow the directions of all staff members ● Treat others with kindness 	<ul style="list-style-type: none"> ● Walk safely on the right side of the halls ● Keep the halls clean ● Always have a signed pass in the hallway after passing period ● Keep your locker locked at all times ● Be honest & act in a positive way 	<ul style="list-style-type: none"> ● Maintain a clean and organized locker ● Be on-time to class
In the Media Center and Flossmoor Library	<ul style="list-style-type: none"> ● Take care of books, computers, and other media items ● Use appropriate language and voice level 	<ul style="list-style-type: none"> ● Sign in and show your pass ● Follow acceptable use policy ● Use technology for classroom assignments ● Return materials on time 	<ul style="list-style-type: none"> ● Bring all necessary materials with you
In the Locker Rooms	<ul style="list-style-type: none"> ● Be mindful of others' personal space 	<ul style="list-style-type: none"> ● Keep the locker room clean ● Keep your locker neat ● Lock your locker 	<ul style="list-style-type: none"> ● Change into your full PE uniform ● Take your uniform home for cleaning

		<ul style="list-style-type: none"> ● Observe time limits 	<ul style="list-style-type: none"> ● Wait until the teacher dismisses you from the locker room
On the School Bus	<ul style="list-style-type: none"> ● Use appropriate language and voice levels. ● Follow adult directions ● Food and drinks are not allowed on the bus. ● Keep hands, feet, and objects to self ● Remain seated, facing forward, with feet on the floor 	<ul style="list-style-type: none"> ● Sit in assigned locations ● Ride your assigned bus ● Use your assigned bus stop Be alert to traffic at your bus stop ● Keep windows at the designated line ● Keep track of your belongings ● Put trash in trash bags ● Keep aisles clear of bookbags and instruments 	<ul style="list-style-type: none"> ● Enter and exit the bus quietly and safely ● Go directly to your seat ● Be at your bus stop on time
Throughout the Day	<ul style="list-style-type: none"> ● Respect values, opinions, and property of others ● Use appropriate language ● Listen when others talk ● Respect other's personal space ● Follow directions of all staff members 	<ul style="list-style-type: none"> ● Follow the school rules & dress code ● Think before acting & be safe ● Keep cell phones powered off during the school day 	<ul style="list-style-type: none"> ● Be on time ● Be organized ● Come prepared with all your materials ● Take pride in your work ● Give your best effort

Positive Behaviors

An important component of the PBIS program is to praise students when they are caught modeling expected behaviors. Students will receive verbal praise from staff and students, Parker Falcon Bucks, and other small celebrations throughout the school year.

Negative Behaviors

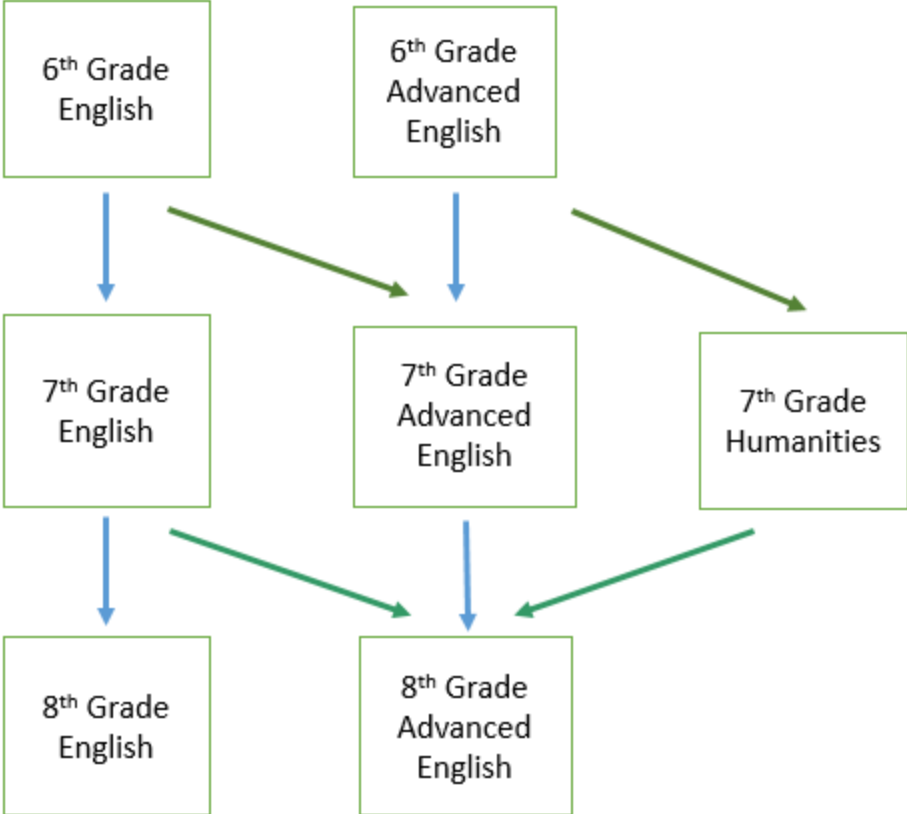
Negative student behaviors may receive non-verbal redirection, reflection sheet, a phone call home, mediation, parent meetings, and/or office referrals. Continuing misbehavior and/or major disciplinary situations are reported to the school administration. The school administrators or dean of students may conduct mediations, parent meetings and provide additional support. Disciplinary consequences may be assigned and documented.

Course Sequence

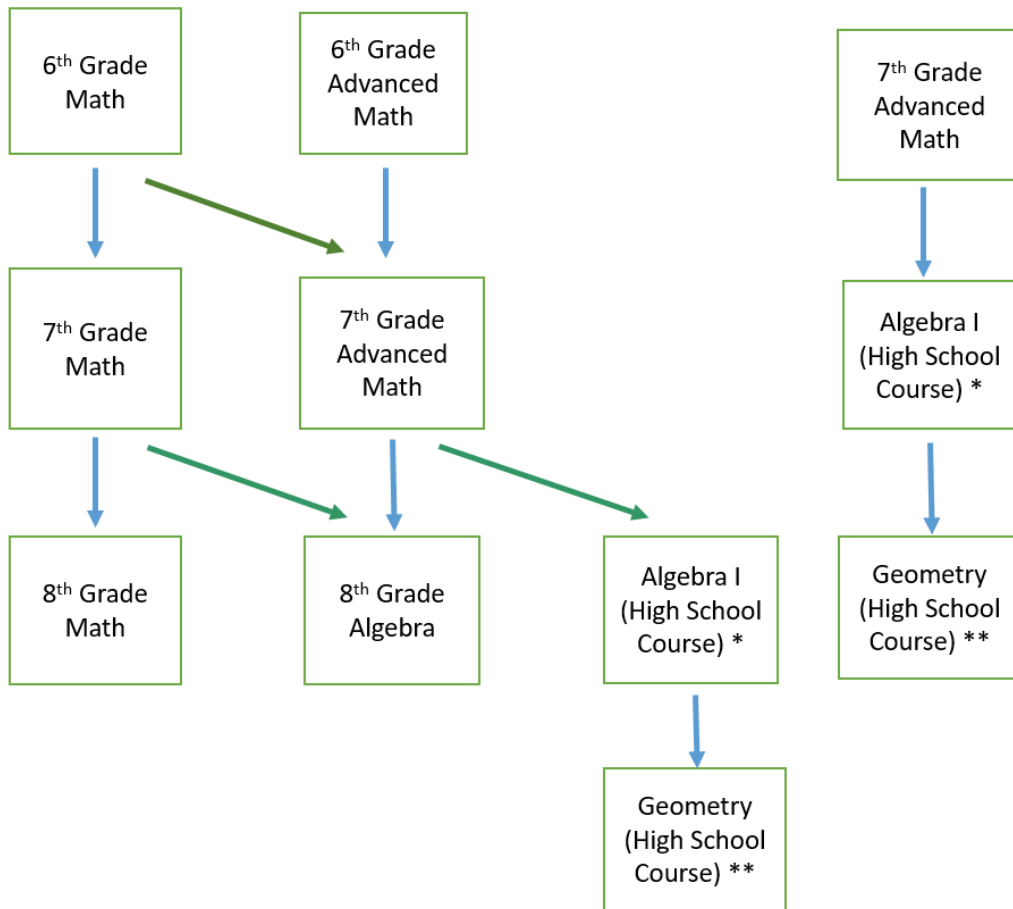
2023-24

Courses	Grade 6	Grade 7	Grade 8
English Language Arts	Grade Level Advanced	Grade Level Advanced Humanities	Grade Level Advanced
Mathematics	Grade Level Advanced	Grade Level Advanced	Grade Level 8th Grade Algebra Honors Algebra Honors Geometry
Social Studies	Grade Level	Grade Level Advanced Humanities	Grade Level Advanced Humanities
Science	Grade Level	Grade Level Advanced	Grade Level Advanced
STEAM	Industrial Technology FUSE	Industrial Technology FUSE	Industrial Technology FUSE
Physical Education	PE/Health	PE/Health	P.E./Health
Fine Arts	Music Art	Music Art	Music Art
World Languages			Introduction to Spanish Honors Spanish Introduction to French Honors French Mandarin Chinese

English Language Arts Course Sequence



Mathematics Course Sequence



Course of Study

There are five core classes per day with additional periods for PE, Encore and lunch.

1. Class placement levels are based on NWEA/MAP scores, common assessments, grades, and state assessment data.
2. Course placement levels may be adjusted due to classroom performance. Conversations with parents will precede any change in placement.

Homewood Flossmoor High School Procedure 7560 (For Honors Courses)

A. Taking High School Level Classes while Enrolled in a Junior High School

1. Eligibility: Students may be recognized by Homewood-Flossmoor High School as being proficient in the following courses taken at their junior high schools:

Algebra 1 Honors, Geometry Honors, any higher-level math courses whose prerequisites include Algebra 1 and Geometry, Spanish 1 Honors, and/or French 1 Honors.

Algebra 1 Honors, Geometry Honors, or Any Higher Level Math Courses Whose Prerequisites Include Algebra 1 or Geometry

1. For a student to be recognized by Homewood-Flossmoor High School as being proficient in Algebra 1 Honors, Geometry Honors, or any higher-level math courses whose prerequisites include Algebra 1 and Geometry that the student has taken at his or her junior high school, the following criteria must be met:
 - a. The student must pass each semester of the course with a “B” or above.
 - b. The student will take all H-F quizzes and unit exams, as well as the semester 1 and semester 2 H-F final exams.
 - c. Grades will be determined by weighting all H-F quizzes and unit exams as 90% and homework/classwork as 10% of each marking period’s grade. Each semester final grade will be determined by weighting each marking period as 40% and the semester final exam as 20%.
 - d. The Homewood-Flossmoor High School Mathematics Department Chair will certify that the junior high is administering the appropriate H-F quizzes and tests and that the above grading procedures are being followed.
2. Students who are recognized as proficient in Algebra 1 Honors, Geometry Honors, or any higher-level math courses whose prerequisites include Algebra 1 and Geometry will have a “Pr” for “proficient” recorded on their Homewood-Flossmoor High School permanent record, enabling them to enroll in the courses for which these are prerequisites.

Spanish or French: 1-year course

1. When Homewood-Flossmoor High School’s Spanish 1 Honors, French 1 Honors curriculum is taught in 8th grade, the entire curriculum is taught over the course of that school year.
2. In order to be recognized by Homewood-Flossmoor High School as proficient in Spanish 1 Honors or French 1 Honors, the student must pass Spanish or French with a “C” or better
3. Students will take the semester 1 and semester 2 exams for H-F Spanish 1 Honors, French 1 Honors and pass both exams with a “C” or above.
4. The 1st semester grade will be determined by weighing the 1st and 2nd quarter grades 40%, the 3rd and 4th quarter grades 40%, and the final exam grade 20%.
5. Students who are recognized as proficient in Spanish 1 Honors or French 1 Honors will have a “Pr” for “proficient” recorded on their Homewood-Flossmoor High School permanent record, enabling them to enroll in the courses for which these are prerequisites.

B. Placement

Upon completion of the course and final exam at the junior high school, the H-F school counselor will place the student in the appropriate course and level at

Homewood-Flossmoor High School. Students who transfer into Homewood-Flossmoor High School must provide a transcript with the final grade posted to apply to either be recognized as proficient or to receive credit, to be addressed on a case-by-case basis, and to be placed in the appropriate course and level.

W.I.N. Time

All Parker students participated in W.I.N. time. (What I Need) WIN is a class period each day dedicated to supporting students in academics and the arts. While the structure of W.IN. will remain consistent for the school year, student groups are flexible throughout the year to provide the appropriate support to all students.

Academic Interventions	Students who require math or reading academic interventions will receive small group instruction based on academic needs during WIN time. Student academic data will be used as indicators for intervention services.
Music	Students who wish to participate in band, choir, or orchestra will have the opportunity to do so during W.I.N time.
Academic Advancement	Students who need refinement in specific academic areas will receive structured curriculum support. Student academic data will be used as indicators for academic advancement.
Infinity and Beyond	Students who need academic or social/emotional support beyond the curriculum will participate in project based learning groups and social academic instructional groups. Student academic data will be used as indicators for infinity and beyond.

Honor Roll

Parker Junior High School celebrates two honor rolls at the end of each quarter. The guidelines for the honor rolls are as follows:

1. For grade average purposes, only straight letter grades will be used. “Pluses” and “minuses” may appear on report cards but will not enter into determination of the honor roll, nor do any classes carry a “weighted” grade. Inclusion on the honor roll will be based on the following:

4.0	A
3.0	B
2.0	C
1.0	D
0	U

2. Honor Rolls:

GOLD (high-honors) Honor Roll - 4.0 average

BLUE (honors) Honor Roll - 3.5-3.9 average with no “D” or “U” grades in any subject.

3. Eighth grade students who have achieved Gold honor roll for all four quarters in eighth grade will be recognized with a gold stole at graduation. Eighth grade students who have attained a combination of Blue and Gold honor roll for all four quarters in eighth grade will be recognized by wearing a white stole at graduation.

4. Grades from band, chorus, orchestra and courses taken off-campus are not included in the computation of honor rolls.

Media Center

The Media Center is the place to find the information needed for any research project. With a wide variety of resources available, students can utilize the Media Center for all their information needs as well as discover exciting books available for classwork and recreational reading.

Circulation and Borrowing

Students are allowed to check out two books at a time. Books can be borrowed for two weeks and renewed twice. Reference materials do not circulate, but in exceptional cases may be borrowed overnight at the discretion of the media center personnel and returned by 8:00 a.m. the next morning to the Media Center. Periodicals may be borrowed for three days. Students will receive an orientation at the beginning of the school year. Specific details and procedures are explained at that time.

Overdue Materials

There are no daily fines for overdue books. If a student has books that are overdue, their library privileges are frozen until that book is returned or paid for. Students will receive overdue notices either by e-mail or in their homeroom. At the end of the year, books that are outstanding will be added to the student’s account.

Services to Students

Parker Junior High School has a wide variety of books available at multiple lexile levels and for various interests. Students have access to their Media Center account at <http://library.sd161.org/opac/parkejhs>. Once they log in, they can browse the catalog, renew materials, write book reviews, and place books on reserve.

Students also have access to SIRS Discoverer Database which is an excellent place to start any research project. The database can be found at <http://ars.sirs.com/discoverer.html>. In addition, students will have access to ScienceFlix. ScienceFlix can be found at <http://scienceflix.digital.scholastic.com>. Students can ask in the Media Center for the usernames and passwords for these two databases.

Lockers

Each student is assigned a hall locker for storage of books and personal items. Students are required to have a lock purchased from Parker on their locker at all times. If a student does not have a lock on his or her locker, they will be given a lock and parents will be billed.

The combination should be kept confidential. It is the student's responsibility to see that the hall locker is kept cleaned, locked, and organized at all times. During P.E. class, it is the student's responsibility to see that the gym locker in the locker room is locked during class time.

All locks are to be purchased through Student Services. Lockers are school property and fines will be assessed for damage caused by careless and deliberate abuse.

It is the student's responsibility to lock their hall and gym locker at all times. Students are expected to keep their items secured. Students are responsible for all items in their locker. Parker Junior High School is not responsible for any student items that are lost or stolen. Reasonable efforts will be made to help students find lost or stolen items.

Standards Of Conduct

The following standards and measures are outlined so that students will know what is expected of members of the Parker Junior High School. However, disciplinary offenses are not limited to those listed below when, in the judgment of the administration or the dean, such offenses disrupt the school climate, or constitute gross disobedience or misconduct as determined by the Board of Education or the administration.

1. Students are expected to be courteous and respectful to peers and adults.
2. Profane language is not permitted.
3. Any form of intimidation, bullying, or harassment will not be permitted.
4. Any form of verbal or physical aggression, whether or not characterized as "play-fighting" or its like, or retaliation; or use or threat of the use of any item to cause harm or danger is not permitted.
5. Off-campus conduct that disrupts or poses a threat and interferes with the school's educational functions may result in disciplinary action.
6. Cheating, copying, plagiarizing or misrepresentation of one's schoolwork will result in disciplinary action.
7. Students are expected to be prepared for class by bringing required class materials.
8. Students are expected to be in the school and classroom on time.
9. Students are expected to walk in the school building in an orderly manner.

10. Cell phone use is prohibited in the school building. Earbuds, headphones, or other listening devices should not be worn.
11. Unapproved electronic audiotaping, video recording, or photographing of any school-related activity is prohibited. Such action will result in disciplinary consequences. Students are reminded that the use of any electronic device in any manner that disrupts the educational environment or violates the rights of others, including, but not limited to, using the device to take photographs in locker rooms or bathrooms, cheat, make classroom recordings, or otherwise violate student conduct rules, will result in discipline. Exceptions to this rule are made when (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.
12. Sexting is the act of sending sexually explicit photos or messages electronically, primarily via cellular/Smart phones and/or the internet. While adolescents may think that sending these images to their friends or potential suitors is harmless, an image that portrays a minor in an indecent manner or engaging in sexual activity is regarded as child pornography and students who create, receive or distribute these types of images may be subject to criminal charges, even if they have the permission of the subject of the photographs. Moreover, students who send sexually explicit text messages, with or without photos, may be liable for sexual harassment in violation of Board policy. Students who are found creating, possessing, or sending these materials at school, or in any manner or circumstance that causes disruption to the school will be subject to disciplinary action up to and including suspension from school for 10 days and/or expulsion.
13. Students may not possess, bring to school, sell, purchase, share, inhale, or be under the influence of alcohol, tobacco, any controlled substance, or any prescription or non-prescription drug (unless permitted as prescribed in the "Medication" section herein), or any paraphernalia associated therewith, i.e. e-cigarettes, hookah, or vaping. This includes look-alike substances/paraphernalia.
14. Laser pens are not allowed on school grounds.
15. Candy and various other snack items brought to school may be eaten only in the lunchroom during lunch periods. All food and drinks should be discarded before leaving the lunchroom.
16. Buying and/or selling items or services at school is not permitted unless done as part of a school-sponsored program.
17. A student who does not abide by the provisions of the District's Curriculum/Technology Policy may have his/her Technology privileges taken away. If such use violates other District expectations (e.g. use of profanity, pornography, tampering with District computers or other property, etc.) suspension and/or other applicable disciplinary action will be assessed.
18. Matches, lighters, fireworks, or any incendiary or explosive device of any sort are not allowed and will be confiscated. Students will be subject to disciplinary action.
19. Students are not to participate in games of chance or activities that involve gambling or the use of gambling paraphernalia.

20. School District 161 does not recognize nor condone so-called “ditch”, “skip,” or any other forms of non-attendance days not authorized by the Board of Education. Any such unauthorized, unexcused absences will be considered a day of truancy. As such, no makeup of schoolwork will be permitted and no credit will be granted for work missed.
21. Misuse or abuse of the School District’s voicemail or computer systems will be recorded as a disciplinary action per applicable provisions (e.g. but not limited to profanity or verbal threats recorded on voice mail would be subject to suspension, expulsion, and/or criminal prosecution).
22. Backpacks, bookbags, or suitcases with or without wheels are not permitted in the classrooms.
23. Students should not be in school or on the school grounds after the dismissal period. Students who need to stay after the normal dismissal time are expected to be attending a regularly scheduled school event or be specifically requested to stay by a teacher with parent’s permission.
24. The use, possession, control or transfer of firearms, shotguns, brass knuckles, chains, slingshots, billy clubs, knives, pepper spray, or irritants, inflammatory agents, or other dangerous similar weapons or instruments, replicas, imitations, look-alikes, or similar weapons are prohibited.
25. Application of make-up, colognes, deodorant and/or personal grooming should only take place in the bathroom or locker rooms.
26. After-school detention may be issued if a student is remiss in his/her classroom responsibilities. Students who receive a detention are required to return a detention slip signed by their parents, on the day on which the detention is served. Alternate transportation arrangements will need to be made and students serving an after-school detention will need to leave the grounds in a timely manner.

Conference Sports and Activities [subject to change based on guidance from ISBE]

Parker Junior High School participates in inter-school sports and activities through the South Suburban Junior High School Association (SSJHSA), a conference of ten schools in the immediate area. Students in 6, 7, and 8 can participate in all sports. A fee of \$30.00 is charged for participating in basketball, volleyball, track, cheerleading, cross-country, baseball, softball, soccer, and chess. This fee must be paid prior to the start of the activity.

Other conference activities include band, orchestra, chess, chorus, individual speech competition, a Fine Arts Festival, Student Council, Scholastic Bowl, and National Junior Honor Society.

Students are invited to become involved in the SSJHSA activities either as a spectator or a participant.

For the enjoyment of all the conference sports and activities, students are expected to be good hosts to visiting teams and follow the conference rules and the code of conduct.

Students should arrange their transportation home before they attend or participate in any conference sports or activities. Students must be picked up within 20 minutes of the completion of the event. Failure to meet the above expectations may result in denial of participation in or attendance to subsequent events.

Athletics at Parker
Sports Schedules

Fall	Cross Country
Summer/Fall	Baseball/Softball
Fall	Cheerleading
Winter	Basketball
Winter	Volleyball
Spring	Track and Field
Spring	Soccer

Sports Physicals

All students are required to have an up-to-date physical exam prior to tryouts for interscholastic sports, and cheerleaders. No student will be permitted to compete in a try-out, practice, or game unless a physical exam has been completed. Physical examinations should be completed on the approved IESA form or Certificate of Child Health Examination form. Camp physicals are not acceptable. A new sports physical is required every 395 days.

Concussion/Head Injury Protocol

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. All head injuries and concussions must be reported to the Health Coordinator and coach. All head injuries and concussions must be reported whether or not they occurred during a school or outside activity.

SSJHSA Schools

Columbia Central School	94 W. Richton Road, Steger	755-0021
Parker Junior High	2810 School Street, Flossmoor	647-5400
Michelle Obama School	215 Wilson Street, Park Forest	481-2920
Huth Middle School	3718 West 213th Place, Matteson	748-0470
James Hart	18220 Morgan Street, Homewood	799-5544
Brookwood Junior High	201 E. Glenwood-Lansing Road, Glenwood	758-5252
Colin Powell	20600 Matteson Avenue, Matteson	283-9600

Washington Junior High	25 W. 16 th Place, Chicago Heights	756-4841
Memorial Junior High	2721 Ridge Road, Lansing	474-2383
Crete-Monee Junior High	635 Olmsted Road, University Park	367-2400

Code of Conduct for Athletic Events

- Visiting teams and spectators are to be treated as our guests.
- Respect the decisions of the game officials.
- Remain quiet during any free throw attempts during basketball games.
- Booing and unnecessary noise are not courteous and will result in immediate ejection from the game.
- Students are required to stay in the gym to watch the game, and leave only during half time and between games.
- Food and beverages are not permitted in the gym.
- Adults are expected to model appropriate behavior for students.
- Students may be removed from an inter-school sports team or activity for not following school and/or athletic events rules..

Fine Arts at Parker

Instrumental Music

Symphonic Band
 Falcon Orchestra
 Concert Band
 Varsity Orchestra

A fee of \$50.00 each will be assessed for band and orchestra participation.

Vocal Music

6 th Grade Parker Choir	7 th grade Jazz Ensemble
7 th and 8 th Grade Falcon Choir	8 th grade Jazz Ensemble

Eligibility Standards For Participating In Or Attending School Sponsored Activities

Parker Junior High School is a participating member of the Illinois Elementary School Association (IESA), and must adhere to the rules and regulations put forth in their handbook. Participating or attending school-sponsored activities is a privilege not a right. Students who perform in a program, game, concert, or some other form of public activity are seen as representatives of Parker Junior High School. The student's standing in school, both academic and behavioral, must meet predetermined eligibility standards. Eligibility standards apply to any student involved in extra- or co-curricular activities (e.g. athletics, cheerleaders, etc.). The National Junior Honor Society and Student Council have their own eligibility standards according to their bylaws.

- I. Academic criteria
 - A. For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. Students must be passing each subject each week to be eligible. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity. During the period of ineligibility, students may try-out for an activity. If successful in achieving membership the student should practice with the group, but may not participate in any public performance, game, match, etc.
 - B. If a student is ineligible during any week, he/she may regain their eligibility at the end of the following week if he/she has a passing grade in all classes.
 - C. Please find the complete IESA handbook at www.iesa.org/administration and click on IESA Handbook.

II. Behavior Expectations

A. Suspensions

1. Upon being suspended from school (either in or out of school) and/or the school bus for the first time in a school year, the student will be ineligible to participate in any extra- or co-curricular activities for ten school days following the suspension.
2. If a student is suspended from school and placed in the Alternate Education Program or out-of-school, and/or suspended from the school bus for a second time in a school year, the student will be ineligible to attend or participate in any extra- or co-curricular activities for the duration of the school year.

B. Participation in activities

Throughout the school year, students enjoy certain privileges and activities. Students must demonstrate basic responsibilities and appropriate attitudes before they are allowed to participate in these activities. Attendance or participation in any school activities must be earned through demonstration of appropriate student behavior and citizenship. The suggested standards/guidelines will be reviewed on an individual student basis by administration or a designee throughout the school year in order to help determine the eligibility of the student for participation in the activities.

1. Activities include: attending field trips, athletic events, end of the year trips and 8th grade class trip, school-sponsored dances, including the 8th grade graduation party, school-sponsored after-school activities, and participating in the formal 8th grade commencement ceremony.
2. Requirements for participation: students must demonstrate appropriate behavior throughout the school year as supported by behavior records and staff recommendations and students must show respect and cooperation toward adults and fellow students.
3. Review process: Prior to any school-sponsored activity, administrators and/or each team of teachers will have the opportunity to review individual student's

records in order to determine their eligibility for inclusion in the activity. The student's severe or repeated misconduct or misbehavior problems will be documented through conduct referral forms and the student management system. Teacher or administrative notations will be considered during the review process.

C. Exceptions

In the event of extenuating circumstances, an ineligible student may have his/her case reviewed by the principal or principal's designee and the activity sponsor. After a review of the pertinent facts, the principal or principal's designee may reverse the ineligibility status or set interim stipulations.

School Organizations

The following are examples of the activities that are offered to all students. These activities are of a school service nature, are an integral part of ongoing conference activities, or provide for other student interests. Members of organizations that meet before or after school must provide their own transportation. Groups or clubs that are school sanctioned are open to all eligible students. Students receive announcements and information when additional activities are added to the list.

Green Team

The purpose of the District 161 Green Team is:

- To reduce the district's impact on the environment
- To teach students to be stewards of the environment

Our parents, staff, students and community members can join in our school district's effort to reduce, reuse, recycle and rethink to help improve our environment. Children will learn the importance of going green, what it means to their lives and how it can benefit them.

National Junior Honor Society

A chapter of the National Junior Honor Society will function as the school's service organization for various events and activities throughout the school year. The student must complete an application detailing leadership and service qualities to both school and community. Faculty recommendations and discipline records are used to evaluate citizenship and character. A student who receives multiple detentions, a Saturday Detention or any suspension will not qualify to be a member of NJHS. Successful candidates are inducted in the spring for active membership as eighth graders. Application for NJHS membership does not guarantee membership. Student conduct in classes, activities, and buses throughout the school year will be a factor in NJHS selection. While the initial invitation to apply for membership is issued to seventh grade students with a cumulative grade point average of 3.7 for the first three quarters of their seventh grade year, there are other criteria of equal importance including scholarship, leadership, service, character, and citizenship.

Standards of Academic Excellence (minimum 3.5 GPA each quarter), Citizenship, and Character must be maintained during membership in the eighth grade year.

Science Olympiad

Students are selected on the basis of interest and competitive testing to compete with other schools in regional and national contests.

Speech

Instructional workshops will be held for all interested students. These workshops may lead to students participating in the junior high school speech competition.

Student Council

The Student Council works in cooperation with the faculty and administration of the school to make decisions concerning school activities and practices. Student representatives are elected from each homeroom and must attend meetings throughout the school year. Elected officers represent all grade levels.

Yearbook

The yearbook club assists with the annual publication of the yearbook. Meetings are held after school on days to be determined by the yearbook staff and sponsor.