



*All children will learn, all children will be served.*

# PARENT HANDBOOK 2016-17

This handbook reflects the Board of Education adopted policies and Administrative practices affecting District 153 schools. We urge you to keep it in a convenient place for easy reference during the school year.

Our purpose is to see that your child has a positive and successful learning experience. We need the cooperation of parents to achieve this objective. If there is any way in which we can be of service to you during the school year, please do not hesitate to contact us.

-The School Staff and the Board of Education-

## **Administration**

18205 Aberdeen Street  
Superintendent's Office:  
Tel: 708.799.5661  
Business & Transportation:  
Tel: 708.799.8721  
Fax: 708.799.1377

## **Willow School**

Grades EC, Pre-K, K-2  
1804 Willow Road  
Tel: 708.798.3720  
Fax: 708.798.4336  
MaryAnn Savage, Principal  
Melissa Lawson, Asst.  
Principal

## **Churchill School**

Grades 3-4-5  
1300 W. 190<sup>th</sup> Street  
Tel: 708.798.3424  
Fax: 708.798.0417  
Cece Coffey, Principal  
Nicole Kerr, Asst. Principal  
Mary Kay Gardiner, Asst.  
Principal

## **James Hart School**

Grades 6-7-8  
18220 Morgan Street  
Tel: 708.799.5544  
Fax: 708.799.8360  
Scott McAlister, Principal  
Laura Ugo, Asst. Principal  
John Ugo, Dean

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\*See Discipline Handbook

## 2016-17 School Calendar

August 22 & 23	Staff Institute Days
August 24	First Day of School (full day)
September 1	James Hart School Open House
September 2	School Improvement Day - Early Dismissal
September 5	Labor Day – Schools Closed
September 20	School Improvement Day – Early Dismissal
September 22	Winston Churchill School Open House
September 29	Willow School Open House
October 7	School Improvement Day – Early Dismissal
October 10	Columbus Day - Schools Closed
October 11	Non-Attendance Day – No School
October 12	Yom Kippur – Schools Closed
October 31	School Improvement Day – Early Dismissal
November 8	Non-Attendance Day – No School
November 11	End of 1st Trimester (53 school days)
November 21	Parent/Teacher Conference - No School
November 22	Parent/Teacher Conference - No School
November 23	Non-Attendance Day – No School
November 24	Thanksgiving – Schools Closed
November 25	Thanksgiving Holiday – Schools Closed
December 22	Early Dismissal
December 23	Winter Break Begins (No School)
January 9	Staff Institute Day – No School
January 10	Students Return
January 16	Martin Luther King Holiday - Schools Closed
February 17	School Improvement Day – Early Dismissal
February 20	President’s Holiday - Schools Closed
February 24	End of 2nd Trimester (56 school days)
March 7	School Improvement Day - Early Dismissal
March 27	Spring Break Begins - No School
April 4	Staff Institute Day – No School
April 5	Students Return
April 14	Good Friday – Schools Closed
May 5	School Improvement Day - Early Dismissal
May 26	School Improvement Day - Early Dismissal
May 29	Memorial Day – Schools Closed
June 6	8th Grade Graduation - H-F High School
June 8	School Improvement Day – Early Dismissal
June 8	End of 3rd Trimester (65 school days)

## **CHAPTER 1: INTRODUCTION AND GENERAL INFORMATION**

### **BOARD OF EDUCATION**

Shelly F. Marks, President  
Alex Bosch, Vice President  
Gregory Lawrence, Secretary  
Steve Anderson  
Ashanti Betha  
Deborah Havighorst  
Jim Schmidt

The Board of Education meets once a month in the Media Center in James Hart School at 7:00 pm. Please refer to the District website ([www.hsd153.org](http://www.hsd153.org)) for meeting dates, up-to-date information, agendas, and minutes.

### **ADMINISTRATIVE STAFF**

Dale Mitchell	Superintendent
John Gibson	Chief School Business Official
Kathy Schaefflein	Director of Curriculum and Instruction
Melanie Mandisodza	Director of Student Support Services
Beth White	Director of Technology

### **EQUAL OPPORTUNITY AND SEX EQUITY**

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

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

A uniform grievance procedure has been developed for the purpose of expressing and resolving concerns:

Non-discrimination Coordinator and Title IX Director:

Melanie Mandisodza, Director of Student Support Services  
18205 Aberdeen Street  
Tel: 708. 798.3766

Complaint Managers:

Melanie Mandisodza 18205 Aberdeen Street Homewood, IL 60430 798-3766	Dr. Scott McAlister 18220 Morgan Street Homewood, IL 60430 799-5544
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## DAILY SCHEDULES

### Willow School

EC, PreK	8:15 am – 10:45 am 11:45 am – 2:15 pm	Morning Session Afternoon Session
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Grades K-2	8:00 am 8:05 am 2:50 pm	Day Begins Tardy Bell Dismissal
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### Churchill School

Grades 3-4-5	8:20 am 8:30 am 3:15 pm	Day Begins Tardy Bell Dismissal
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### James Hart School

Grades 6-7-8	7:35 am 7:45 am 2:30 pm	Day Begins Tardy Bell Dismissal
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Students' lunch periods will be reflected on their daily schedules.

## BEFORE & AFTER SCHOOL SUPERVISION

Children should arrive at school **no more than 20 minutes** before classes begin. The playgrounds are supervised only before school, during recess periods, during the lunch hour, and after school until the busses are loaded.

The James Hart Media Center will be open and supervised at 7 a.m. every day for James Hart students who need to arrive early.

Students should leave school promptly at the end of the school day unless they have a teacher conference or are involved in an after school activity. Supervision is only available for activities or for students waiting for school buses.

## EMERGENCY CLOSINGS AND EVACUATIONS

In extremely severe weather, schools may be closed. District 153 employs several methods of informing families about school closures:

- Emergency call system. Please make sure District 153 has your current home and cell phone numbers on file.
- Media. The announcement of closing will be on Stations WGN-AM 720; WBBM-AM 780; WCGO-FM 102.3; and AM 1600. If the schools are closed, Homewood will be announced. If the schools are not closed, no comment will be made.
- School district website—[HSD153.org](http://HSD153.org)—and Facebook page

Occasionally, it is necessary to close a single building because of heating or other problems. The same procedure will be followed.

Although very unlikely, an emergency may require a school building to be evacuated during the day. District 153 has planned and practiced for such an event and have various safe sites to move children depending on the scenario. In the case of such an emergency:

- Parents should **not** go their child's school. This could interfere with crucial police or fire operations and endanger lives.
- Parents will be notified via the school district's emergency call system about where to pick up children.

Each year, parents are asked to provide updated emergency contact information for each student. All emergency contact information must be returned at the time of registration. If your student has an accident, becomes ill at school, or is absent without a parent notification call to the attendance line, this information provides the names and telephone numbers needed for family contact. If there is a before and/or after school caregiver other than the parent, the school office needs the caregiver's name, address and telephone information.

**If this information changes during the school year for any reason, the parent is responsible for notifying the school office as soon as possible. This is for the safety and welfare of the students.**

## **FIRST DAYS OF SCHOOL**

Children enrolled in grades 1-8 will report to their school on Wednesday, August 24, 2016 at the time designated on the daily time schedule.

Preschool and Kindergarten pupils and their parents will attend an orientation on August 24th . Teachers will contact families. The orientation will give parents and the student a chance to meet the teacher. On August 25<sup>th</sup>, the preschool and kindergarten students will enter the classroom alone.

## **GRADUATION CEREMONY POLICY**

Only students attending James Hart School at the time of graduation can participate in its graduation ceremony.

## **KINDERGARTEN AND FIRST GRADE ENROLLMENT POLICY**

Children are eligible for enrollment in the kindergarten program when they attain the age of five (5) years on or before **September 1**. Children are eligible for the enrollment in the first grade when they attain the age of six (6) years on or before **September 1**.

## **LOST AND FOUND**

Lost and found centers are located in each school. Students and parents should occasionally look through these centers if clothing is missing. Eye glasses, watches, and other delicate items are retained in the school offices and may be claimed there. Personal belongings should be labeled in some way to facilitate their return if lost.

## **PHONE MESSAGES TO STUDENTS**

We ask that phone calls to students be confined to urgent messages only. The school secretary will record the message and send it to the classroom. We rarely bring a child to the office to talk on the telephone.

## **PARENT PORTAL**

Homewood School District 153 offers you an opportunity to become more involved with daily life in our schools through the Infinite Campus Parent Portal which can be accessed through the Homewood 153 website [hsd153.org]. This allows easy communication between parents/guardians, students, schools and staff. All you need is access to the internet. Each parent/guardian may set up an individual account. The account will remain active for as long as you have a student enrolled in District 153. You do not need to set up an account every year. Portal accounts are tied to a student's family so multiple accounts are not necessary if you have more than one student enrolled in the district. To set up a portal account, please fill out a Parent Portal Information Sheet which is available at any school. All schools allow parents/guardians to view student lunch account balances and activity, school fees, bus information, household contact information, immunizations and student attendance. In addition, parents/guardians of James Hart students will be able to view the school calendar, announcements and notices, schedules, to-do lists, grades, assignments and reports.

## **PARENT QUESTIONS AND CONCERNS**

If parents have questions or concerns about the program or activity in which their child is enrolled, they should schedule a conference with the staff member in charge. If the concern is not resolved, parents may discuss the problem with the building principal. Parents may contact the superintendent and, subsequently, the Board of Education if their concerns are still not resolved.

## **PARENT/COMMUNITY ORGANIZATIONS**

District 153 has been successful due, in large part, to the strong support it receives from parents and other community members. We strongly encourage all our parents to get involved with the organizations that do so much to support the education and well-being of our students.

### **Homewood PTA**

homewoodpta.org

[153HomewoodPTA@gmail.com](mailto:153HomewoodPTA@gmail.com)

### **Homewood Parent Music Association (PMA)**

homewoodpma.org

[homewoodpma@gmail.com](mailto:homewoodpma@gmail.com)

### **Foundation 153**

Foundation153.org

[contactfoundation153@foundation153.org](mailto:contactfoundation153@foundation153.org)

## **PHYSICAL EDUCATION GUIDELINES**

Dress Requirements:

- Tennis shoes (tennis shoes should be left at school and worn only in PE class)
- Athletic socks
- Shorts or leggings to be worn under dresses or skirts
- Loose fitting clothing
- Jewelry (including watches) or long dresses may be a safety hazard and should not be worn
- Money, pencils, and other items should be removed from students' pockets and left in the classroom or in their gym locker
- Students attending James Hart are required to wear physical education uniforms.

Students are required to participate in class unless excused by their parent or their doctor. Students who have been excused by a parent will need to bring in a doctor's note after two days.

## **VISITING OUR SCHOOLS**

**All visitors must check in at the school or district office.** Front office staff will ask for your name and the reason for your visit via the intercom system before letting you into the building.

**Photo identification is required of all visitors.** If a visitor will be going beyond the office, he or she must provide a photo ID (driver's license or state identification card). That ID will be scanned and checked electronically against the national sex offender registry, and a visitor's pass sticker will be generated. The photo ID will remain at the front desk and be returned to the visitor upon his/her departure from the building.

## CHAPTER 2: ATTENDANCE AND ABSENCES

### ATTENDANCE

Regular attendance is one of the essentials of good scholarship. We urge parents not to request that a child be excluded from class for a portion of the day unless an emergency exists. Punctuality is important at all times. The home and school must cooperate in helping children be responsible for arriving at school on time.

If a child is dismissed during the school day at the parent's request, the parent must meet the child at the school office. We do not permit students to leave school unless they are accompanied by their parent or guardian.

### ABSENCES

To report a child's absence, the parent must phone the **District Attendance Hotline at 647-2200** and follow the voice prompts. (Requests for homework should be made when reporting the absence. Homework requests are honored only when absence extends longer than one day.) Parents must call **before** the indicated time for each school:

8:00 Willow

8:25 a.m. for Churchill

7:40 a.m. for James Hart

**When a pupil returns following an absence, a parent/guardian should submit a note stating the reason for the absence unless the parent previously notified the school of the reason for the absence.**

**If a student has a communicable disease, the school office should be notified as soon as the illness is diagnosed.** A physician's statement is required for a child to return to school after any prolonged or serious illness or injury and if a child's activities at school (such as physical education or recess) must be restricted for more than three days.

Occasionally a student must be sent home from school because of illness or injury. In these cases, the parent will be notified and asked to provide transportation home for the student.

### HOME AND HOSPITAL INSTRUCTION

Students who will be absent from school for two or more consecutive weeks or who will have ongoing intermittent absences due to a medical condition may be eligible for home or hospital instruction. The student's parent or guardian must submit to the District a physician's written statement specifying (1) the student's medical condition; (2) the impact of the condition on the student's ability to participate in education (the child's physical and mental level of tolerance for receiving educational services); and (3) the anticipated duration of the student's absence from school.

## **RELIGIOUS OBSERVANCES**

If a student will be absent because his/her religious beliefs forbid secular activity on a particular day, the student should provide advance written notice of the absence to the classroom teacher. Staff will assist students in making up work students missed while observing a religious day. The Board of Education will excuse a student from attendance on the following religious days (this is a non-comprehensive list):

- Rosh Hashanah\*
- Succoth\*
- Simhat Torah\*
- Purim\*
- Ash Wednesday
- Passover\*

\*The religious observance begins at sundown on the previous day and continues through sundown of the day listed.

## **STUDENTS WHO MOVE**

For those students who move during the school year to another school district, the parents may transfer the student to the new district (which is encouraged) or the student may finish the academic year at the District. **Regardless, the parent is responsible for notifying the school office of all new addresses and emergency contact information, immediately. A “Transfer of Records” request form may be acquired from your new resident school district.** Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

## CHAPTER 3: FEES AND LUNCHES

### SCHOOL FEES

Textbook, materials, supplies, and all other fees are to be paid before the first day of school via mail-in registration or in person at the District Office. Payments for recess milk or juice (for kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade children), and optional accident insurance are to be paid in full at the same time. If the bank returns any check for insufficient funds or closed accounts, the parents will be charged the current returned check fee (\$25.00) in addition to the amount of the check.

Grade Level	Mandatory Books and Materials Fees	Optional Recess Drink (K-2)
Pre-K	No fee	n/a
EC	No fee	n/a
K-2	\$195	\$40 (milk or juice)
3-4	\$205	n/a
5-6	\$220	n/a
7-8	\$240	n/a

### WAIVER OF STUDENT FEES

No student will be denied educational services or academic credit due to the inability of parents/guardians to pay student fees. Fee waivers for textbooks and other instructional materials may be 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 or under certain other conditions as described in Board Policy 4.140. The Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver.

Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment

To apply for a fee waiver the parent/guardian must fill out an application form in the District Office.

## **LUNCH SERVICE**

District #153 lunch program complies with federal nutritional requirements set by the National School Lunch Program. All meals are served with appropriate condiments and a choice of milk.

School cafeterias in Homewood School District #153 use a computerized management system. The system works as follows:

- Each child will have an account in the cafeteria management system for lunch purchases. As the child goes through the lunch line, he/she will need to enter a specific 4-digit PIN (personal identification number) into a key pad. Students will keep the same PIN number from year to year. Students new to the school district will receive a PIN number on the first day of school. If a student forgets his/her PIN, the cashier will be able to assist. All food purchases will require their PIN.
- The cost of a complete lunch is \$2.90. Students can continue to choose to pay either daily or an amount can be deposited in their account in advance. Whichever option you choose your student must use their PIN. We encourage everyone to purchase multiple lunches in advance.
- To deposit money into your student's account, put a check or cash in a sealed envelope with your child's name and grade. This envelope must be brought to your student's school office before 9:00 a.m. Any money deposited before 9:00 a.m. will be credited immediately for your student's use. Credit or debit can be taken over the phone by calling 708-922-2417. Funds taken by credit or debit will be credited the next business day. Money cannot be deposited during lunch hours.
- If your child forgets his/her lunch or lunch money, food service will provide a sandwich and milk at a cost of \$1.25. This amount should be paid the following school day.
- Families who apply for and qualify for free or reduced meals will be notified by mail within ten days of the date of application. Please send money for a hot lunch or send a sack lunch from home with your child until you have received notification of approval. Families must re-apply for free or reduced meals each year.
- Milk cost is 30¢ per half pint. Juice is 50¢ Optional snack time beverages are available at an annual cost of \$40.00 for milk or fruit juice for EC/Pre-K, kindergarten, first and second grade students.
- Eighth-graders cannot charge or accumulate any debt one week prior to the last attendance day of the school year. In addition, all debt must be paid in full one week prior to the last attendance day.

Meals cannot be specially prepared for students with dietary restrictions; students with such restrictions should bring lunches from home.

Lunchroom supervisors will review lunchroom behavior procedures with students during the first week of school. Written lunchroom behavior procedures will be provided to students and copies will be available in the school office.

## CHAPTER 4: TRANSPORTATION

### BUS SERVICE

The following Board guidelines will be utilized for the 2016-17 school year:

**Bus Transportation:** Provided free to all students who live beyond 1-1/2 miles from school and to students who would have to walk along or cross roads which constitute a serious safety hazard as determined by the Board of Education.

**Day Care Transportation:** Provided to all students needing transportation between school and a day care provider at an address within the District boundaries that is not the student's home address.

Bus service will begin on August 24th for grades 1-8 and on August 25th for kindergarten.

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 stop locations are reviewed for safety reasons by the Homewood, Glenwood, or Hazel Crest police. After enrollment of all children is completed, bus routes and stops may be changed.

Weather conditions may affect bus time schedules. Please do not call the school office if the bus is late during bad weather.

Unsatisfactory operation of the bus by the driver should be reported immediately to the school principal or the Business Office. Without this information, the schools cannot correct the problem.

### DROPPING OFF AND PICKING UP FROM SCHOOL

To ensure student safety, each school has specific procedure for dropping off and picking up students. Please consult the individual school webpages at [hsd153.org](http://hsd153.org) for more information.

## **CHAPTER 5: HEALTH AND SAFETY**

### **GENERAL INFORMATION**

You can find more health-related information, such as when it's recommended to keep your child at home, on our website [HSD153.org/Parents and Students/Health Services](http://HSD153.org/Parents%20and%20Students/Health%20Services).

### **PHYSICAL, DENTAL, AND EYE EXAM REQUIREMENTS**

Students must present appropriate proof that the student has received a health examination and appropriate immunizations within one year prior to entering first entering school (kindergarten or first grade) and entering sixth grade. The required examination must include screenings for diabetes and lead poisoning. Per District 153 policy, no child may be enrolled the first day of school until he/she has presented evidence of a physical examination and all required immunizations. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations.

Students entering kindergarten or the school for the first time must present proof of an eye examination performed within one year prior to enrollment before October 15 of the current school year. Students who show an undue burden or a lack of access to an optometrist or to a physician who provides eye examinations shall receive a waiver from this requirement.

Students entering kindergarten, second, and sixth grades must present proof of a dental examination by a licensed dentist before May 15<sup>th</sup> of the current school year. Students who show an undue burden or a lack of access to a dentist shall receive a waiver from this requirement.

A student may be exempted from these requirements for religious or medical grounds. Contact the building's office for additional information regarding exemptions.

### **STUDENT USE OF MEDICINE IN SCHOOL**

#### **Administering Medicines to Students**

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

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

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

### **Self-Administration of Medication**

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

### **School District Supply of Epinephrine Auto-Injectors**

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for school epinephrine auto-injectors and a standing protocol from a physician licensed to practice medicine in all its branches, or (2) fill the District's prescription for school epinephrine auto-injectors.

Upon implementation of this subsection and Section 22-30(f) of the School Code, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

## **2016-17 STUDENT ACCIDENT INSURANCE OPTIONS**

Homewood School District 153 provides all students with school time accident insurance coverage, including both health and dental insurance. A 24-hour accident insurance option is available to parents on a **voluntary** basis. The fees for the voluntary student insurance plan are:

- 24-Hour Accident Only Insurance Coverage Standard plan: \$65.00, Deluxe plan: \$120.00
- Optional 24-Hour Dental Accident Coverage: \$15.00 (Benefits paid for dental related accidents only, not routine dental care.)

For more information, contact the District Office at 708-799-8721.

## CHAPTER 6: THE INTERNET AND TECHNOLOGY

### ACCEPTABLE USE PROCEDURES FOR STUDENTS

Homewood School District 153 provides a wide range of technology resources to its students and staff for the purpose of advancing the educational mission of the District. All users of District technology equipment are expected to review and understand the Acceptable Use Policy and Procedures.

Internet access is being made available to students for the purposes of research and education. It is the District's intention to provide an Internet environment that is safe and appropriate for all students. The District is using an internet filtering system for all users of the electronic network. The system filters and limits access to **most** internet sites that contain objectionable material. However, access to the internet also brings the availability of material that may be of no educational value, abusive, racially biased or otherwise offensive. Once students become knowledgeable in the use of the internet, they may discover this controversial information. We **cannot guarantee** the appropriateness of the information students may encounter as they explore the internet's resources. Use of the internet is an educational opportunity that requires users to act responsibly, ethically, and in accordance with the *Acceptable Use Procedures for Students*, and the student is ultimately responsible for his/her conduct on the internet.

Each student will be granted access to the District's electronic network, including the internet, after registration for the school year unless denial of access is requested by his or her parent(s)/guardian(s). The *Acceptable Use Procedures for Students* will be published and distributed in the Student Handbook and will be reviewed with students by teachers each year.

For denial of access, the student's parent(s)/guardian(s) must send a signed and dated letter to the school requesting denial of access to the computers. The letter requesting denial of access should include the following information:

- Parent(s)/Guardian(s) Name
- Student's Name and Grade
- Address and Phone number
- Reason for requesting denial of access

The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the internet.

The District reserves the right to monitor and review any information stored or accessed by District computers in order to analyze the use of systems and compliance with policies and procedures.

Students may use personal e-readers as allowed by the teacher. Students may not access the internet on these devices either through the District's wi-fi network or through a personal cellular data plan. Because the District cannot filter internet content on devices with personal cellular data plans, the district assumes no liability for students who ignore this rule and view inappropriate content on their personal devices. The District is not liable for damage or loss of equipment brought in by students.

## **APPROPRIATE USE GUIDELINES FOR STUDENTS**

Appropriate use includes but is not limited to the following guidelines or examples. The District reserves the right to create, modify and interpret the guidelines.

1. Protect your logon information from others. Do not use other users' passwords or share your password with others.
2. Use of the District's electronic network shall only be for educational purposes. Do not use the electronic network for personal, entertainment, commercial or any other non-curricular purposes.
3. Respect District property and be responsible in the use of the equipment.
4. Comply with copyright laws at all times.
5. Do not "hack" the District's network or access confidential information or files.
6. Do not destroy, modify or abuse the hardware or software in any way.
7. Do not delete or add software to District equipment or engage in practices that may threaten the network such as accessing files that may contain viruses.
8. Do not use District technology for illegal or inappropriate purposes.
9. Do not use the internet to access inappropriate or obscene material.
10. Do not reveal personal information about yourself or others.
11. Be ethical and courteous and use appropriate language.
12. District technology may not be used to interfere or disrupt other users, services or equipment.
13. Do not use District technology for commercial or non-curricular activity.
14. Do not engage in "cyberbullying." Cyberbullying will not be tolerated.

The failure of any student to follow the terms of the Acceptable Use Procedures/Guidelines for Students will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## **CHAPTER 7: SPECIAL EDUCATION AND ENRICHMENT**

### **SPECIAL EDUCATION PROGRAM**

The District provides a free and appropriate public education in the least restrictive environment and necessary related service to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act, Article 14 of the School Code of Illinois, and their implementing rules and regulations. For further information regarding programs and services for students with disabilities or how to request an evaluation of your student, contact Melanie Mandizodza, Director of Student Support Services at (708)647-2202.

### **ENRICHMENT PROGRAMS**

**Willow School Enrichment** The District philosophy is that it is not developmentally appropriate to identify students at this age, so no formal gifted program exists at Willow School. However, students that are exceeding grade level expectations are provided enrichment activities that relate to math and reading. The students work with staff on a fluid basis.

**Churchill School EXCEL Program.** Formal identification for Enrichment/Excel Program participation will be made based on Otis Lennon Ability Test Score, STAR Reading Assessment, along with their current Fountas and Pinelle Reading Level. Students meet daily with the Excel Teacher for Reading/English Language Arts. The curriculum's focus includes a greater depth and breadth of learning and complexity of ideas. Additionally, students will meet with an Enrichment teacher for the activity block for additional literature and writing activities.

**James Hart Honors Classes.** Students are placed into honors classes based on STAR scores, placement tests and class grades.

\*Students are required to be meeting grade-level academic performance expectations in their general education classroom.

## CHAPTER 8: STUDENT RECORDS AND PRIVACY

### STUDENT RECORDS

The District maintains school records for each student. A school student record is any record that contains personally identifiable information of a student, or information that would link the document to a student, except for records kept in the sole possession of a staff member, which are destroyed no later than the student's graduation or permanent withdrawal, and are not accessible or revealed to anyone other than a temporary substitute teacher; video or other electronic recordings created and maintained by law enforcement professionals working in the school or for security or safety reasons or purposes, provided the information was created at least in part for law enforcement or security or safety reasons or purposes; and electronic recordings made on school buses. These consist of two types of records: permanent records and temporary records.

A student's **permanent record** consists of:

- a. basic identifying information, including the student's name and address, birth date and place, gender, and names and addresses of the student's parent/guardian, scores on college entrance exams, and the unique student identifier assigned and used by the SIS,
- b. attendance record,
- c. health record,
- d. record of release of permanent record information,
- e. scores received on all State assessment tests administered at the high school level, and
- f. if not maintained in the temporary record, honors and awards received, information concerning the student's participation in school-sponsored activities and athletics, and offices held in school-sponsored organizations.

NO OTHER INFORMATION WILL BE PLACED IN THE STUDENT PERMANENT RECORD. The permanent record will be kept by the District for sixty (60) years after graduation, a transfer, or permanent withdrawal.

A student's **temporary record** consists of all information by which the student may be individually identified but is not required to be in the student permanent record. A student's temporary records must include:

- a. a record of release of temporary record information,
- b. scores received on the State assessment tests administered in the elementary grade levels (kindergarten through grade 8)
- c. information regarding serious disciplinary infractions (those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction,
- d. information provided under the Abused and Neglected Child Reporting Act,
- e. completed home language survey form,
- f. health-related information, and
- g. accident reports.

The temporary record may include family background information, intelligence test scores (group and individual), aptitude test scores, reports of psychological evaluations (intelligence, personality, and academic information), elementary and secondary achievement level test results, participation in

extracurricular activities, including any offices in school-sponsored clubs or organizations, honors and awards received, other disciplinary information, special education records, records associated with plans developed under Section 504, and any verified reports or information from non-educational persons or organizations of clear relevance to the education of the student. The temporary record will be destroyed five years after graduation, a transfer, or permanent withdrawal.

District employees and school officials who have a current, demonstrable educational or administrative interest in the student may have access to student records for the purpose of furthering such interests without parent/guardian consent. A school official is a Board member, attorney, auditor, insurance representative, independent evaluator, contractor, consultant, volunteer, or other person to whom the District has outsourced institutional services or functions for which the District would otherwise use employees.

Each parent/guardian of a student under 18 years old has a right to inspect and copy information in the student's records. Such requests must be made in writing to the Principal. Access to the records will be given within 15 school days of the District's receipt of the request. Access will not be given with respect to confidential letters/recommendations concerning post-secondary institutions, including but not limited to a college/university. Where parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's records unless the District receives a copy of a court order indicating otherwise. When a student reaches 18 years old, graduates from high school, marries, or enters military service, all rights and privileges accorded to the parents/guardians become exclusively those of the student and no one other than the student can request records or information in such records.

The District charges \$0.35 per page for copies of student records. No parent/guardian or student will be precluded from receiving copies because of financial hardship.

Parents/guardians have the right to request a hearing to challenge the accuracy relevancy, or propriety of their student's records, except for academic grades and references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring. Parents also have the right to insert a written rebuttal concerning the contents of such records.

Upon request for a hearing concerning the content of the student's records, an informal meeting with the parent/guardian will be arranged. If thereafter the parent/guardian wishes to proceed with a hearing, the parent/guardian must submit such request in writing to the District. The parent/guardian has the right to present evidence and call witnesses, cross-examine witnesses, have legal counsel, and receive the written statement of the hearing officer's decision and the reasons for such decision.

Parents/guardians have 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 the Family Educational Rights and Privacy Act (FERPA). The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-4605.

Upon graduation, transfer or permanent withdrawal of the student, the District will notify the parents/guardians and the student of the destruction schedule for the student's permanent and temporary records and of their right to request a copy.

Requests for the District to release a student's records to any person other than the parents/guardians

(or student age 18 or older) must be in writing.

Upon receipt of a court order of protection, it will be filed in the records of a student who is the “protected person” under the order of protection. No information or records shall be released to the Respondent named in the order of protection. When a student who is a “protected person” under an order of protection transfers to public or private school, or as soon as possible, the District will, at the request of the Petitioner, provide, within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the student is transferring.

The District may grant access to, or release information from, student records without parent/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

The District will grant access to, or release information from, a student’s records pursuant to a court order, provided that the parent(s)/guardian(s) will be given prompt written notice of such order’s terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student’s records without notice to or the consent of the student’s parent(s)/guardian(s).

The District will grant access to, or release information from, any student record as specifically required by federal or State law.

The District will grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) (or student age 18 or older) stating to whom the records may be released; the information or record to be released; the reason for the release; the right of the parent(s)/guardian(s) or eligible student to copy the information to be disclosed, challenge its contents, limit the consent to designated record(s) or portion(s) of the information contained in those records, and revoke the consent in writing at any time; the consequences of a refusal to consent, if any; and the date on which the consent expires.

The District may release student records, or information contained therein, to the official records custodian of another Illinois school, or an official with similar responsibilities in a school outside of Illinois, in which the student has enrolled or intends to enroll, upon written request from such official.

Prior to the release of any records, or information under items 14 and 16 above, the District will provide prompt written notice to the parent(s)/guardian(s) (or student age 18 or older) of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release is under 14 above and relates to more than 25 students, a notice published in the newspaper is sufficient.

The District may release student records, or information contained therein, in connection with an emergency without parent/guardian consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. District employees and school officials shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the

emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District will notify the parent(s)/guardian(s) (or student age 18 or older) as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.

The District will grant access to, or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authorities" means: (a) a circuit court judge and court staff members designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court.

The District will grant access to, or release information from student records, to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member, provided that: (a) the committee member is a State or local official or authority; (b) the disclosure concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are to be released and the official or authority certifies in writing that the records will not be disclosed to any other party except as provided under State law without the prior written consent of the student's parent(s)/guardian(s); (c) the disclosure's purpose is limited to identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of the Juvenile Court Act of 1987; and (d) the release, transfer, disclosure, or dissemination consistent with the Family Educational Rights and Privacy Act.

It is the student's right that 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 or federal law.

## **STUDENT PRIVACY**

Directory information may be released to the general public without a parent's written consent, unless a parent requests that such information not be released. Parents/guardians may also make such request by contacting the District office. Directory information is limited to:

- a. Student's Name
- b. Student's Address
- c. Parent's or Guardian's Name
- d. Parent's or Guardian's Mailing Address
- e. Parent's or Guardian's Telephone Number
- f. Parent's or Guardian's Electronic Mail (E-mail) Address
- g. Student's Birth Date and Place
- h. Student's Gender
- i. Student's Grade Level

- j. Student's Major Field of Study
- k. Student's Dates of Attendance in School
- l. Student's Academic Degrees, Honors, and Awards
- m. Information in relation to the Student's participation in School-Sponsored Activities, Organizations, and Athletics
- n. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of the student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, including but not limited to yearbooks, newspapers, or sporting or fine arts programs, except that: (i) no photograph highlighting individual faces will be used for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent/guardian or student, and (ii) no image on a school security video recording will be designated as directory information.

Parents have certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include:

1. The right to consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the US Department of Education (ED)—
  - a. Political affiliations or beliefs of the student or student's parent;
  - b. Mental or psychological problems of the student or student's family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of others with whom respondents have close family relationships;
  - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or parents; or
  - h. Income, other than as required by law to determine program eligibility.
2. The right to receive notice and an opportunity to opt a student out of—
  - b. Any other protected information survey, regardless of funding;
  - c. Any non-emergency, invasive physical exam or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student or of other students. This excludes any hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law and/or federal law; and,
  - d. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. The rights to inspect, upon request and before administration or use—
  - a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or to an emancipated minor under State law.

The District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys

and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through US Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **CHAPTER 9: PARENTAL RIGHTS AND NOTIFICATIONS**

### **TEACHER QUALIFICATIONS**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact your child's school office.

### **HOMELESS CHILD'S RIGHT TO EDUCATION**

When a child becomes homeless, as defined by federal and State law, or when a homeless child changes his or her temporary living arrangements, the homeless child has the option of:

- Continuing to attend the school that he or she attended when permanently housed or in which he or she was last enrolled (the "school of origin"). The child may attend the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the school year during which the housing is acquired; or
- Attend any District school in the attendance area in which the child is actually living.

### **ENGLISH LANGUAGE LEARNERS**

Each school provides support for English Language Learners to develop high levels of academic achievement in English and to meet the same academic content and standards that all children are expected to attain.

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

For questions related to this program or to express input in the school's English Language Learning program, contact Jessica Robles, EL Coordinator/Bi-lingual teacher, at 708-647-5676.

## **PARENT INVOLVEMENT**

1. Homewood School District 153 will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:

- Provide notice to parents in multiple venues of the opportunity to participate in the drafting and revision of parent involvement policy (PTA meetings, Open House nights, written correspondence, posting on the district website, etc.)
- Provide incentives for attendance (food, childcare, student reward tickets, etc.)

2. Homewood School District 153 will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- Invite parents to attend School Improvement Meetings when appropriate.
- Facilitate administration of 5Essential survey.

3. Homewood School District 153 will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:

- Present information on a wide variety of topics of interest.
- Engage in a variety communication strategies (e-mail blasts, posting on websites, letters home, etc.)
- Provide incentives for attendance (food, childcare, student reward tickets, etc.)

4. Homewood School District 153 will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:

- Conduct traditional parent teacher conferences to inform parents of their child's progress towards academic goals.
- Conduct Problem Solving Team and Special Education Team meetings throughout the year as needs arise.
- Hold various meetings throughout the school year touching upon literacy, academic standards and other topics of interest
- Distribute materials regarding the district and state assessments and how to interpret progress toward academic goals (PARCC, STAR, AimsWeb, etc.)

5. Homewood School District 153 will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

- Individual contact from teaching staff and/or administration

- Reserving time during appropriate meetings to address concerns of parents
- Holding special meetings as necessary to address concerns of parents

6. Homewood School District will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:

- Provide state assessment reports as soon as they are available in the beginning of the school year
- Provide supplemental students reports related to student's academic goals through other available data (STAR parent reports, student report cards, teacher assessments, etc.)
- Provide information regarding the interpretation of reports and student progress toward goals.
- Allow opportunities for parents to meet with instructional staff upon request to discuss academic progress of students.

7. Homewood School District 153 will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:

- Provide written notice from district office in compliance with the Highly Qualified requirement of NCLB.

8. Homewood School District 153 will provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the state's curriculum content standards, state and local achievement assessments, alternate assessments and how to monitor their child's progress by:

- Providing workshops trainings and information meeting for parents of the district (Family reading night, math night, curriculum nights, etc.)
- Disseminating information regarding learning standards on the district website.
- Distributing information during parent teacher conferences and open house nights on pertinent topics.

9. Homewood School District 153 will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

- Providing workshops trainings and information meeting for parents of the district (Family reading night, math night, curriculum nights, etc.)
- Providing materials and resources for parents on a variety of topics including supporting literacy and mathematics, establishing healthy habits that support learning, parental involvement and support in reading, advocacy, etc.

10. Homewood School District 153 will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Provide access to external training on how to increase parental involvement and engagement in the school.

- Involve staff in the delivery of parent outreach activities.

11. Homewood School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with local area preschool programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- Conducting outreach for the district's pre-kindergarten program.
- Articulating with other service providers in the community to articulate services for students.
- Actively recruiting parent volunteers to support the educational process within the school.

12. Homewood School District 153 will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Provide alternative forms of communication (phone, mail, e-mail blasts, website postings, etc.)
- Provide clear and parent friendly language regarding interpretation of data and educational material
- Translate correspondence into languages other than English upon request.
- Provide translators for non-English speaking parents upon request.

## **SEX EDUCATION INSTRUCTION**

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

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

## **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. Letters verifying participation in this program are available from the school office upon request.

## **ASBESTOS MANAGEMENT**

Any person wishing to inspect asbestos abatement reports may do so in person upon request. The required materials are available at the Principal's Office at Willow, Churchill, and James Hart Schools. An additional copy of all materials is in the District's Business Office.

## **SEX OFFENDER NOTIFICATION**

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

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

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

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

A violation of this law is a Class 4 felony.

## **SEX AND VIOLENT OFFENDER COMMUNITY NOTIFICATION**

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

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

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

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

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

## **CHAPTER 10: STUDENT CONDUCT AND DISCIPLINE**

District 153 believes that discipline is a learning experience which develops self-control, character and proper consideration for other people. The goal is the attainment of self-discipline. Students have the right to be informed of the rules. The basic discipline philosophy of the schools is to emphasize positive behavior and to create an environment whereby that behavior is stressed. Cooperation between students, teachers, parents and administrators is vital in creating this learning atmosphere. A copy of the District's discipline policies is distributed to all parents and students in the District Discipline Handbook. The Handbook is also available on the District website and additional copies are available in the school offices.