

# **COUNTRY CLUB HILLS SCHOOL DISTRICT 160**

## **Parent & Student Handbook 2017-2018**



**Country Club Hills School District 160  
4411 West 185<sup>th</sup> Street  
Country Club Hills, IL 60478-5219**

**Our mission is to provide innovative learning opportunities in a nurturing and safe environment for all children as we prepare them for college and career readiness.**

**Our vision is to be a lifelong learning community that fosters a positive culture and communicates with all stakeholders to inspire all students to achieve their greatest potential.**

**EVERY CHILD, EVERY CHANCE, EVERY DAY**

## **SUPERINTENDENT'S MESSAGE**

Dear Parent(s), Guardian(s) and Students,

Welcome to Country Club Hills School District 160! The Board of Education, administration, and staff are committed to providing an exemplary instructional program that challenges all students. High expectations for success and a positive learning environment are valued elements in our learning community.

This handbook will provide guidance for you throughout the school year. It contains basic information regarding School District 160 policies, procedures, and the Discipline Code of Conduct.

Do not hesitate to contact me if you have questions, concerns, or suggestions. I value your input and appreciate your support.

Sandra Thomas, Ed.D.  
Superintendent of Schools

## **BOARD OF EDUCATION**

The Board of Education is responsible for the establishment of all district policies and for the provision of a program of quality education for all children attending Country Club Hills School District 160. The enactment of these policies and the provision of a program which insures the opportunity for that quality education is delegated by the Board to the Superintendent of Schools and his/her administrative staff. Board of Education business meetings are generally conducted at 7:00 p.m. on the third Tuesday of each month.

### Members of the Board of Education

Tamara Young, Ed.D, President  
Jaqueline Doss, Vice President  
Monique Thurman, Secretary  
Alesia Franklin-Allen  
Patricia Hutson  
J. Kay Giles  
Barbara Swain

### Policies of the Board of Education

This Handbook of Principles and Procedures is a summary of the District's rules and expectations and is not a comprehensive statement of District policies and procedures. The official policies and regulations of the Board of Education have been compiled in a manual. Copies of the Board Policy Manual are made available to the public on the District website at [www.cch160.org](http://www.cch160.org) and by placement in the District Administration Center. Photocopies may be obtained from the Office of the Superintendent.

## **DISTRICT INFORMATION**

School District 160 Administration Center  
4411 West 185th Street  
Country Club Hills, Illinois 60478  
[www.cch160.org](http://www.cch160.org)  
708-957-6200 (voice)  
708-957-8686 (fax)

Administration Center Annex  
Office of Student Services  
18511 Baker Avenue  
708-957-6200 Extension 6

Administration Center Annex #2  
Office of Curriculum, Instruction and Technology  
18521 Baker Avenue  
708-957-6200 Extension 2

**District Administration**

Sandra Thomas, Ed.D.	Superintendent of Schools
Tawanda Lawrence, Ed.D.	Director of Curriculum, Instruction & Technology
TBA	Director of Student Services
Kenya Austin	Director of Business Operations & Technology
TBA	Director of Human Resources

**Country Club Hills District 160 Schools**

Zenon J. Sykuta School 4301 West 180th Street 708-957-6210 Grades PreK-3	Meadowview School 4701 West 179th Street 708-957-6220 Grades 4 – 6	Southwood Middle School 18635 S. Lee Street 708-957-6230 Grades 7 – 8
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**Building Administration**

Vernecia Gee-Davis	Principal	Zenon J. Sykuta School
Stacy Oates	Assistant Principal	Zenon J. Sykuta School
Antonia Hill, Ed.D.	Principal	Meadowview School
Brenda Richardson	Assistant Principal	Meadowview School
TBA	Principal	Southwood Middle School
Dornetta Walker	Assistant Principal	Southwood Middle School

# Country Club Hills School District 160

## 2017-2018 School Calendar

Student Attendance Hours 8:00 a.m. – 2:30 p.m.  
\*Half Days 8:00 a.m. – 11:15 a.m.

INSERT BOARD APPROVED CALENDAR

\*\* If during the year, schools are not closed due to emergencies, part or all of the days of June \_\_, \_\_, \_\_, \_\_, 2018, will be declared emergency school holidays.

## ADMINISTRATION AND BUILDING OFFICE HOURS

7:30a.m. – 4:00p.m.

## STUDENT ATTENDANCE HOURS

Sykuta School grades K-3	8:00 a.m.	2:30 p.m.
Pre-K, Early Childhood-A.M.	8:00 a.m.	10:30 a.m.
Pre-K, Early Childhood-P.M.	12:00 p.m.	2:30 p.m.
Meadowview School	8:00 a.m.	2:30 p.m.
Southwood School	8:00 a.m.	2:30 p.m.

## STUDENT DISMISSAL

The school day ends promptly at 2:30 p.m. Students are to leave school grounds immediately upon dismissal and return home. Parents/guardians who pick up their child from school must arrive no later than 2:30 pm. On rare occasions an emergency may arise and a parent will be late for pickup. Please contact the school office immediately if you will not arrive at school by 2:30pm. Students not picked up from school by 2:30 pm will wait in the school office until an adult arrives. The adult picking up the child will be required to sign the child out at the school office. Parents/guardians who arrive late for student pick up on a second occasion will be contacted by a building administrator for a formal meeting and a follow up letter will be issued. On the third occasion, the school may contact the Department of Children and Family Services and the Country Club Hills Police Department.

**In the event a child is not picked up from school by 3:30 pm, the police department may be contacted and the child may need to be picked up at the Country Club Hills Police Department.**

## SCHOOL CITIZENSHIP RULES

1. Students will attend school every day
2. Students will arrive on time and come prepared to engage in the learning process
3. Students will demonstrate respect for themselves and school staff
4. Students will demonstrate respect for others' ideas, beliefs, backgrounds and cultures
5. Students will demonstrate respect for the school and school property

## REQUIRED HANDBOOK ACKNOWLEDGEMENT AND PLEDGE

This Handbook including the Code of Conduct will be furnished to the parents/guardians of each student at the beginning of the school year or within fifteen (15) days after the school year begins, or within fifteen (15) school days after a transfer student begins classes in District 160.

**Parents/guardians are required to review this information with their child and affirm this in writing each school year** by signing the Handbook Acknowledgement form located at the end of this document. Please return this form to the school as soon as possible. An electronic copy of The Handbook which includes the Code of Conduct is available on the District 160 website at [www.cch160.org](http://www.cch160.org). A hard copy of the Handbook can also be obtained at the main office of each school and the District Administrative offices.

## **ACCESS TO ELECTRONIC NETWORKS**

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goals, or (2) for a legitimate business purpose. Users of the District's electronic networks, terminals, and the like is a privilege, not a right and users shall have no expectation of privacy with regard to any materials, electronic files, or other transmissions/receptions which are processed through the District's networks. General rules for behavior and appropriate communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. The Superintendent has established administrative procedures containing the appropriate uses, ethics, and protocol for student use of the Internet. All electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

## **ACCIDENT AND ILLNESS PROCEDURES**

The school district employs nurses to assist the staff in handling illness and accidents. If an illness or injury is serious enough to warrant immediate hospital attention, the Country Club Hills Paramedics are called to assist in first aid, monitoring and transporting the student to one of the local hospitals. Parents who have alternate desires should notify the school health office in writing of their decision to not accept emergency treatment and transportation.

*Please do not send a child to school with any of the following symptoms:* temperature over 100 degrees within the past 24 hours, vomiting and/or diarrhea in the past 24 hours, excessive cough, discharge, redness or swelling of the eye(s), a rash of unknown origin, or untreated head lice. Students who have these symptoms or develop them during the school day will be sent home. A doctor's note to return to school may be requested according to District health services policy and at the discretion of the District health services staff.

## **ADMISSION TO KINDERGARTEN AND FIRST GRADE**

Children who are five years old on or before September 1 may attend kindergarten. At the discretion of the District, children whose fifth birthday falls between September 1 and October 1 may take a pre-admission examination to *qualify* for early admission to kindergarten.

Children who are six years old on or before September 1 are required to attend first grade by law. Children whose sixth birthday falls between September 1 and October 1, may qualify for early admission to first grade if they have successfully completed a kindergarten program in a state-accredited school or daycare program.

Inquiries concerning early admission to kindergarten or first grade should be directed to the principal of Sykuta School.

## **AFTER SCHOOL ACTIVITIES**

All students are encouraged to join and participate in school-sponsored activities after school. Activities are normally held between 2:45-4:30 p.m. Students may not be in the building after the school day has ended unless they are under the supervision of a teacher supervising an approved school-sponsored activity. Teachers must supervise the students until they leave school grounds. It is very important that an adult is waiting for the child upon dismissal from school or after-school activities.

Bus transportation may be available for students attending school activities. Students and parents/guardians will receive information regarding transportation when applicable.

The following rules apply during after school events:

1. Students must be in school for the entire day of the event. Students who do not attend school for the entire day prior to the event shall not be in or around the school or school property during the event.
2. No relatives, friends or guests will be admitted unless prior approval is received.
3. All students must obey teachers and chaperones.
4. It is very important that an adult is waiting for the child at the conclusion of activities.
5. Students must remain in designated areas, are not allowed in locker rooms or classrooms and may not access lockers during after school activities.
6. Students may not open doors or windows without teacher approval.
7. Refreshments are to be eaten only in designated areas.
8. Students must wear appropriate attire at all times as stated in the Code of Conduct.
9. Students will behave in a manner consistent with school-wide expectations and in compliance with the Code of Conduct and Board policies while participating in all after school activities.

*Students who have been expelled or are serving an out of school suspension are not allowed on district grounds and may not attend after school activities.*

## **ASBESTOS NOTIFICATION**

The Asbestos Hazard Emergency Response Act requires that all buildings owned and operated by Country Club Hills School District 160 be inspected for friable asbestos materials and for any building materials that contain asbestos fibers. The inspections have been conducted and management plans for all asbestos materials found in our schools have been completed. These management plans, as approved by the Illinois Department of Public Health, are available for public inspection at the Administration Center, 4411 West 185th Street, Country Club Hills, between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday. Copies of the management plans are available for a reproduction fee of 5 cents per page.

## **ATHLETIC EVENTS**

Students are invited to attend all athletic games. Games are held after school, beginning at 3:00 PM and ending at approximately 5:30 PM. Students should arrange to have transportation at school by 5:30 PM. All students should be accompanied by an adult.

To assure that all students may see the game to their best advantage and that athletes not be distracted, the following rules apply:

1. Students may leave their seats at half-time and at the end of each quarter.
2. Students who leave the building during the game will not be re-admitted.
3. Refreshments may be sold at half-time and between games. All food must be eaten in the area where it is served, not in the gym.
4. No drinks should be brought into the building.

## **ATHLETIC PROGRAM PARTICIPATION**

Every effort is made to include as many students as possible in the District 160 athletic programs. The rules and regulations for each program will be outlined to both students and parents/guardians prior to the inception of the program.

Before a student can participate in any athletic event as an individual or team member, a physical exam is required. A physical record, completed after June 1<sup>st</sup> of the current school year by a licensed physician, must be on file at the school office prior to try outs.



## Achievement and Eligibility for Athletic Program Participation

To participate in a season of athletics, students must meet the academic achievement requirements of the grading period prior to the start of the season. The student must also maintain academic eligibility during the season. A cumulative grade point average of 2.0 must be maintained with no grade of F in any subject.

Team players will have their status reviewed every two weeks by the administration and coach. If a student's academic achievement falls below the required standards, the student will be placed on academic probation for two weeks. During this first two-week probation period, the student may practice and may dress for athletic events/games, but may not participate in athletic events/games. The student must attend the coach-directed study table. These requirements are in effect until the day after the probation period ends.

If a student fails to meet academic achievement requirements after the first two-week probation period, the student will be placed on a second two-week academic probation period. During this second two-week probation period, the student may practice, but may not dress for or participate in athletic events/games. The student must attend the coach-directed study table. These requirements are in effect until the day after the probation period ends. If a student fails to meet academic achievement requirements after a second two-week probation period, he/she will be removed from the team.

## **ATHLETIC PROGRAMS: CONCUSSIONS AND HEAD INJURIES**

Staff must inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign each school year before the student is allowed to participate in an athletic practice, interscholastic activity or competition.

In addition, staff members must notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion. Pursuant to the Illinois' Youth Sports Concussion Safety, and the Illinois High School Association's *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*, the District policies and procedures include the following:

1. A Concussion Oversight Team develops procedures to manage concussions and head injuries suffered by students. These procedures include the following:
  - A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion, whether or not the suspected concussion took place while the student was participating in an interscholastic activity. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
  - A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion, whether or not the suspected concussion took place while the student was participating in an interscholastic activity. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
2. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol. This includes students exhibiting signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems).
3. A student who is removed from interscholastic athletic practice or competition due to a suspected concussion, whether or not the suspected concussion took place while the student was participating in an interscholastic activity, shall also be removed from any intramural activities and from the physical activity portion of the physical education course in which the student is enrolled and shall

be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.

4. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

5. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

## ATTENDANCE

Student tardiness and absences result in a substantial loss of educational opportunity for students. Parents/guardians are reminded that regular and prompt attendance at school is extremely important and **required** by Illinois law.

Compulsory School Attendance Board Policy 7:70 This policy applies to individuals who have custody or control of a child: (a) whose age meets the compulsory attendance age listed in State law who is subject to the compulsory school attendance requirements listed in State law, or (b) who is enrolled in any of grades, **kindergarten through 12**, in the public school regardless of age. State law identifies students between the ages of 6 (on or before September 1) and 17 years are subject to compulsory school attendance requirements.

In the event a student is late for school, the parent/guardian must sign in the student at the main office and provide a note of explanation upon arrival.

A child who is ill should remain at home since this may result in his/her health being impaired further and may result in other children being exposed to a communicable disease; however, every effort should be made to have the child in school each day he/she is able to attend.

### Student Absence Procedures

The following procedures are to be followed when a child(ren) is/are absent from school:

- ◆ When a child is to be absent from school, it is imperative that the school office is notified of such absence.
- ◆ To report absences for students, please call the school office between 8:00 a.m. and 9:00 a.m.
- ◆ Failure to telephone in an absence each and every day that a child is out of school will result in a telephone call from the school office by 9:00am.
- ◆ The first day that a child returns to school after an absence, he/she should be accompanied by a note to be delivered to the school office, with the following information:
  - ◇ the date(s) of absence
  - ◇ the specific reason for absence
  - ◇ parent/guardian signature
- ◆ Extensive absence, injury, or illness necessitates a doctor's excuse upon return to school. If a child is absent from school for medical reasons for 3 or more days, a doctor's note will be required upon the child's return to school.

## Early Dismissal/Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released from school: (1) at any time other than the regular dismissal times or other times when a school is officially closed, and/or (2) to any person other than the custodial parent/guardian. The student must be signed out in the main office by a parent/guardian or listed emergency contact person for an early dismissal. Students who are dismissed from school due to a violation of the Student Discipline Policy will only be released under the supervision of a parent or emergency contact. Students will not be allowed to walk home or leave the school building unescorted. The individual picking up a student for early dismissal must show a current state-issued document with photo identification (Illinois Driver's License, State ID or passport).

## **AUTO SPEED LIMITS**

Please be reminded that the residential street speed limit in Country Club Hills is 20 miles per hour. Drivers are to refrain from parking in the curb areas marked with yellow paint at each building in order to facilitate the safe loading and unloading of buses and vehicles. The local police strictly enforce all marked NO PARKING on the street.

## **BREAKFAST/LUNCH PROGRAM**

District 160 participates in the National School Lunch Program and serves food consistent with state and federal requirements which are based on the USDA Dietary Guidelines. Free and reduced priced meals are provided for students and families meeting federally established income guidelines. Applications are available at all school offices. The application should be completed at time of registration. Those students who do not qualify for free or reduced meal prices may purchase a lunch through the district lunch program and/or bring their own lunch. The free/reduced breakfast program begins each weekday at 7:50 am. All students receive a 30 minute lunch period daily.

## **BULLYING, HARASSMENT AND INTIMIDATION OF STUDENTS**

District Policies 7:20; 7:180; 7:185

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 and secure learning environment are important District goals. The District will not tolerate harassing, intimidating conduct, or bullying behaviors whether verbal, physical, 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, 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.

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

No person, including a District employee or agent, student, parent or guardian, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender

identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; immigration status; 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.

### Cyber-bullying is Strictly Prohibited

**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*. Students who engage in such activity on school grounds or who engage in such activity off campus and create a material disruption of school operations shall be subject to discipline and interventions for bullying and harassment as well as possible criminal penalties.

### Sexual Harassment and Teen Dating Violence Prohibited

Sexual harassment of students is strictly prohibited. Students are also prohibited from engaging in teen dating violence as defined in Board Policy 7:185. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, or engages in other verbal or physical conduct of a sexual or sex-based nature or imposed on the basis of sex, that:

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

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

### Making a Complaint

Students, parents/guardians, staff and community members are encouraged to report all claims or incidences of intimidation, harassment, bullying, sexual harassment, teen dating violence or any other prohibited conduct to the Building Principal, Assistant Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. In addition, students, parents/guardians and community members may report incidents anonymously by calling the building EXPECT RESPECT reporting hotline or completing the District

Anonymous Reporting Form. Refer to the district and school websites for anonymous hotline phone numbers and reporting procedures and forms at [www.cch160.org](http://www.cch160.org).

### Enforcement

Upon receiving notification of an incident, a building administrator will immediately implement the district

protocol and procedures established for bullying prevention and response. A thorough investigation will be conducted and documented. A building representative will meet with parents/guardians upon conclusion of the investigation. All reports will be kept confidential to the extent possible, given the need to investigate. Any person making a knowingly false accusation regarding prohibited conduct will be subject to disciplinary action.

Any student who is determined, after an investigation, to have engaged in conduct prohibited by these policies will be subject to intervention and disciplinary action, including but not limited to, restorative discipline measures, suspension and expulsion consistent with the District discipline policy. *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.

**Nondiscrimination Coordinator:**

Dr. Sandra Thomas, Superintendent

Name

4411 West 185<sup>th</sup> Street

Address

Country Club Hills, IL 60478

708-957-6200

Telephone

**Complaint Managers:**

Director of Student Services

Name

18511 Baker Avenue

Address

Country Club Hills, IL 60478

708-957-6200

Telephone

John Hotchkiss, Social Worker

Name

4701 West 179<sup>th</sup> Street

Address

Country Club Hills, IL 60478

708-957-6220

Telephone

**CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES**

The use of cell phones, electronic devices, paging devices, and laser devices are subject to the following rules:

- Devices must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or pocket.
- Devices must be turned off during the regular school day unless the supervising teacher grants permission for use.
- Devices may not be used in any manner that will cause disruption to the educational environment or otherwise violate student conduct rules.

Administrators will confiscate all electronic communication devices being used without permission during the school day. Confiscated devices will be returned only to a parent or guardian. After four violations of this policy, students will be prohibited from bringing electronic communication devices to school for the remainder of the school year.

## CHILD SUPERVISION- INFORMATION CONCERNING CHILD NEGLECT

The education of your child is our prime concern, but of equal importance is our concern for your child's safety and social/emotional development. With increasing frequency we are experiencing more children who are coming to school from, and going home to, an empty house. It is understandable that emergencies can occur, which may result in a child not having adult supervision for a short period of time. However, leaving children home alone unsupervised on a regular basis is detrimental to the child's safety and development.

**All school personnel 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 (DCFS). DCFS policy considers it child neglect to fail to provide a child under fourteen with proper supervision.**

The Department of Children and Family Services is required by Illinois Law to investigate possible cases of child abuse and/or neglect. If DCFS becomes aware that a child under fourteen is home alone, the local police will be contacted immediately to investigate. If the police cannot arrange for a parent or relative to provide immediate supervision, they will take custody of the child. After consulting the States Attorney's Office, the police may file criminal charges against a parent(s)/guardian(s) for endangering a child and/or for child neglect.

## DRUG FREE SCHOOLS

The Board of Education of School District 160, in accordance with the Drug-Free Schools and Communities Act of 1986, has adopted a policy aimed at ensuring a drug-free environment for all students and employees. In part, the policy forbids the manufacture, distribution, dispensation, possession or use of a controlled substance. Specific penalties are delineated for violations of this policy. The entire policy is available for review at the Administration Center, 4411 West 185th Street, Country Club Hills, between the hours of 7:30 a.m. - 4:00 p.m., Monday through Friday.

## EMERGENCY CLOSING OF SCHOOLS

The Superintendent of Schools is authorized by the Board of Education to close schools on an emergency basis. Announcements of school closings will be available on the district website and broadcast by participating radio and television networks. These announcements are to be regarded as official notification of school closing. Our District is referred to as Country Club Hills School District 160 in these announcements. These announcements by radio and television stations should make it unnecessary for parents/guardians to call the school building or school officials regarding school closings. **Please do not call the school buildings** as telephone lines need to remain open at these times to allow for calls that are necessary and urgent. The following radio and television stations are among those that announce an emergency closing of schools:

<u>RADIO</u>		<u>TELEVISION</u>
WMAQ AM 670	WBBM FM B96	FOX 32
WGN AM 720	WFYR FM 103.5	WGN 9
WBBM AM 780	US 99 FM	

In addition, instant information may be obtained by calling the Tribune Radio Network Emergency Closing Center at 1-900-407-7669. For a cost of .95 per minute, the emergency closing center will provide you with up-to-the minute school closing information. After dialing 1-900-407-7669, callers will be asked to give a 10 digit facility access number. The access number for School District 160 is our phone number, including area code, 7089576200.



If the District dismisses school early, all after-school functions are automatically cancelled. In the event severe weather or other situations occur that may endanger student safety occur at dismissal time, students and buses may be detained until it is deemed safe.

## **ENGLISH LEARNERS**

The District offers opportunities for resident English Learners to develop high levels of academic attainment in English and to meet the same rigorous academic content and student academic achievement standards that all students are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, (2) provided notification regarding their child's placement in, and information about, the

District's English Learners programs and (3) Translation services upon request. For further information, contact the Curriculum, Instruction and Technology Department at 708-957-6200 Extension 2.

## **ENROLLMENT**

All students must be registered for school each year on the dates and at the place designated by the Superintendent. Each school year, parents/guardians are required to establish residency. After a prospective new student satisfies all requirements for admission, and prior to school placement, a parent/guardian must complete the process of school enrollment. A person enrolling a student for the first time in a District school must provide either (1) a certified copy of the student's birth certificate or (2) other reliable proof, as determined by the State Police, of the student's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof may include a passport, visa or other governmental documentation of the child's identity. The District will notify the police if a person enrolling a student fails to comply with the requirement within 10 days of enrollment or submits an affidavit that appears inaccurate or suspicious in form or content. The failure of any prospective new student to meet the aforementioned enrollment requirements shall negate any consideration of placement until such time as said requirements are satisfied.

### Students who are Homeless

Any homeless child shall be immediately admitted, even if the child's parent/guardian is unable to produce records normally required for enrollment pursuant to Board policy 6:140, *Education of Homeless Children*. For more information regarding the McKinney-Vento Act and educational rights of homeless students, contact the Student Services Homeless Liaison at 708-957-6200 Extension 6. Information is also available on the district website.

### Transfer Students

A parent/guardian enrolling a transfer student must provide evidence that the student is in "good standing" documented on ISBE form 33-78, and that the student's medical records are up to date. If the student is transferring from any private school, or any non-Illinois public school, the building principal or designee shall refuse to admit the student unless his/her parent/guardian certifies in writing that the student is not currently serving a suspension or expulsion.

The complete student record for a student transferring into the district is not required to enroll. If a student has a medical care plan, 504 Plan or IEP, please notify personnel at enrollment and provide a copy of the most recent document. Prior to the student's first day of attendance, the student and a parent/guardian meet with a building administrator to receive an orientation including a review of expectations. Students who transfer to the District and who are currently on suspension or expulsion from another school will not be admitted to the District until the suspension or expulsion is satisfied.

### Temporary Grade and Program Placement

Once a prospective new student meets all admission and enrollment requirements, an initial, temporary placement for said student shall be determined. The initial, temporary placement for a student shall be based on a records review which shall include, but not necessarily be limited to, relevant academic, behavior and social-emotional information. Student enrollment will not be delayed in the event school records from the previous school are not received at the time of registration. Parents/guardians will be asked to complete a release of records form. School personnel shall compile relevant information from the following sources:

- ◆ school records furnished by previous schools;
- ◆ district-administered achievement assessments;
- ◆ district formative and summative assessments;
- ◆ progress monitoring data;
- ◆ student/family provided social/emotional history;
- ◆ other relevant information provided

### Grade and Program Placement

During the first nine [9] weeks of attendance by a new student, the preliminary student profile, which was utilized to determine an initial temporary placement, shall be expanded and refined. The expanded and refined student profile shall include additional information based on classroom performance, formal and informal assessments, progress monitoring data, and teacher observation.

At any time during the aforementioned nine week period, but no later than the conclusion of this time period, the expanded and refined student profile shall be reviewed for the purpose of confirming the initial, temporary student placement. Such a review may be initiated by the classroom teacher or building principal at any time deemed appropriate. Subsequent to such a review, a definite placement shall be determined. This placement may result in confirmation of the initial, temporary placement, acceleration, or modified placement to include the provision for one or more of the following support services: English language arts or mathematics intervention; English Learners program; individual or group counseling; and/or appropriate individualized education services, accommodations and modifications pursuant to the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act and/or other applicable laws. This placement shall remain in effect until such time as there is evidence to support the need for a subsequent review and change in said placement (except that the placement of students with Individualized Education Plans (IEP) will be reviewed at least annually). The responsibility for ensuring an appropriate placement for each student shall lie with the building principal, subject to appeal to and reconsideration by the superintendent of schools or his designee (except that the IEP team will determine the placement of students with disabilities).

## **EQUAL EDUCATIONAL OPPORTUNITIES**

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

### Sex Equity

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



access to educational and extracurricular programs and activities. Any student may file a sex equity complaint pursuant to Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Complaints may be made to one of the district's nondiscrimination coordinators/managers:

**Nondiscrimination Coordinator:**

Dr. Sandra Thomas, Superintendent

Name

4411 West 185<sup>th</sup> Street

Address

Country Club Hills, IL 60478

708-957-6200

Telephone

**Complaint Managers:**

John Hotchkiss, Social Worker

Director of Student Services

Name

18511 Baker Avenue

Address

Country Club Hills, IL 60478

708-957-6200

Telephone

Name

4701 West 179<sup>th</sup> Street

Address

Country Club Hills, IL 60478

708-957-6220

Telephone

**HEALTH SERVICES AND REQUIRED RECORDS**

Health Services Department

School District 160 employs full-time nurses to serve the needs of students and the school community. The district certified school nurse establishes and promotes the district wellness program, manages health related screening programs, maintains school health records and trains school personnel. School nurses administer first aid, conduct vision and hearing screenings and administer medication. *Board of Education policy requires that all required medical records be completed prior to a child's attendance in school.* One of the purposes of maintaining accurate and complete health records for all students is for the school to be aware of any health conditions that may affect the well-being of students. The school health office should be notified immediately of any medical conditions so the child's program can be altered, if necessary. When a student is absent due to an illness of 3 or more school days or must be restricted from certain activity because of an illness or injury, a written doctor's release must accompany the student upon return to school or prior to resuming the restricted activity.

Do you know what to do if someone collapses in front of you? Heyworth CUSD#4 parents and staff are encouraged to view this short video and learn more about hands-only CPR and AED use. The video can be viewed at <http://ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx>

Physical Examination

**The Illinois School Code requires physical examinations for students entering kindergarten, first grade (if enrolling in a public school for the first time), sixth grade and transfer students enrolling in an Illinois school for the first time.** All school physicals and immunizations must be documented on the *State of Illinois Certificate of Child Health Examination* form which can be obtained on the District website or from the health office at each school. Attention should be paid to the portion of the examination form on

immunizations to ensure that it is properly completed. The immunization record must identify the exact month, day, and year in which the immunization was administered. The health care provider must sign, date, and stamp the health record. It is the responsibility of the parent/guardian to complete, date, and sign the past health history portion of the physical form.

### Athletic Physicals

If a child plans to participate in an athletic school activity, he/she must have submitted a current athletic physical form completed by a health care provider prior to trying out for the team.

### Dental Examination

The State of Illinois mandates that children in kindergarten, second, and sixth grades are required to have an oral health examination. The examination must be performed by a licensed dentist and the results must be completed on the uniform State of Illinois Dental Examination form with the dentist's signature and date. The dental examination report must be submitted to the child's school prior to May 15<sup>th</sup> of the school year. The dental examination must not have occurred more than 18 months prior to the May 15<sup>th</sup> date. A waiver can be requested for undue burden or lack of access to a dentist. Waivers will only be accepted if they are on the approved state form and submitted prior to May 15<sup>th</sup> of the school year. Forms are available from the health office at each school.

### Eye Examination

All children enrolling in kindergarten in a public, private, or parochial school and any student enrolling for the first time in a public, private, or parochial school must have an eye examination. Proof of having been examined by a physician who performs eye examinations or an optometrist within the previous year (within one year, prior to the date of entering school), must be provided to the school before October 15<sup>th</sup> of the school year.

### Important Information on Required Immunizations

**Free immunizations may be received through Cook County Department of Public Health Clinics. For the location days and times these clinics are open, please phone 708-210-4500. Additional information and resources can be obtained from the health office at each school.**

Detailed information regarding required immunizations is available on the District 160 Student Services webpage under Health Services at [www.cch160.org](http://www.cch160.org). This information can also be obtained from the school nurse. Discuss the recommended immunization schedule with your health care provider. If his/her recommendations are different than that required by the State, the doctor must provide the school with a written letter, dated, stamped, and signed.

### Certificate of Religious Objection

Parents who have a religious objection to immunizations must submit a signed statement from the child's doctor indicating they have discussed required immunizations with the parent/guardian and detail the reasons for the objection.

### HPV Information

The District is required by the Illinois State Board of Education to notify all female students who are entering the 6<sup>th</sup> grade and their parents of the link between the Human Papillomavirus (HPV) and cervical cancer and the availability of the HPV vaccine. Please contact your healthcare provider or the Cook County Health Department for further information.

## Lead Screening

Lead Screening is required for early childhood/Pre-K, and kindergarten students. Please consult your health care provider for screening guidelines.

## Communicable Disease

Parents/guardians are asked to pick their child up from school if a communicable disease is suspected to help prevent the spread of potential disease. Parents/guardians should notify the school as soon as a child's illness is diagnosed to be contagious. The student must have started medication for at least 24 hours (or as ordered by the doctor) before returning to school. It is the parent's responsibility to get a letter from the doctor stating that the child has been treated, is no longer contagious and can return to school. The letter must be signed, dated and include a phone number for the doctor. The school will make notifications to parents/guardians according to the Cook County Department of Public Health Guidelines.

## School Wellness Policy

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

The following is an excerpt from the District School Wellness Policy 6.50:

### Goals for Nutrition Education

The goals for addressing nutrition education include the following:

- Schools will promote good nutrition through cross-curricular education designed to facilitate behaviors conducive to student health and well-being.
- Nutrition education and learning experiences will be part of the District's comprehensive health education curriculum and will be in alignment with current best practice.
- The District will collaborate with community agencies to provide healthy lifestyle information to families.
- The District will offer in-service and training opportunities to support and facilitate promotion of School Wellness goals.

### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, and encourages healthy habits and attitudes for a healthy lifestyle.
- The curriculum will be consistent with and incorporate the District's Local Standards and relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.
- Unless otherwise exempted, all students will engage in daily physical activity during the school day.

## MEDICATION

### Administration of Medication to Children

Teachers and other non-administrative school employees, except certified school nurses, shall not be required, but may, administer medication to students. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student.

District nurses, administrators and select staff members may administer medication to a student provided:

1. The District has received a completed "Medication Request and Authorization Form" from the parent/guardian to administer NON-PRESCRIPTION medication. The written request form is valid for the current school year only and must be renewed once the discontinuance date for the administration of medication indicated in the "Medication Request and Authorization Form" arises or when the medication is discontinued for any other reason. If not renewed, the medication will no longer be administered.
  - a) The parent/guardian must furnish all NON-PRESCRIPTION medication and deliver medication to the school.
  - b) The non-prescription medication must be in the original container and properly labeled. The original container for NON-PRESCRIPTION medication is defined as the container in which the medication was purchased by the parent/guardian and which clearly states, at a minimum, the medication name and strength of the substance, correct dosage and directions for use. The student's name must also be affixed to the container. School personnel have the right to refuse to administer any medication which is not in its original container.
2. The District has received a completed "Medication Request and Authorization Form" from the parent/guardian to administer PRESCRIPTION medication. The written request form is valid for the current school year only and must be renewed once the discontinuance date for the administration of medication indicated in the "Medication Request and Authorization Form" arises or the medication is discontinued for any other reason. If not renewed, the medication will no longer be administered.
  - a) The parent/guardian must furnish all PRESCRIPTION medication and deliver medication to the school.
  - b) The prescription medication must be in the original container and properly labeled. The original container for PRESCRIPTION medication is defined as the container in which the medication was purchased by the parent/guardian and which clearly states, at a minimum, the medication name and strength of the substance, correct dosage and directions for use. The student's name must also be affixed to the container. School personnel have the right to refuse to administer any prescription medication which is not in its original container.
3. Parent(s)/guardian(s) may authorize their child to self-administer a medication provided the District receives a completed "Medication Request and Authorization Form" from the parent/guardian, which indicates that the student may self-administer medication. Students authorized to self-medicate shall be allowed to do so pursuant to specific directions contained within the "Medication Request and Authorization Form," including the medication name, amount of medication to be taken, the time it may be taken and the reason for the self-administration.

The "Medication Request and Authorization Form" shall be filed in the individual student's health file.

At no time may students (including students authorized to self-medicate) personally retain possession of medication (unless an epinephrine auto-injector or asthma inhaler, or unless otherwise ordered to do so by a physician). Students must have a nurse, teacher or other non-administrative school employee present when medication is taken. All medication shall be stored in a safe and secure place by the school.

A student may possess an epinephrine auto-injector (EpiPen) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has provided the school with a completed and signed a Medication Request and Authorization Form. The school and 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 agree to indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out

of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

A record will be kept of each time any medication is administered, including the student's name, date, time, medication, dosage and signature or initials of the person administering the medication or supervising the student in self-administration. The School District shall not knowingly administer medication in an amount exceeding daily dosage listed in the *Physician's Desk Reference* (PDR) or other recognized medical or pharmaceutical text.

At the end of the school year and/or in the event of any cease in the administration of medication, the parent/guardian is responsible for removing any unused medication from the school. Any medication not removed within 48 hours after the last date noted for administration will be disposed of by the school.

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

### Vision and Hearing Screening

The School District annually conducts vision and hearing screening programs for students. Parents/guardians will be notified if the screening results indicate that further evaluation by a medical professional is indicated.

### **HOME/HOSPITAL INSTRUCTION**

The goal of home/hospital instruction is to afford a student who is unable to attend school for medical reasons, academic experiences at their grade level which are designed to enable the student to return to the classroom. Section 14-13.01(a) of the School Code indicates that a student who is homebound or hospitalized and unable to attend school due to a condition certified by a medical physician's statement that indicates the student will or is anticipated, due to the student's medical condition, to be out of school for a minimum of two consecutive weeks of school (10 school days) or more on an "ongoing intermittent basis" is eligible for home/hospital instruction. An "ongoing intermittent basis" means the student's medical condition is of such nature or severity that it is anticipated that the student will be absent from school due to the condition for periods of at least 2 days at a time, 2 or more times during the school year, totaling at least 10 days or more of absences. Specialized instruction, services and accommodations required by a student's IEP or 504 Plan must be implemented as a part of the student's home/hospital instruction, unless the IEP or 504 team determines that modifications are necessary during home/hospital instruction due to the student's condition. Please contact the school Health Office and your child's teacher if the above is applicable to your child.

### **HOME-SCHOOL COMMUNICATION**

District 160 strongly encourages regular home and school communication. Evaluation of student progress is comprised of the following: permanent and temporary records; screening assessments, teacher-made tests; curriculum based measures; state and district standardized tests; and classroom observations. This information is systematically reviewed on a regular basis to provide administrators, teachers, parents and students with a system of continuous progress monitoring in a number of areas. Parents are routinely provided with this information at Parent-Teacher Conferences and at other designated times throughout the school year. Parents may also request this information at any time by contacting the classroom teacher.

Appropriate channels of proper communication have been established by Country Club Hills School District 160 to provide avenues for the expression, appeal and resolution of grievances concerning school procedures. These channels are available to students, parents and guardians concerning all matters, including disciplinary action. Adherence to this line of proper communication maintains a cooperative nature in the educational process. The student, parent or guardian should discuss the matter, when applicable, with the person(s) directly responsible for the grievance. If this does not resolve the issue, the matter should be

directed to the next higher authority according to the following order:

- Teacher
- Assistant Principal
- Principal
- Superintendent
- Board of Education (a hearing may be requested)

## **HOMEWORK**

Homework is an important factor in increasing student achievement. Homework reinforces classroom instruction, provides opportunities for practice, enables students to learn more through their own work, and helps develop self-discipline and good work habits important to success. The time requirements and the frequency of homework will vary depending on a student's age/grade level, ability and teacher. School District 160 supports, encourages, and requires the use of homework as an instructional tool.

## **INSTRUCTIONAL PROGRAM**

### General Curriculum

Students receive instruction in the areas of English language arts, mathematics, science, social studies, physical education, health, and the Illinois social-emotional learning standards. Additional areas of study integrated into the curriculum include foreign language, fine arts, technology education, and career education. Parents can support student learning by regularly reading to younger children, providing a variety of reading materials, encouraging daily reading and providing discussion opportunities with children.

District 160 implements a multi-tier system of student support (MTSS) to ensure all students make adequate progress toward the core curriculum grade level expectations. Regular screening assessments occur throughout the school year to identify students who are in need of additional academic intervention. A variety of interventions are available to students during the school day based on their specific need. In addition, to meet the needs of students who display advanced academic achievement, Country Club Hills School 160 offers differentiated instructional programs beyond the scope of the regular curriculum.

Accelerated instructional programs are offered in English language arts and mathematics and are available to children who qualify for the program. Eligibility for the accelerated programs is based on student performance, teacher recommendations, achievement test scores and state and local assessments. For additional information contact the school principal.

## **INSPECTION OF INSTRUCTIONAL MATERIALS**

Parents/guardians may inspect any instructional materials used in our schools. These materials include textbooks, teacher's manuals, leveled readers, computer software, web-based material, films and audio recordings. Please call the principal's office for an appointment if you wish to view any of these items.

## **KNOW WHERE YOUR CHILD IS**

Children are not to arrive at school prior to 7:45am, or to remain at school after being dismissed unless they are attending a school approved after school activity. Students are welcome to return to the school grounds for play, but all students must return home after school so that parents will know of their whereabouts. Students are not to leave the school during school hours without the permission of the principal. The school office will contact the student's parent/guardian before sending a child home during school hours.



## **MANDATORY STUDENT UNIFORMS AND DRESS CODE**

Except as provided below, students shall wear uniforms while attending school or school-related functions. At all times, including times when uniforms are not required, students must wear appropriate clothing as defined by the following dress code. Clothing which materially and substantially disrupts the learning environment, invades the rights of others, and/or endangers the health or safety of students is expressly prohibited.

### **DRESS CODE**

Students shall not, while at school or at school-related functions, wear or exhibit any of the following:

1. Hats, hoodies, outdoor coats or jackets, or other outer clothing, any of which tend to obscure other students' vision in the classroom or to otherwise distract from learning.
2. Any clothing with language or pictures conveying expressed or implied obscenities, sex or vulgarities, promoting the use of tobacco, alcohol, firearms or illegal drugs, inciting violence or other illegal acts, or conveying other messages inconsistent with community values or to otherwise distract from learning.
3. Immodest clothing defined as exposing skin to the degree that it causes a distraction and/or disruption to the learning environment. Examples include but are not limited to the following: tube tops, tops with spaghetti straps, mini-skirts, clothing that reveal the mid-section. Pants must fully cover all bottom undergarments.
4. Any item of clothing, colors, jewelry (only females are allowed to wear earrings), accessory or hair style containing a symbol of a gang or which, by its manner of display, constitutes or suggests a symbol of a gang. The Board of Education recognizes that gangs are present in the District community and pose a real threat of disruption to the schools and/or endanger the health or safety of the students. (A "gang" - as that term is used in this policy - is any group of two or more persons whose purposes include the commission of, conspiracy to commit, or advocacy of illegal acts.) The Board recognizes that what clothing is identifiable as gang-related changes frequently and is, therefore, often difficult to discern, but all reasonable inferences will be drawn in favor of designating questionable material as "gang" related and prohibiting it under the dress code.

### **Uniforms**

The uniform which students must wear, at all times when in school or on school property, except as hereinafter exempted, is defined as follows:

- ◆ **Bottoms.** Navy blue pants, skirts, jumpers, and (during hot weather) shorts (essentially knee-length or longer).
  - ◇ **Standards.** Pants, skirts, split-skirts, jumpers, and shorts shall be plain or pleated cotton twill or cotton and polyester twill or equivalent. Bottoms must be worn at the waist (not sagging) with a fastened belt.
  - ◇ **Conditions.** Navy corduroys will be permitted during cold weather. Jeans, jeans-style or denim fabric pants, sweat pants (regardless of fabric), leggings, stirrup pants, athletic-style shorts are not permitted. Any other bottoms not in compliance with the foregoing standards will not be acceptable at any time.
- ◆ **Tops.** Zenon Sykuta: navy blue; Meadowview: light blue; Southwood: white.
  - ◇ **Standards.** Shirts or blouses shall be plain (without emblems, designs or accent colors), oxford-broadcloth- or polo-style cotton and polyester—or equivalent. Shirts or blouses must have collars. Short- or long-sleeved shirts will be permitted. Sweaters shall be white or navy blue, plain cardigan-style, crewneck-style, or V-neck-style, and may be either vest or long-sleeved. Turtlenecks in school colors are permitted in cold weather.
  - ◇ **Conditions.** Shirts with Nehru-style collars, T-shirts, sweatshirts, and sleeveless blouses or blouses with V-necks or ruffles will not be acceptable. Tops shall be worn tucked in bottoms at all times. T-shirts, when worn as undergarments, must be plain, solid white.

◆ **Shoes.**

◇ K-8 Standards. Footwear shall be plain oxford or athletic (gym) shoes. Oxfords shall be black, navy blue, or dark brown. Gym shoes shall be constructed to provide the flexibility and non-skid sole surface essential for full and safe participation in physical education activities. Sandals or other open-toe footwear, and any footwear with designs, or colors other than black, navy blue, dark brown or white are not acceptable, no exceptions. Oxfords with heels are not to be worn in Physical Education classes.

◆ **Belts.** A belt must be worn at all times with pants.

◆ **Hair Accessories.** Any color hair beads or bows are acceptable.

**Enforcement:** The principal determines whether clothing or accessories are in compliance with the uniform and dress code policy. Principals are instructed to apply the definitions, standards and conditions enumerated in this Handbook and Board Policy in a fair, consistent, and, above all, clear manner, without reference to particular viewpoints that may be expressed by students. Should definitions, standards and conditions ever prove indeterminate, principals are directed to adhere to a strict interpretation of the underlying intent of this policy.

**Uniform Exceptions:** Uniforms need not be worn at extracurricular athletic, academic, dramatic, musical events or ceremonies unless required by the staff member supervising the event. Other appropriate clothing requirements may be made for such events by faculty sponsors with the approval of the Superintendent of Schools, and at all times students must comply with all other requirements of this dress code.

In grades 7-8, uniforms must be worn for physical education classes. Uniforms can be purchased from Southwood Middle School.

Whenever a student's religious beliefs or health reasonably require deviation from the uniform or dress code requirements, the student's parents must notify and consult with the building principal regarding a request for an exception to the uniform and dress code requirements. The principal shall determine whether a genuine conflict exists between the uniform requirements and the student's religious beliefs or health needs and what accommodation, if any, is required to be made, and shall recommend that accommodation to the Superintendent, who may grant or deny such exception. The principal shall recommend the accommodation that is the least disruptive to the school environment, and the specific accommodation requested by a parent or student may not necessarily be recommended.

Each building principal, with the approval of the Superintendent of Schools, may designate up to one day per month as a day on which uniforms need not be worn by any student. On that day, students must comply with all other requirements of the dress code.

**Free Expression.** Students who wish to convey at school a message to others, but who feel restricted from doing so by the uniform or dress code requirements, should report their concern to their building principal. If the message is not disruptive to the school environment, the principal shall suggest and make available to the students appropriate alternative means of expressing themselves.

**Sanctions.** Clothing or accessories worn in violation of this policy may be ordered removed. Uniform clothing will be provided and must be returned at the conclusion of the school day. Students who repeatedly violate this policy may be subject to discipline.

## **NON-DISCRIMINATION**

It is the policy of Country Club Hills School District 160 to provide freedom from discrimination to students, employees, applicants for employment, and residents of the District in the operation of its facilities, programs, activities, services and benefits. Discrimination, including harassment based upon race, color, creed, religion, national and ethnic origin, ancestry, age, immigration status, mental or physical disability, sex, sexual orientation gender identity, status as homeless, actual or potential marital status, including pregnancy, is strictly prohibited. A complete copy of the District's non-discrimination policy and complaint process is available on the District website, in the principal's office in each school, and in the District's administrative offices. If a student or parent/guardian feels that a student has been discriminated against or harassed, either



the parent or student should contact the principal and file a written complaint. Complaint Report Forms are available in the principal's office in each school as well as in the District 160 administrative offices.

## **PARENT TEACHER ORGANIZATION**

One of School District 160's primary goals is to increase parent and community involvement. Research about parent involvement is clear, when parents are involved in their children's education, children excel—they achieve higher grades, have better attendance, complete more homework, and demonstrate more positive attitudes and behavior. The Board of Education, District 160 administration and staff and the Parent Teacher Organization encourages and promotes regular and ongoing parent involvement which is fundamental to the success of our school community. The Parent Teacher Organization focuses on organizing school events, cultural arts programs, appreciation luncheons, school fund raisers and other activities. Contact your child's school for information on becoming a member of the District 160 Parent Teacher Organization.

## **PRESCHOOL SCREENING & FREE PRESCHOOL PROGRAM**

A **free** screening program for pre-school age children is provided several times throughout the school year. ***An appointment is required.*** Dates for the preschool screenings are posted on the district website.

Parents/guardians are strongly encouraged to have all children ages 3 and 4 be screened. Please call the Office of Student Services for an appointment at 708-957-6200 Extension 6.

The screening program is conducted by School District 160 personnel for children who are at least two years six months of age through age four and not enrolled in kindergarten for the fall term. A child's skills in the areas of concept development/pre-academics, motor skills, speech/language, self-help, and behavior are included in the screening process. A social history and medical interview is conducted as well as vision and hearing screening. Parent(s)/guardian(s) will participate in an exit interview at the conclusion of the screening to review the results of the preschool screening. The screening process will indicate if a student is at risk for school failure and/or if there is a suspicion of a learning difficulty potentially caused by a disability. Parents will receive an eligibility notification form documenting the results of the screening and when applicable, if a comprehensive case study evaluation for special education services will be recommended and conducted upon parent written consent.

### Free Preschool Program

Students who meet eligibility and residency requirements may enroll in the free District 160 Preschool half day program. Students will learn academic readiness, language, physical movement and social emotional skills through a supportive play based environment. The program includes a parent/guardian education component and transportation is provided within District 160 boundaries. Students who are determined eligible through the Preschool Screening process should register at Sykuta School as soon as possible after receiving the eligibility notification form. Students who qualify are enrolled on a first-come first-serve basis; a waitlist is established once the program is filled to capacity.

## **PROMOTION AND RETENTION**

The District has adopted policies and procedures regarding the appropriate placement of pupils. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other assessments. A student will not be promoted based upon age or any other social reason not related to academic performance. Questions regarding academic standards and promotion/retention requirements should be directed to the building principal.

## PSYCHOLOGICAL AND COUNSELING SERVICES

School psychologists, counselors and social workers are employed by the school district to conduct team problem solving meetings for students with academic, behavior and social-emotional concerns. In addition, these professionals assist in the evaluation, eligibility and placement of students with special needs in the program or service that most appropriately matches the student's identified needs. The school psychologists, counselors and social workers are available to provide support to all students and families who require their services.

## RESIDENCY REQUIREMENTS FOR ADMISSION

Country Club Hills School District 160 recognizes and accepts its responsibility to educate all age-appropriate children who are bona fide residents of the school district. Children are considered bona fide residents of the school district when they reside with parents or other individuals having custody of the child as defined in Section 10-20.12b of the School Code who are residents of the school district.

Only children who are bona fide residents may attend the schools of District 160 without paying tuition. Non-resident children may be admitted to the school district only upon approval from the Board of Education, and under circumstances without prejudice to the rights of resident students. A parent/guardian seeking admission for a child(ren) to the schools of District 160 must provide proof of:

- ◆ school age, as determined by the School Code of Illinois;
- ◆ relationship, as the natural or adopted child of custodial parents, the ward of legally appointed guardians or proper guardians in fact, or the foster child of an approved governmental agency;
- ◆ residency;
- ◆ compliance with physical/immunization requirements.

Note: These requirements do not apply to students who are considered homeless under state and federal law. See "Homeless Students" under the Enrollment section for information regarding students who are homeless.

### Proof of School Age

Proof of school age must be established by the provision of either 1) a certified copy of the student's birth certificate or 2) other governmental documentation of the child's identity and an affidavit explaining the inability to produce a copy of the birth certificate.

### Proof of Relationship

Documentation must be provided to establish the student's relationship with the person enrolling the student in school. A person enrolling a student must establish that he or she has assumed and exercises legal responsibility for the student and provides the student with a fixed, regular, nighttime abode for purposes other than access the school district. The following are examples of the types of documentation that may fulfill this requirement for certain types of relationships, although depending on the circumstances alternative and/or additional documentation may suffice or be required:

**Natural Parent:** A certified copy of a birth certificate or other governmental documentation establishing that the parent is the student's natural parent with an affidavit explaining the inability to produce a copy of the birth certificate and, if the natural parent is not listed on such documentation, an affidavit establishing parenthood and an affidavit explaining the inability to produce a copy of the birth certificate. If the parents are divorced or one parent is deceased, a copy of a court-approved divorce decree or separation agreement or some other proof that the enrolling parent has educational authority over the student should be provided.

**Adoptive Parent:** A certified copy of court-approved adoption papers and a notarized affidavit of parenthood.

**Court-Appointed Guardian:** A certified copy of court-approved guardianship papers and a notarized affidavit of guardianship.

**Foster Parent:** A copy of the foster placement authorized by the Illinois Department of Children and Family Services and an affidavit of temporary guardianship.

#### Compliance with the Missing Children Records Act

The building principal or designee of the school in which a student is enrolling shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. If the person fails to comply with this requirement, the building principal or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing, that unless he/she complies within 10 days, the matter will be referred to the local law enforcement agency for investigation. If compliance is not obtained within that 10 day period, local law enforcement and State Police shall be notified immediately.

#### Proof of Residency

Proof of status as a resident is established when the parent(s) or legal guardian(s) of a child are determined to reside within the boundaries of School District 160 and are residents of the City of Country Club Hills. School District 160 requires not less than three of the following corroborating documents:

- ◆ State of Illinois Driver's License or Illinois ID Card;
- ◆ State of Illinois Motor Vehicle Registration Card;
- ◆ Cook County Real Estate Tax Bill;
- ◆ Current gas, electric or telephone utility bill ;
- ◆ Current water bill;
- ◆ Mortgage payment book;
- ◆ Full and complete copy of signed purchase or lease agreement;
- ◆ Proof of US Post Office address change.

In any instance in which a parent or legal guardian are unable to establish residency with the City of Country Club Hills because they are not homeowners or lessees, the family with whom they reside must establish residency. In addition, the parent or legal guardian must provide no less than three of the aforementioned corroborating documents in order to confirm the address of residency claimed.

**A student may not attend District 160 if his or her residence is primarily for the purpose of enrollment in District 160 schools.**

#### Admission Procedures

At the time of enrollment for purposes of admission, all required documents must be presented. The school district may, in its sole and non-reviewable discretion, require parents or legal guardians to attest to the accuracy of information supplied and that they understand that any child who resides outside the school district boundaries may not attend District 160 schools without prior authorization and the payment of tuition; said confirmation shall be in the form of a notarized affidavit on a form prepared by School District 160.

## Monitoring and Sanctions

**School District 160 reserves the right to monitor all cases of student admission and to investigate any instance in which there is probable cause to believe that a false or fraudulent enrollment has occurred.**

***False or fraudulent enrollment is a misdemeanor under the law.*** If false or fraudulent enrollment is substantiated, the child will be unenrolled and excluded from school consistent with the residency provisions of the Illinois School Code. The District may actively seek reimbursement in the form of tuition for the period during which the student attended school under false or fraudulent circumstances.

Nothing in this policy shall prohibit the Board of Education from requiring that a parent/guardian furnish updated or corroborating proof of age, relationship, or residency during the term of enrollment. Students who become non-residents during a school term for reasons other than false or fraudulent enrollment, will not be charged tuition for the remainder of the school term in which they become non-resident students. When a student remains enrolled in the district for the remainder of the school term, the parent/guardian is responsible for transportation to and from school.

The Board of Education shall annually determine, pursuant to law, the amount of tuition to be charged to non-resident students.

## **SAFETY DRILLS**

Practice for bus safety, fire, tornado, earthquake and intruder/lock down drills are conducted in each school building on a regular basis and according to School Code guidelines. Students and staff are provided specific instructions and practice building procedures in case of such disasters. Drills may not be preceded by a warning to the students. Fire alarms in all the schools are directly connected to the fire station. *When emergencies or severe weather occur at dismissal time, students and buses may be detained until it is deemed safe.*

## **SCHOOL DISTRICT RECORDS**

It is the policy of the Board of Education to permit access to and copying of public records in accordance with the "Illinois Freedom of Information Act". However, viewing of public records is not indiscriminate but is balanced by certain exceptions recognized in the Act to safeguard individual privacy and the efficient operation of public agencies.

The District will respond to all written requests to copy and/or inspect public records to the extent required by law. The District expects all such requests to be addressed to the District's FOIA Officer: Dr. Sandra Thomas, Superintendent of Schools, Country Club Hills School District 160, 4411 West 185<sup>th</sup> Street, Country Club Hills, IL 60478, 708-957-6200. More information, including copies of the District's policy and procedures governing responses to FOIA requests, may be obtained by request from the FOIA Officer.

## **STUDENT RECORDS**

The following information pertains to the rights and obligations of parents, students, and the school under the Illinois School Student Records Act (ISSRA) 105 ILCS 10/1, and the Rules promulgated thereunder by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375.

- ◆ The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health records, record release of permanent record information, and may also consist of records of award and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept 60 years after graduation or permanent withdrawal. (ISSRA, 105 ILCS 10/2; 10/4; 23 Ill. Admin. Code 375.10).
- ◆ The student temporary record consists of all information that is of clear relevance to the education of the student, but is not required to be in the student permanent record. It will include information regarding

serious disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment or sanction. It will also include any indicated reports issued pursuant to the Abused and Neglected Child Reporting Act, scores received on State assessment tests administered in elementary grades, the completed home language survey form, any biometric information, health-related information, and accident reports. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, and participation in extracurricular activities, honors and awards received, teacher anecdotal records, disciplinary information and special education files and other records that are of clear relevance to the student. (ISSRA, 105 ILCS 10/2; 23 Ill. Admin. Code 375.10).

- ◇ A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every 4 years or upon a student's change in attendance centers, whichever occurs first. The temporary records will be destroyed entirely within 5 years after graduation or permanent withdrawal. (ISSRA, 105 ILCS 10/2 and 10/4; Ill. Admin. Code 375.40).
- ◆ Parents or any person specifically designated as a representative by a parent have the right to:
  - ◇ Inspect and copy all permanent and temporary records within a reasonable time and in no case later than 15 school days after the date of receipt of such request by the official records custodian. A student shall have the right to inspect and copy his or her school student permanent record. \*The school charges 10 cents per page for copies. \*No parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying. (ISSRA, 105 ILCS 10/5).
  - ◇ Have present at the option of either the parent or the school, a qualified professional, who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by the school. (ISSRA, 105 ILCS 10/5).
  - ◇ Challenge the accuracy, relevancy or propriety of any entry in the school student records, exclusive of grades, by requesting a hearing with the school. (ISSRA, 105 ILCS 10/7; 23 Ill. Admin. Code 375.90).
    - ⇒ Formal hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify the parents and school officials of the time and place of the hearing. Each party shall have the right to present evidence and to call witnesses, the right to cross-examine witnesses, and the right to counsel. A record of the hearing shall be made by tape recording or by a court reporter. The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted to the parents and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and shall order (a) retention of the challenged contents of the student record; or (b) removal of the challenged contents of the student record, or (c) change, clarification or addition to the challenged contents of the student record. The parties shall have the right to appeal the decision of the hearing officer. (ISSRA, 105 ILCS 10/7; Ill. Admin. Code 375.90)
  - ◇ Appeal: Notice of appeal must be presented to the Regional Superintendent of Schools within 20 school days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the materials to the Regional Superintendent of Schools. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings and issue a decision to the parents



and the school district within 20 school days of receipt of the documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Regional Superintendent of Schools should seek advice from appropriate special education personnel who were not authors of the entry and whose special education skills are relevant to the subjects of the entry in question. The school shall be responsible for implementing the decision of the Regional Superintendent.

Such decision shall be final, and may be appealed to the Circuit Court of the county in which the school is located. (ISSRA, 105 ILCS 10/7; 23 Ill. Admin. Code 375.90(d)).

- ◆ No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:
  - ◇ to a parent or student or person specifically designated as a representative by a parent; (ISSRA, 105 ILCS 10/6);
  - ◇ to an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest (ISSRA, 105 ILCS 10/6);
  - ◇ to the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and 10 school days after such service, if the parents make no objection, the records be transferred to the requesting school (ISSRA, 105 ILCS 10/6; 23 Ill. Admin. Code 375.70);
  - ◇ to any person for the purpose of research, reporting or planning, provided that no student or parent can be identified from the information released and the person(s) requesting the use of such information has signed an affidavit to comply with all rules and statutes regarding school records (ISSRA, 105 ILCS 10/6);
  - ◇ pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order, of the terms of the order, the nature and substance of the information proposed to be released in compliance with such orders and an opportunity to inspect, copy and challenge the contents of the school student records (ISSRA, 105 ILCS 10/6; 23 Ill. Admin. Code 375.70);
  - ◇ to any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and challenge such information. If the release information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents (ISSRA, 105 ILCS 10/6; 23 Ill. Admin. Code 375.70);
  - ◇ subject to regulations of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of release, the person, agency or organization receiving the information, and the purpose of the release (ISSRA, 105 ILCS 10/6; 23 Ill. Admin. Code 375.60);
  - ◇ to any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be released. The parent has the right to inspect, copy and challenge the records and to limit any such consent to designated records or designated portions of the information contained within the records (ISSRA, 105 ILCS 10/6; 23 Ill. Admin. Code 375.70);
  - ◇ to juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court (ISSRA, 106 ILCS 10/6);
  - ◇ to a governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the compulsory student

attendance laws of this State, provided that the records are released to the employee or agent designated by the agency (ISSRA, 105 ILCS 10/6);

- ◇ to those SHOCAP committee members who fall within the meaning of “state and local officials and authorities”, as those terms are used within the meaning of the federal Family Educational Rights and Privacy Act, for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of the Juvenile Court Act of 1987 (ISSRA, 105 ILCS 10/6);
  - ◇ to the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act (ISSRA, 105 ILCS 10/6);
  - ◇ to the State Board or another State government agency or between or among State government agencies in order to evaluate or audit federal and State programs or perform research and planning (ISSRA, 105 ILCS 10/6).
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- ◆ Parents/guardians may insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute. (ISSRA, 105 ILCS 10/7).
  - ◆ Parents will be given reasonable prior notice before any school student record is destroyed or information deleted therefrom and an opportunity to copy the record or information proposed to be destroyed or deleted. (ISSRA, 105 ILCS 10/4).
  - ◆ Except for the student and his/her parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person to have access to such information without a prior consent of parent obtained in accordance with ISSRA, 105 ILCS 10/6.
  - ◆ A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such request, the date of the release, the name and signature of the official records custodian releasing such information and a copy of any consent to such release. (ISSRA, 105 ILCS 10/6).
  - ◆ All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record. (ISSRA, 105 ILCS 10/2).
  - ◆ The following is designated as directory information and may be released to the general public unless the parent requests that any or all such information not be released: student's name and address, gender, grade level, birth date and place, parent's name and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, the student's major field of study, and period of attendance in the school. (ISSRA, 105 ILCS 10/6; 23 Ill. Admin. Code 375.80).
  - ◆ No person may condition the granting or withholding of any right, privilege or benefit 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 the Illinois School Student Records Act. (ISSRA, 105 ILCS 10/8).
  - ◆ Upon graduation or permanent withdrawal of a student with a disability, psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of psychological evaluations, special education files and other information contained in the student temporary record. (23 Ill. Admin. Code 375.40)
  - ◆ Copies of the Illinois School Student Records Act, 23 Illinois Administrative Code 375 (Student Records), and district or school policies relating to school student records which are not included in the Act or the Rules are available for review in the office of the school records custodian and the district superintendent.

## **STUDENT TRANSFERRING OUT OF DISTRICT**

The parent/guardian of students transferring out of the school district must complete a transfer request form that is located in the main office of each school building. A Student in Good Standing form will be completed, and an unofficial transcript will be forwarded to the school in which the student is transferring within 10 days. Parent(s)/guardian(s) will also receive written notification of timelines for destruction of permanent and temporary school records upon submitting a transfer request.

## **SCHOOL SUPPLIES**

School Supply lists by grade level are included on the District website and available at each school main office. Consumable supplies such as paper, pencils, pens, erasers, crayons are the responsibility of the student. Pupils should have a book bag, paper, pen and pencil with them on the first day of school. Initially, and from time to time, classroom teachers will notify parents of supplies and materials children will need. Gym shoes will need to be provided in Grades K-8. A Physical Education uniform is required for Grades 7-8 and can be purchased through the school.

## **SCHOOL VISITATION RIGHTS**

Parents/guardians are welcomed and encouraged to visit their child's school. *Parents and visitors must contact a building administrator to make arrangements for classroom visits/observations in advance.* All visitors must present a valid driver's license, state identification card or other acceptable proof of identification to enter school property and must sign in and out at the main office.

The District will afford a parent/guardian reasonable access to educational facilities, personnel, classrooms, and buildings to observe his or her child in the school setting or to visit an educational placement or program proposed for his or her child. The School District will also provide an independent educational evaluator, or a qualified professional retained by or on behalf of a parent/guardian or child, reasonable access to the District's educational facilities, personnel, classrooms, and buildings and to the student in order to conduct an evaluation of the child, the child's performance, the child's current educational program, placement, services, or environment, or any educational program, placement, services or environment proposed for the child. All individuals who visit a District school for these purposes must abide by all policies and administrative procedures governing such visits.

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 to attend necessary educational or behavioral conferences at their child's school. Please review the Act, copies of which may be obtained from the District Administration Center, 4411 West 185<sup>th</sup> Street, Country Club Hills, IL 60478, 708-957-6200, to determine qualification for a school visitation leave.

## **SCHOOL VOLUNTEER PROGRAM**

School District 160 supports and strongly encourages a school volunteer program. School volunteers can be found throughout the school system serving as room parents, teacher's aids, field trip chaperones and tutors. Volunteers also operate photocopy machines, prepare instructional materials, and provide computer assistance. Prospective volunteers must contact the District 160 district office to complete a volunteer packet prior to volunteering at any school.

## **SEARCH AND SEIZURE**

In order to maintain order, safety 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 Property and Equipment as well as Personal Effects Left by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left by a student within them, 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 administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, 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 are reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law, the school rules and/or district policies. The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive in light of the student's age, sex, and the nature of the infraction.

### Seizure of Property

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

### Lockers

All lockers in Country Club Hills School District 160 are the property of the district and are under the supervision of the building principal or designated representative. At no time does the district relinquish its exclusive control of its lockers. Students have no expectation of privacy in their lockers. Lockers and personal effects within them may be searched by School District staff at any time to the extent allowed by law.

School lockers are assigned to students for their convenience and temporary use. Students are to use school lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, and lunch. Students are solely responsible for the contents of their lockers and may not share their locker or locker combination with other students. Students are prohibited from placing private locks on school lockers.

### Student Accounts or Profiles on Social Networking Websites

School authorities may NOT request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary policy.

## **SECTION 504 COMPLIANCE**

Under Section 504 of the Rehabilitation Act of 1973, School District 160 provides reasonable accommodations for students who qualify based on an evaluation. Students that have a physical or mental impairment which substantially limits a major life activity, or if they would be regarded as disabled by others may qualify for a 504 Plan. Under Section 504, disability conditions must substantially limit one or more major life activities such as walking, caring for oneself, performing manual tasks, hearing, seeing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Services to be considered by the District include but are not limited to accommodations, related

services and aides, and assistive devices. Parents/guardians who have questions about 504 accommodations should contact the Student Services Department at 708-957-6200 Extension 6.

## **SEX OFFENDERS**

The district has adopted policy and procedures designed to safeguard students from convicted child sex offenders. Information about sex offenders is available to the public. The Illinois Sex Offender Registry is free and available through a link on the Illinois State Police website, at <http://www.isp.state.il.us/>. Individuals may search the database by name, zip code or county.

A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present unless specifically permitted by statute. If a parent or guardian is a sex offender, he or she must contact the building principal and obtain written authorization before entering school property for any reason. Authorization will be granted to the extent allowed by law. Please contact your principal with questions about the laws or procedures regarding sex offenders implemented in your child's school.

## **SEXUAL ABUSE AND ASSAULT AWARENESS**

The district's instructional program includes annual instruction on the danger of and how to avoid abduction as part of the District's regular curriculum. Students shall be given, as appropriate, information on child sexual abuse. Parents/guardians shall be given at least 5 days written notice before instruction on avoiding sex abuse begins. Parents/guardians shall be provided the opportunity to preview all print and non-print materials used for instructional purposes. No student shall be required to participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation, if his or her parent/guardian submits a written objection to the building Principal. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty.

## **SPECIAL EDUCATION SERVICES**

District 160 is committed to providing students with disabilities a free and appropriate public education in the **least restrictive environment** in accordance with the Individuals with Disabilities Education Act (IDEA), provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The District conducts Child Find activities to screen, identify, evaluate, and provide services to eligible resident students who are enrolled in the District, to students who are enrolled in Private Schools within district boundaries, and to homeschooled children who reside within district boundaries. Parents/guardians who suspect that their child may have a disability requiring special education services should speak with the classroom teacher and the building principal. Parents/guardians may also contact the Office of Student Services at 708-957-6200 Extension 6.

For children suspected of having a disability requiring special education services, a comprehensive case study evaluation process is conducted involving parents/guardians and school professionals who assess the child. Parents are involved throughout the process and must provide written consent for the evaluation to occur and must additionally give consent for any services to be provided. If a student qualifies for special education services, and/or accommodations, an Individualized Education Plan (IEP) or 504 Plan will be developed by the school team and the parent(s)/guardian(s).

A continuum of special education supports and services for students from age 3-15 years are available through the School District at no cost to parents. The services available include but are not limited to:

Specialized Education Services  
Speech and Language Therapy  
Social Work Services  
Psychological services

Nursing services  
Itinerant Services  
Special Transportation  
Home/Hospital Services

Occupational Therapy  
Physical Therapy  
Vision/Hearing services

A copy of "Rules and Regulations to Govern the Administration and Operation of Special Services" is available to all School District 160 residents. This booklet describes the rights of students with disabilities in detail, and a copy can be obtained through the Office of Student Services.

Additional information on Procedural Safeguards is available on the District 160 website and in each school building. Parents/guardians requiring additional information regarding special education services or the rights of children with disabilities should contact the Office of Student Services at 708-957-6200 Extension 6.

## **STUDENT ACCIDENT INSURANCE**

Families are provided the opportunity to participate in an inexpensive student accident insurance program. The basic program covers accidents in sponsored activities as well as in going to and from school. Twenty-four hour coverage is also available. Information regarding the student accident insurance program is presented during registration for parent consideration. Forms are also available at other times during the year upon request. The school district does not carry insurance to cover student accidents. Parents/guardians are encouraged to either participate in the student accident insurance program, or confirm that personal insurance coverage is sufficient.

## **STUDENT SYSTEMS OF SUPPORT**

District 160 has established a multiple tier system of support (MTSS) to ensure ALL students are successful in school and are college and career ready.

### Academic Learning

District 160 has established a multiple tier system of support (MTSS) which is an early intervening process that provides intervention to struggling students at the first indication of difficulty. Three times each school year, all students are screened in core academic skills in order to systematically identify students who are not mastering critical grade level expectations in English language arts and mathematics. Students who are not functioning at grade level are provided with evidenced based intervention(s) specific to their needs. The intervention groups meet every day during the school day. Students receiving intervention are also frequently and continuously progress monitored in order to determine if the intervention(s) is working and to adjust instruction and intervention as needed. The school will notify the parent/guardian if a child requires and will receive intervention. If a student does not make sufficient progress, the building problem solving team will meet with the parent/guardian to review student data and make an individualized plan for instruction and intervention.

### Behavior & Social Emotional Learning

Effective student discipline facilitates the development of a school climate necessary for other positive qualities to flourish, including academic excellence. Effective student discipline is possible only when expectations and consequences for student behavior are clearly communicated, explicitly taught, reinforced, modeled by all adults and consistently administered.

The District has adopted **Positive Behavior Interventions and Supports (PBIS)** framework to support student academic, behavior and social-emotional learning. PBIS is a multi-tier system of support for establishing behavior expectations, teaching skills and providing supports for all students with a focus on proactive and preventative teaching strategies to promote student success. PBIS benefits students, schools and communities. Research has shown that school-wide implementation of PBIS results in the following: prevention and reduction in discipline problems, increased time for academic instruction, a climate conducive to learning, improvement in school safety and prevention of bullying behaviors.

PBIS schools utilize restorative justice approaches and teach social and emotional skills in much the same way they teach academics. School teams identify school-wide behavioral expectations, develop lesson plans,

explicitly teach skills, provide multiple opportunities for practice, regularly reinforce positive behaviors, provide interventions and use assessment data to monitor student progress. PBIS implementation requires effective evidence-based practices across all three tiers. The system includes identifying students at risk, providing early intervention for groups of students, and individualized behavior support plans for students who require more extensive intervention.

### PBIS is a Three Tier Prevention System:

*At Tier 1* school-wide behavior expectations, such as “Be Safe, “Be Respectful”, and “Be Ready to Learn” are taught through direct instruction, multiple opportunities for practice and reinforcement in all school settings. Outcomes including school climate, safety and student behavior are closely monitored.

*At Tier 2* students that do not succeed with Tier 1 strategies receive additional support, and may include instruction in small groups, daily check in with a staff member, mentoring program and simple behavior plans. Student data is used to decide entrance to and exit from the interventions.

*At Tier 3* students exhibiting high risk behavior receive supports ranging from highly individualized behavior intervention plans to comprehensive wraparound teams that include key individuals from a student’s home, school and community. Tier 3 intervention plans tailor supports to ensure personal academic success for school completion, community inclusion and college and career readiness.

Source: Illinois PBIS Network. (2013) *Illinois PBIS Network Newsletter* (November ed.).LaGrange, IL: Illinois PBIS Network.

## **STUDENT PRIVACY**

The School Board has adopted policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of these policies are available on request. The district will directly notify parents/guardians, at least annually at the beginning of each school year, of the specific or approximate dates when any of the following activities will occur:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- The administration of any survey containing one or more of the following items:
  - Political affiliations or beliefs of the student or the student’s parent.
  - Mental or psychological problems of the student or the student’s family.
  - Sex behavior or attitudes.
  - Illegal, anti-social, self-incriminating, or demeaning behavior.
  - Critical appraisals of other individuals with whom respondents have close family relationships.
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
  - Religious practices, affiliations, or beliefs of the student or the student’s parent.
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- Any nonemergency, invasive physical examination or screening that is—
  - required as a condition of attendance;
  - administered by the school and scheduled by the school in advance; and
  - not necessary to protect the immediate health and safety of the student, or of other students.

## **STUDENT SAFETY**

Adult crossing guards are provided by the city as needed. Students should heed the crossing guard’s direction at all times. With the assistance of the Country Club Hills Police Department, instruction in bicycle and pedestrian safety is given to students regularly. Parents are asked to remind their students to follow the rules.

## Pedestrian Rules

- ◆ Walkers walk on the RIGHT SIDE of the road or street where there are no sidewalks.
- ◆ Cross only at intersections.
- ◆ Where safety patrols are stationed, wait for the signal to cross.

## Bicycle Rules

- ◆ Bicycles are to be in safe condition.
- ◆ Bicyclists are to ride on right hand side of road, single file.
- ◆ Only one person per bicycle is allowed.
- ◆ Upon reaching the school parking lots, bicycles are to be walked to and placed in the racks provided. It is recommended that locks be used to secure the bicycle as the School District cannot be liable for damage or losses.
- ◆ Kindergarten students and bus students are not to ride bicycles to school. Parents are asked to be sure that their primary-aged children have adequate skill and experience in maneuvering a bicycle before riding it to school.
- ◆ All cyclists are strongly encouraged to wear protective gear

## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION PROGRAM**

Board policies 6:60; 5:100; 6:65

The District has developed and implemented suicide and depression awareness and prevention programs that advance the Board's goals of increasing awareness and prevention of depression and suicide. This program is consistent with the requirements of Ann Marie's Law and the School Code. The Program includes:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.
3. Methods of intervention that include procedures that address an emotional or mental health safety plan for a student identified as being at increased risk for suicide.
4. For grades 6 through 8, implementation incorporates required training for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.
5. For all grades, implementation incorporates Illinois State Board of Education (ISBE) recommended guidelines and educational materials for staff training on *Student Social and Emotional Development*, for implementing the goals and benchmarks of the Illinois Learning Standards requiring student social and emotional development in the District's educational program.

For additional information on this program contact the building principal.

## **SURVEYS OF PRIVATE INFORMATION**

In accordance with federal law, students who participate in federally-funded programs are not required to divulge in a survey, analysis or evaluation any of the following without the prior written consent of their parents or guardians: (1) political affiliations; (2) embarrassing mental or psychological problems; (3) sex behavior and attitudes; (4) illegal, anti-social, self-incriminating and demeaning behavior; (5) critical appraisals of family

members; (6) privileged relationships such as those involving lawyers, physicians and clergy; and (7) income (other than required to determine eligibility for participation in a program or for financial assistance).

## **TELEPHONE CALLS**

Students will not be interrupted during school hours by outside phone calls and/or messages except in cases of emergency. In addition, students will not be allowed the use of the school telephone except in cases of emergency.

If parents/guardians wish to contact a classroom teacher they should be prepared to leave a message. Teachers generally are not available to come to the telephone during the time school is in session. When contacting the nurse, speech therapists, psychologist, or social worker, the parent should call the school and ask to speak to the person he/she is calling. The office will attempt to locate the person and facilitate the contact.

## **TITLE I PROGRAMS**

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

### Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts. For more information on parental involvement, contact the Assistant Superintendent of Curriculum, Instruction and Technology at 708-957-6200.

## **TRANSFER OF STUDENTS OUT OF DISTRICT**

Parent(s) or Guardian(s) of students moving out of Country Club Hills School District 160 should contact the building secretary to request a transfer form. Students moving to another area out of district boundaries during the school year may continue to attend District 160 until the end of the school year, however, transportation becomes the sole responsibility of the parent/guardian.

## **TRANSPORTATION**

Students are assigned bus transportation to and from school based on the distance from the assigned school or for safety purposes. School District 160 leases transportation services from a private carrier. Parents receive information on bus routes from the school district when they register prior to the beginning of school.

Please be at the assigned bus stop five minutes prior to the scheduled pick up time. Questions concerning bus service should be directed to the school offices.

Parents should be aware that at the beginning of a new year or during bad weather more time will be needed to complete bus routes. Parents are strongly encouraged to impress upon their children that in the event they miss the bus after school dismissal, they should notify the classroom teacher and/or the principal. The parent/guardian will be notified and arrangements made to get the child home safely. Unauthorized adults are not permitted to board, enter and/or ride any school buses under contract by the school district.

Bus riders are responsible for waiting for the bus at the proper time at the designated stop and for getting on the bus at school promptly after dismissal in the afternoon. **The privilege of riding the bus may be suspended for a period of time, up to and including the remainder of the school year for misbehavior.**



Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Students are prohibited from tampering with electronic recording devices. Students who do so will be disciplined in accordance with the Board's discipline policy and will be required to reimburse the School District for any necessary repairs or replacement.

## **TRUANCY**

A truant is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or a portion thereof. Examples of causes of truancy that are not acceptable and are considered unexcused absences include the following: oversleeping, missing the bus, shopping, babysitting, vacations, and leaving school without administrative approval. Absence for a valid cause which are considered excused absences include the following: illness, death in the immediate family, religious reasons, family emergency and situations related to the health or safety of the student.

**"Chronic or Habitual Truant"** is defined in the Illinois School Code, Section 26-2a, as a student subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days. Using this definition, the District shall determine if a student is a "chronic or habitual" truant. If it is determined that the student is a "chronic or habitual" truant, the parent will receive written notification and the student and/or family will be provided with the appropriate supportive services. Such services may include, but are not limited to:

1. Conference
2. Counseling
3. Home Visits
4. Individual Truancy/Tardy Intervention Plan
5. Referral to other supports and/or agencies (may include community services, DCFS, Police, Truancy Officer, etc.)

## **WAIVER OF SCHOOL FEES**

In fulfilling its duties as required by the laws of the State of Illinois, the Board of Education recognizes that there are situations in which a parent(s) or guardian(s) cannot pay school fees in order to send their child(ren) to school. In recognition of this, the Board of Education will waive school fees, when requested by the responsible parent(s) or guardian(s), if the family qualifies financially under the guidelines established for free lunch under the National School Lunch Program and promulgated by the Illinois State Board of Education. Financial qualification guidelines are revised annually and are published on or about August 1<sup>st</sup>.

For the purposes of this policy, "school fees" shall mean any monetary charge collected by the District from a parent(s) / guardian(s) of a student as a prerequisite for the student's participation in any regularly or customarily provided curricular or extracurricular program of the District that is available to all students. [Regularly or customarily provided curricular or extracurricular programs shall be those required by State law or authorized by policies and/or practices of the Board of Education.]

School fees shall include, but are not limited to, the following:

- a) Charges for required textbooks and instructional materials, all charges and deposits collected by the school for use of school property (e.g., locks, towels), field trips made during school hours, or made after school hours, if the field trip is a required or customary part of a regularly provided curricular or extracurricular activity (e.g., annually scheduled trips to museums, concerts, and places of business and career/vocational education, and the sciences).

- b) Charges or deposits for uniforms or equipment related to regularly provided interscholastic and intramural sports, or to regularly provided fine arts programs, to the extent that said uniforms or equipment are routinely provided to all participants.

School fees do not include:

- a) Library fines and other charges made for the loss, misuse, or destruction of school property.
- b) Charges for the purchase of class rings, yearbooks, pictures, diploma covers, or similar items.
- c) Charges for travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Washington D.C. or a class trip).
- d) Charges for admission to school dances, athletic events, and other social events.

The Superintendent of Schools or his/her designee may also waive fees where there is a very significant loss of income due to severe illness or injury in the family or due to unusual expenses such as fire, flood, or storm damage.





## Country Club Hills School District 160 Code of Conduct

### Student, Parent/Guardian, Staff, and Administrator Rights and Responsibilities

Under this Code of Conduct, all stakeholders have rights and responsibilities:

#### Rights of Students are:

- To attend school in a safe, orderly and caring environment.
- To receive an equitable and culturally responsive education.
- To attend school in a bully free environment.
- To enjoy the full benefit of their educational efforts without disruption from other students.
- To have reasonable access to school personnel.
- To be informed of school expectations and District policies and regulations.
- To be treated with respect.
- To have access to engaging and appropriate learning opportunities in order to become college and career ready.

#### Responsibilities of Students are:

- To attend school and classes regularly and be on time.
- To be prepared for class with the appropriate materials and be ready to learn.
- To know and obey school expectations and District policies and regulations.
- To demonstrate respect for school personnel, fellow students, and the public when going to, coming from and during school and school sponsored activities.
- To actively participate in learning and to achieve to the best of his/her ability.
- To accept responsibility and consequences for all actions and repair harm if applicable.
- To leave the school campus immediately at the end of the school day unless supervised by school personnel.

#### Rights of Parents/Guardians are:

- To have their children educated in a safe, orderly and caring environment.
- To have school personnel work cooperatively and respond in a timely fashion.
- To be informed of District policies, regulations and school expectations.
- To review their child's records with appropriate assistance and supervision from staff.
- To visit school and to participate in conferences with teachers, administrators and other staff regarding the academic and behavioral status of their children.
- To be treated with respect by staff members and administration.

#### Responsibilities of Parents/Guardians are:

- To set a positive example for their children by treating staff members with respect.
- To visit school and to participate in conferences with teachers, administrators and other staff regarding the academic and behavioral status of their children.
- To model and teach positive behavior to their children.
- To cooperate with the school in bringing about improvements designed to enhance the educational climate for all students.
- To provide the school with accurate information regarding the legal residence, contact information, medical data, emergency contacts and other information which may help the school to ensure the safety and welfare of their children.

- To become familiar with district policies, regulations, school expectations and to review this information with their child.
- To support the administration and staff to implement Positive Behavior Interventions and Supports (PBIS).
- To provide their child with a quiet study area at home and to encourage their academic endeavors.
- To ensure that their children attend school on a regular basis and arrive at school on time and prepared to learn.
- To participate in Problem Solving team meetings with staff members upon request.
- To ensure that students are picked up on time at dismissal and at the conclusion of after school activities.

**Rights of Staff Members are:**

- To expect and receive the attention, effort, and participation of students.
- To have parental and administrative support when implementing expectations designed to provide an appropriate learning climate.
- To be respected and treated courteously by parents, students and staff.
- To receive ongoing training and support to teach all students to become college and career ready.

**Responsibilities of Staff Members are:**

- To set a positive example for their students by working collaboratively and treating parents, students and co-workers with respect.
- To consider and respect the personal worth of each individual student as a unique and important human being.
- To express consistently high expectations for the achievement and behavior of all students.
- To teach and reinforce the Illinois Learning Standards including the Social Emotional Learning Standards.
- To implement evidence-based teaching and learning strategies to equip each learner with the knowledge, skills, attitudes, and values required for college and career readiness and successful living.
- To consistently implement multi-tier systems of student support (MTSS) including academic instruction and intervention, Positive Behavior Interventions and Supports (PBIS), positive and proactive classroom management strategies (CHAMPS) with fidelity.
- To ensure all students receive culturally responsive instruction and are treated equitably.
- To recognize different ideas, opinions, and expressions objectively and respond to them in a balanced, unbiased manner.
- To inform parents and students with timely and periodic reports of learning.
- To continuously review and reflect on their performance and to strive for professional growth.

**Rights of Administrators are:**

- To establish building expectations, and implement Board policies and procedures to establish and maintain a safe and orderly environment in which appropriate learning and teaching conditions prevail.
- To expect that all school employees recognize and fulfill their role to provide and ensure an appropriate teaching and learning environment.
- To be respected and treated courteously by parents/guardians, students, staff and community members.
- To receive support from District administration.
- To receive ongoing professional development, coaching and support.

**Responsibilities of Administrators are:**

- To set a positive example for students by treating parents, students, and staff with respect.
- To provide leadership that will establish, encourage, and promote effective teaching and optimal learning.
- To establish, publicize, and enforce school expectations and Board policies in order to facilitate teaching and learning and promote good citizenship.
- To consistently implement and monitor multi-tier systems of student support (MTSS) including academic instruction and intervention, Positive Behavior Interventions and Supports (PBIS), positive and proactive classroom management strategies (CHAMPS) with fidelity
- To hold students accountable for their conduct and to take prompt and appropriate action.
- To request assistance from the faculty, the district's support personnel, community agencies, and resources when appropriate.
- To be sensitive to and respond in a timely manner to the concerns expressed by students, staff, parents and community.
- To act in the best interests of the students, staff and school.
- To provide staff with ongoing professional development, coaching and support.
- To continuously review and reflect on their performance and to strive for professional growth.

In District 160, high expectations and a positive learning environment are critical for student and staff success.

- The establishment of rules and procedures to govern student conduct is a responsibility that the school shares with its parents, students and community members. The teacher-parent advisory committee meets periodically to review the Code of Conduct in order to continue to improve the system of discipline used in our schools.
- The schools and parents share the responsibility to communicate expectations, policies, and consequences of infractions to students. This shared responsibility, in the context of mutual support and understanding, linked by timely communication and cooperation, is critical to the success of an effective program of student discipline. Parents and guardians are expected to be active partners in all intervention attempts. Positive home models and parental expectations are vitally important aspects in developing self-discipline, which is the goal for all students.

- Students are expected to understand and abide by the expectations, rules, procedures, and consequences established for their safety and well-being; maintaining a personal code of proper behavior is expected of all students. The school and parent(s)/guardian(s) share the responsibility to check for student understanding and consistently implement the program of student discipline.
- The school staff will work with families to provide additional interventions and supports that will aid children in understanding boundaries and mastering socially acceptable behaviors.

Interventions, restorative justice practices and consequences may include, but are not limited to:

- a) Social Skills Instruction
- b) "Time away" from the Classroom
- c) Peace Circles
- d) Individual and Group Counseling
- e) Check-in-Check-out
- f) Conflict Resolution Training
- g) Peer Mediation
- h) Social Academic Instructional Groups
- i) Simple Behavior Plan
- j) Mentoring Program
- k) Functional Behavior Assessment
- l) Individual Behavior Intervention Plan (BIP)
- m) Behavior Contract
- n) Referrals to Community Resources
- o) In School Suspension
- p) Out of school Suspension

## **DISCIPLINE FOR MISCONDUCT**

### Board Policy 7:190

Students who commit misconduct in violation of District or school policies, procedures, or rules are subject to discipline. A student may be subject to discipline for gross disobedience or misconduct. Gross disobedience or misconduct includes, but is not limited to inappropriate behavior or unacceptable behavior that occurs:

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 or school-sanctioned activity or event;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct has a sufficient nexus to the school environment and causes or reasonably could be foreseen to cause a substantial disruption of or material interference with the educational environment or invasion of the rights of others.

**Gross disobedience or misconduct includes, but is not limited to:**

1. Using, possessing, distributing, purchasing, or selling tobacco materials or tobacco substitutes (including electronic cigarettes, nicotine patches, and nicotine gum).
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, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish), including but not limited to cannabis that has been prescribed to the student in compliance with Illinois law. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - b. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - d. 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.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
  - f. 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.
  - g. A Student who is under the influence of any prohibited substance is not permitted to attend school or school-related functions and , if he or she does so, is treated as though he or she had the prohibited substance, of which he or she is under the influence in his or her 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. This prohibition applies regardless of whether the weapon is one the student is licensed to carry under the Firearm Concealed Carry Act.
5. Using or possessing an electronic paging device , cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that causes or reasonably could be foreseen to cause a substantial disruption of or material interference with the educational environment or invasion of the rights of others, including without limitation using the device to take photographs in locker rooms or bathrooms, cheat, create, send, share, view, receive, or possess an indecent visual depiction of oneself or another person or otherwise violate student conduct rules through the use of a computer, electronic communication device, or cellular phone (i.e., sexting). Unless otherwise authorized or banned by Board policy or by the Principal, students may bring electronic devices to school and school-related functions but all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission to use the electronic device; (b) use of the device is provided for in a student's individualized education program (IEP); or (c) the electronic device 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, and wrongfully obtaining test copies or scores.
9. Engaging in bullying, teen dating violence, intimidation or harassment of any kind as defined by Policy 7:180, *Bullying, Intimidation, and Harassment* and/or Policy 7:185, *Teen Dating Violence Prohibited*.  
Engaging in hazing of any kind, which is defined as knowingly requiring the performance of any act by a student, or other person in a school or other educational institution for the purpose of induction, admission into any group, organization, or society associated or connected with that institution and where the act is not sanctioned or authorized by that educational institution.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. 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 of such a group.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, laws against assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Making what reasonably can be seen as a threat against a school employee, a student, or any school-related personnel by any means, including through an Internet website or electronic device.
16. Engaging in any activity, on or off campus that has a sufficient nexus to the school environment, and causes or reasonably could be foreseen to cause a substantial disruption of or material interference with the educational environment or invade the rights of others.

For purposes of this section, 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.

This list of misconduct is intended to be comprehensive but not all-inclusive. Any extreme misbehavior may be considered gross disobedience or misconduct for which a student may be subject to discipline even if not identified in this Handbook or Board Policy.

Efforts, including the use of early intervention and progressive discipline, 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 psycho stimulant medication to the student.



## **Chain of Command for Disciplinary Responses**

Disciplinary consequences will generally be administered in the following order:

- Teacher
- Assistant Principal
- Principal
- Superintendent
- Board of Education (hearing may be requested)

Teachers are expected to be first responders in addressing student misconduct where warranted and reasonable in light of the nature and severity of the misconduct. Teachers should use minor misconduct as an opportunity to teach students acceptable behavior and is implemented with the participation and cooperation of the students' parents/guardians.

The following are examples of non-disciplinary methods that may be used by teachers:

- Each teacher is expected to maintain a classroom climate favorable to learning and to handle most behavioral problems through teacher-student interaction. Teachers are to establish a Classroom Management Plan to address how minor misconduct will be handled by the teacher. The Plan must be approved by the appropriate administrator and teachers must implement methods contained in the Plan prior to referring a student to the office for misconduct.
- If student misconduct continues despite use of the Classroom Management Plan, the teacher should confer with the principal, counselor, or social worker, determine a plan for addressing the student's misbehavior, and the teacher should implement that plan.
- If deemed advisable, a parent/guardian-teacher-student conference may be held.
- When behavior is of such serious nature an immediate office referral is warranted.

If a student persists in misconduct despite the methods indicated, the student shall be referred to the principal or assistant principal, who may implement some or all of the following consequences, if appropriate, in light of the seriousness of the misconduct:

- A student may be counseled and may be returned to the classroom.
- A student may be required to contact his/her parent/guardian in the presence of a school official and explain his/her unacceptable behavior to them. At this point, parent/guardian guidance for the student is to be sought and the student may return to class.
- A student may immediately be or may be caused to be delivered into the custody of his/her parents/guardian for counseling and or discipline and then returned to the classroom. The duration is to be determined by the appropriate building administrator.

Note: The use of the chain of command outlined above will not always be appropriate in light of the seriousness of the misconduct, or where misconduct persists despite non-disciplinary responses or non-disciplinary responses otherwise do not adequately address the misconduct. In those cases, more serious disciplinary consequences may be imposed at any level of this chain of command without strict adherence to this chain of command.

The following chart lists specific examples of minor and major infractions. Consequences will be imposed on a case-by-case basis taking into consideration factors such as the severity of the incident, prior discipline incidents and extenuating factors at the discretion of administration.

Inappropriate attire (Student Uniforms and Dress Code)	Compliance with the district's Student Uniform and Dress Code Policy is required. See Handbook.
Disruptive conduct	Any action which may impede the educational process is prohibited, including inappropriate display of affection.
Lack of cooperation with school personnel	Students are expected to follow school wide expectations and cooperate fully with all school personnel.
Food, beverages, snacks	See Board Policy 6.50. Food, beverages, snacks, candy, and the like, are prohibited at times other than breakfast and during the lunch period unless school sanctioned or medically necessary with doctor's note.
Out of class without permission	Students may not leave class without the permission of the teacher.
Out of school without permission	Students may not leave school without the permission of the administrator.
Bus misconduct	Students are expected, at all times, to conduct themselves while riding a school bus and at the bus stop, in a manner which ensures the safety of others and maintains an atmosphere free from harm and disruption. The provision of bus transportation for students is a privilege, not a right. Students who do not exhibit proper bus conduct may forfeit the privilege of riding the school bus.
Forgery	No student may sign another person's name to school work, forms, or documents with or without the person's permission.
Insubordination	Students are expected to follow the instructions of staff members. Any deliberate disobedience of an order clearly communicated by a staff member, or any deliberate student act of eluding or resisting authority, will not be tolerated.
Gross disruption	Any action which severely disrupts the educational process, whether by endangering students or staff, intentionally causing distractions, engaging in socially inappropriate behavior, creating and/or distributing written or electronic material. Food fights and false 911 calls is unacceptable and will not be tolerated.
Fighting	Any fighting, assault or battery, or any other conduct which may endanger the health or safety of any person is prohibited on school property, at school sponsored events, on school buses, at school bus stops and on the route to and from school.  See also City of Country Club Hills Ordinance: 7.2.02 Mob Action and 7.2.09 Fighting.
Theft or defacing of school or personal property	No person may take, deface, or destroy personal or public property. Restitution will be required.
Computer Violations	See Board of Education Policy 6.235 and 6.235R regarding access to the internet and acceptable use of the internet. See also Parent & Student Handbook.
Harassment/Intimidation/ Bullying/Cyber Bullying Teen Dating Violence	Harassment, as defined in Board of Education Policy 7:180 and/or Policy 7:185 other harassment, whether based on race, nationality, disability, or other personal characteristics, is prohibited.
Threats or acts of violence or assault to staff or peers	Any threat or act of harm—verbal, physical, or otherwise will not be tolerated.

Use of cell phones, electronic beepers, paging devices, laser devices	See Board of Education Policy 7:190APS. The use of cell phones and other electronic devices, is prohibited during the regular school day, must be turned off and stored in an inconspicuous area. The School District is not responsible for the loss or theft of any electronic device brought to school.
Possession or use of tobacco/alcohol	Possession or use of tobacco/alcohol on school premises, school buses, and at school sponsored functions is strictly prohibited.
Drug or chemical abuse	Students may not possess, dispense, offer to sell, sell, conspire to sell, purchase, or be under the influence of alcohol, drugs, look alike substance, or any other substance used to alter one's state of consciousness on school grounds or at school events.
Weapons	A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school may be expelled for a period of not less than one year. The expulsion period may be modified by the Board on a case by case basis. The term weapon means possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, use of weapon as defined as 24-1 of the Criminal Code, knives, guns, firearms, rifles, shot- guns, brass knuckles, billy clubs, or look-alikes thereof.
Arson and Bomb Threat	Any action which severely disrupts the educational process, whether by endangering students or staff, intentionally causing distractions is unacceptable and will not be tolerated.
Combustibles and False Alarms	Any action which severely disrupts the educational process, whether by endangering students or staff, or intentionally causing distractions, and false 911 calls is unacceptable and will not be tolerated.
Gangs	The presence of gangs and gang activities causes a substantial disruption or material interference with the learning environment and school activities. Gang is defined as individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or District policies. <b>While on school property, or at any school-sponsored event wherever held, no student shall participate in any gang-related activity, including, but not limited to, the following:</b> (a) Soliciting others for membership in any gangs or unauthorized school groups; (b) Requesting any person to pay protection or otherwise intimidating or threatening any person; (c) Inciting other students to act with physical violence upon any other person; (d) Wear, use, distribute, display or sell any clothing, jewelry, emblem, badge, sign symbol, or other item which is commonly associated with membership in or affiliation with any gang or unauthorized school group; (e) Committing any other illegal act or other violation of school district policies.

# PROCEDURAL REQUIREMENTS FOR SUSPENSION AND EXPULSION

## SUSPENSION PROCEDURES

Students enrolled in the District may be subject to in-school or out-of-school suspensions in accordance with District student discipline policies and rules. The following procedures will apply to all suspensions:

### **STEP 1: Student Conference.**

- Hold a pre-suspension conference with the student.
  - A conference is not required prior to the suspension if the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the conference must occur as soon as practicable.
- Explain the charges (*i.e.*, provide the details of the alleged misconduct) to the student.
- Give the student an opportunity to respond to the charges.

### **STEP 2: Decide whether to impose a suspension and, if yes, the length of the suspension.**

- Determine whether an in-school or out-of-school suspension is appropriate and consistent with Board policy and school rules.
- Make all reasonable efforts to resolve any threats, address disruptions, and minimize the length of student exclusions from school to the greatest extent practicable.
- For students with disabilities, contact the Director/Special Education Coordinator to ensure compliance with all applicable federal and State law and regulations pertaining to the discipline of students with disabilities, Board Policy 7:230, and the student's IEP.
- For out-of-school suspensions, determine the length of the suspension on a case-by-case basis as follows:
  1. **3 days or less** may be imposed only if it is determined that the student's continuing presence at school poses a (i) threat to school safety, or (ii) disruption to other student's learning opportunities.
  2. **Over 3 days** may be imposed only if it is determined that:
    - a. Other appropriate and available behavioral and disciplinary interventions have been exhausted; and
    - b. The student's continuing presence at school would (i) pose a threat to the safety of students, staff, and/or members of the school community, or (ii) substantially disrupt, impede, and/or interfere with the operations of the school.
- A student must not be suspended for more than ten (10) school days for the same incident of misconduct.
- Inform the student of the decision.
- Contact the student's parent(s)/guardian(s) immediately to report the suspension.

### **STEP 3: Provide parent(s)/guardian(s) with suspension notice.**

- Within 24 hours of the misconduct, send the parent(s)/guardian(s) a written notice of the suspension that must include:
  1. The details of the specific act of disobedience or misconduct;
  2. Any Board policy and/or school rule that was violated;
  3. The length and date(s) of the suspension;

4. For out-of-school suspensions of **3 day or less**:
  - a. Explanation of the appropriate and available behavioral/disciplinary interventions exhausted with the student (e.g., gave warning, offered a break/cool down period, use of reward system, check-in check-out system, implementation of the student's BIP, etc.).
  - b. The Administration's determination that the student's continuing presence at school poses a (i) threat to school safety, or (ii) a disruption to other student's learning opportunities, and the rationale for the determination.
  - c. The rationale for the number of days of the suspension.
5. For out-of-school suspensions **over 3 days**:
  - a. Explanation of the appropriate and available behavioral/disciplinary interventions exhausted with the student (e.g., gave warning, offered a break/cool down period, use of reward system, check-in check-out system, implementation of the student's BIP, etc.).
  - b. The Administration's determination that the student's continuing presence at school would (i) pose a threat to the safety of students, staff, and/or members of the school community, or (ii) substantially disrupt, impede, and/or interfere with the operations of the school, and the rationale for the determination.
  - c. The rationale for the number of days of the suspension.
6. For out-of-school suspensions **over 4 days**:
  - a. All information stated in #5 above.
  - b. Identify appropriate and available support services that will be provided to the student during the suspension, and explain how they will be provided.
7. For all out-of-school suspensions, notice to the parent(s)/guardian(s) that the student will be given the opportunity to make up work missed during the suspension, and explain what is being offered to the student.
8. Notice to the parent(s)/guardian(s) of their right to request a review of the suspension by submitting a written request to the Principal within five (5) calendar days of receipt of the suspension notice.
9. Notice that the student is prohibited from being on school grounds or participating in/attending any school-related activities during the suspension, unless permission is given by the Principal.

#### **STEP 4: Follow-up activities.**

- Provide the Board with a summary of the written notice of suspension, including the reason for the suspension and the suspension length.
- If there are safety reasons, recommend to the Board that the student be suspended from the bus in excess of ten (10) school days.
- For out-of-school suspensions over 4 days, arrange for support services to be provided to the student during the suspension as determined by school officials.
- Hold a meeting with the student and parent(s)/guardian(s) to discuss the student's return to school.
- Identify any supports or interventions to be provided for the student's reengagement to school after the suspension in accordance with Board policy.
- If a student has been suspended for over twenty (20) school days, decide whether to transfer the student immediately to an alternative program in the manner provided in Article 13A or Article 13B of the *Illinois School Code*.
- Administrators may transfer the student not in excess of 10 days. Any transfer in excess of 10 days must be authorized by the Board.

### **STEP 5: Upon request, conduct a suspension review.**

- Upon request of the parent(s)/guardian(s), arrange for a review of the suspension conducted by the Board or a hearing officer appointed by the Board.
- Send the parent(s)/guardian(s) a written notice of suspension review that includes:
  1. The date, time and location of the suspension review.
  2. Notice to the parent(s)/guardian(s) of the right to appear and discuss the suspension.
  3. Notice to the parent(s)/guardian(s) of the right to be represented by counsel at their own expense.
- If there is evidence that mental illness may be the cause for the suspension, invite the Illinois Department of Human Services to send a representative to consult with the Board.
- The Board may go into closed session (5 ILCS 120/2(c)(9)).
- At the review, the Board or its appointed hearing officer will discuss the suspension with the student's parent(s)/guardian(s) and school officials.
- After presentation of the evidence or receipt of the hearing officer's report, the Board will take such action as it finds appropriate.
- The Board must issue a written decision that:
  1. Details the specific act of gross disobedience or misconduct resulting in the suspension;
  2. Includes a rationale for the specific duration of the suspension;
  3. Documents whether other interventions were attempted, or it was determined that there were no other appropriate and available interventions; and
  4. States whether appropriate and available support services are to be provided, or it was determined that there are no such appropriate or available services.

## **EXPULSION PROCEDURES**

Students enrolled in the District may be subject to expulsion in accordance with District student discipline policies and rules. The following procedures will apply to a student's expulsion:

### **STEP 1: Student Conference.**

- Hold a conference with the student.
  - A conference is not required if the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process.
- Explain the charges (*i.e.*, provide the details of the alleged misconduct) to the student.
- Give the student an opportunity to respond to the charges.
- Contact the student's parent(s)/guardian(s) immediately to report the incident.

### **STEP 2: Decide whether to recommend expulsion.**

- Determine whether recommending the student for expulsion is appropriate and consistent with Board policy and school rules.
- Make all reasonable efforts to resolve any threats, address disruptions, and minimize the length of student exclusions from school to the greatest extent practicable.
- For students with disabilities, contact the Director/Special Education Coordinator to ensure compliance with all applicable federal and State law and regulations pertaining to the discipline of students with disabilities, Board Policy 7:230, and the student's IEP.



### **STEP 3: Provide student and parent(s)/guardian(s) with notice of expulsion hearing.**

- Send the student and his or her parent(s)/guardian(s) a written request to appear at a hearing to determine whether the student should be expelled.
- Send the written request by registered or certified mail, return receipt requested.
- The written request must include:
  1. The details of the specific act of disobedience or misconduct;
  2. Any Board policy and/or school rule that was violated;
  3. The recommended length of the expulsion.
  4. State the date, time, and location of the expulsion hearing;
  5. A short description of what will happen during the hearing;
  6. Notice to the student and parent(s)/guardian(s) that the *Illinois School Code* allows the Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  7. Notice to the student and parent(s)/guardian(s) of the right to appear, offer evidence, present witnesses, cross-examine witnesses, and be represented by counsel at their own expense.
  8. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, provide the attorney's contact information.

### **STEP 4: Prepare for the expulsion hearing.**

- The expulsion hearing will proceed unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated date, time and location.
- The hearing must be conducted by the Board or a hearing officer appointed by the Board.
- If there is evidence that mental illness may be the cause for the expulsion, invite the Illinois Department of Human Services to send a representative to consult with the Board or the Board-appointed hearing officer.
- Gather all relevant documents for hearing (e.g., attendance reports, grade reports, discipline history, incident reports, referrals, student and/or witness statements, Section 504 plans, IEPs) and make copies for the Board/hearing officer and parent(s)/guardian(s).
- Notify District witnesses of date, time, and location of the expulsion hearing.

### **STEP 5: Conduct the expulsion hearing.**

- The Board may go into closed session for the expulsion hearing in accordance with the *Open Meetings Act*, 5 ILCS 120/2(c)(9).
- During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of gross disobedience or misconduct as charged.
- The student and the parent(s)/guardian(s) may:
  1. be represented by counsel;
  2. offer evidence;
  3. present witnesses;
  4. cross-examine the District witnesses; and
  5. present reasons why the student should be not expelled.
- If a hearing officer conducts the hearing, he or she shall submit a report with the evidence presented to the Board.
- After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

- The Board must issue a written decision that:
  1. Concludes whether the student is guilty of the charged gross disobedience or misconduct;
  2. Details the specific reasons why removing the student from the learning environment is in the best interest of the school;
  3. Specifies the length of the expulsion period and the rationale for the specific duration;
  4. Documents whether other interventions were attempted with the student or it was determined that there were no other appropriate and available interventions; and
  5. States whether appropriate and available support services will be provided to the student during the expulsion.
- The Board must take action in open session to expel and/or transfer the student to an alternative school or reject the recommendation for expulsion.

## **PROCEDURES FOR STUDENTS WITH DISABILITIES**

School officials shall comply with the above procedures as well as the Individuals with Disabilities Education Act and related State law when disciplining students who qualify for special education.

### Behavioral Interventions

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

### Discipline Requirements

No special education student shall be expelled if the student's misconduct is a manifestation of his/her disability. A special education student may be suspended for periods of no more than 10 consecutive school days in response to separate incidents of gross disobedience or misconduct, regardless of whether the student's conduct is a manifestation of his/her disability, as long as: (1) the repeated removals do not constitute a pattern that, based on the length of removal, the proximity of the removals to one another, and the behaviors resulting in the removals, amounts to a change of placement; and (2) the student receives educational services to the extent required by law during the removals.

When a student is recommended for discipline that constitutes a change of placement, the following shall occur:

1. The parent/guardian or surrogate parent shall be given notice of the disciplinary action being considered;
2. The parent/guardian or surrogate parent shall be provided with a copy of their procedural safeguards; and
3. A manifestation determination meeting shall be conducted within ten (10) school days of the date of the misconduct and before any discipline constituting a change in placement occurs.

At the manifestation determination meeting, the Individual Educational Program ("IEP") team must:

- A. Determine if the misconduct is related to the student's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the student, and the student's IEP and placement. The behavior constitutes a manifestation of the student's disability if:
  - 1) The conduct was caused by, or had a direct and substantial relationship to, the child's disability; or
  - 2) The conduct in question was the direct result of the school district's failure to implement the student's IEP.

- B. Review and revise, if necessary, the behavior intervention plan or, as necessary, develop a functional behavior assessment and intervention plan to address the misconduct.
- C. If the student's behavior is not a manifestation of the disability, school officials may apply the District 160 Student Code of Conduct, taking into consideration the student's special education and disciplinary records. If a student with a disability is expelled or suspended for more than 10 days constituting a change of placement, the student shall be provided educational services which allow him-her to progress in the general curriculum and meet the goals of his/her IEP.
- D. If the student's behavior is a manifestation of the disability, the suspension or expulsion may not go forward. Rather, the IEP team should review the appropriateness of the student's current educational program in light of the misconduct.

A special education student may be removed to an interim alternative educational setting for up to 45 school days without regard to whether the behavior is a manifestation of the student's disabilities if the student has carried a weapon to school or school function; or knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or a school function; or has inflicted serious bodily injury upon another person while at school or a school-related function.

If the parent disagrees with the interim alternative placement, he or she may request a due process hearing. The Superintendent of Schools may request a due process hearing to obtain an interim alternative placement in cases where it is believed that a student is substantially likely to cause injury to self or others.

Questions regarding these procedures may be directed to the Director of Student Services at 708-957-6200 Extension 6.