

BERWYN NORTH SCHOOL DISTRICT 98

STUDENT HANDBOOK



School District Philosophy

Mission Statement

Berwyn North School District 98 is an elementary district of neighborhood schools committed to mutual respect and cultural diversity. We will foster a strong partnership among students, school staff, families and community, as well as empower students with the ability to solve problems, make decisions, apply technology and utilize informational resources in order to reach their full personal, academic and civic potential.

Belief Statements

The focus of all our beliefs is the individual child's right to achieve his or her personal, academic and civic potential in a safe and caring environment.

- We believe students need to be provided with opportunities to be motivated, educated and become productive members of the community and society.
- We believe that students, school personnel and the community need to have the opportunity to access current and future technologies.
- We believe that individual gifts and talents of our students, school personnel and community should be recognized and encouraged through the curriculum and support programs.
- We believe that it is essential to have a strong partnership among students, family, school and community.
- We believe that all ideas to further the goals of the district be heard and respected.



Havlicek Elementary School
6401 West 15th Street
(708) 795-2451



Jefferson Elementary School
7035 West 16th Street
(708) 795-2454



Lincoln Middle School
6432 West 16th Street
(708) 795-2475



Prairie Oak Elementary School
1427 South Oak Park Ave
(708) 795-2442

**Berwyn North
Student Handbook
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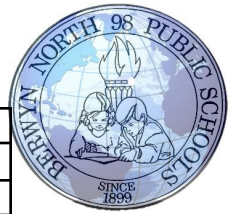
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1.10 General School Information

This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection at the at the District office, 6633 West 16th Street Berwyn, IL 60402 or through the District’s website www.bn98.org. The School Board governs the school district, and is elected by the community.

Current School Board members are:

Mr. Adam Mounce	President
Mr. Brian Swade	Vice-President
Mr. Jake Brown	Member
Ms. Clara Bruno	Member



Mrs. Elizabeth Cuevas	Member
Mr. Fritz Paul-Emile	Member
Mrs. JoAnn Kulis Kearns Valeriano	Member

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

Ms. Michelle Smith	Superintendent
Dr. Robert Hubbard	Assistant Superintendent
Ms. Regina Johnson	Business Manager
Ms. Margaret Turner	Director of Special Education
Mrs. Francela Lopez	Director of Languages
TBA	Director of Building and Grounds
Mr. Gary Evashenk	Director of Instructional Technology

The schools are located and may be contacted at:

Havlicek Elementary School
 6401 West 15th Street
 (708) 795-2451
 Principal: Ms. Jessica Hartless
 Assistant Principal: Mr. Charlie DeLeonardis

Lincoln Middle School
 6432 West 16th Street
 (708) 795-2475
 Principal: Mrs. Sonia Ruiz
 Assistant Principal: Ms. Stephanie Gage
 Assistant Principal: Ms. Jessica Lopez

Jefferson Elementary School
 7035 West 16th Street
 (708) 795-2454
 Principal: Mrs. Dena Thill
 Assistant Principal: Mr. Michael Murguia

Prairie Oak Elementary School
 1427 South Oak Park Ave
 (708) 795-2442
 Principal: Mr. Eden Barragan
 Assistant Principal: Mrs. Yajira Diaz
 Assistant Principal: Vincent Cefali

1.20 Visitors

All visitors are to report to the office. If you have an appointment, please come to the office before going to see the teacher. Parents/Guardians will then be screened using our registration systems, Raptor, that enhances school security. Please be sure to bring an identification.

Parents/Guardians frequently like to visit the school. This is your school and you are welcome to do so; however, we ask that you do not just “drop in”. You may make prior arrangements with your child’s teacher to visit the class, or if this is inconvenient, come first to the principal’s office to see if time is available on the teacher’s schedule for your visit.

Messages - Messages for teachers and students will be received by the office secretary any time during the day and teachers will be glad to return calls at their earliest conveniences. **Messages for pupils should be limited to emergencies and those messages will be delivered promptly by the appropriate school personnel.**

Parents/Guardians may not go to classrooms during the school day to deliver messages or pick up their children. Children who are to leave school early are required to wait in the office area for their parents/guardians. Parents/Guardians must sign children out at the front office when needing to leave early.



Cross-reference: 8:30, Visitors to and Conduct on School Property

1.30 Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental/guardian 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 policy 8:20, Community Use of School Facilities.

Any student may file a discrimination complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the appropriate Intermediate Service Center (pursuant to 105 ILCS 5/3-10 of the School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of the School Code).

Cross-Reference: 7:10, Equal Educational Opportunities, 2:260, Uniform Grievance Procedure

1.40 Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal's in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

1.50 School Volunteers

School volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Schools utilize parent/guardian volunteers in the classroom. To ensure the safety of our students, a background check will be required for volunteers that assist on a regular basis. Schools make this decision. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

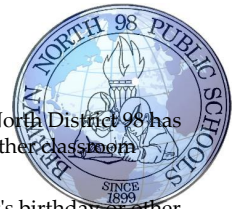
Cross-Reference: 6:250, Community Resource Persons and Volunteers

1.60 Invitations and Gifts

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

However, the schools request parents/guardians cooperate in seeing that the passing of invitations to parties and the movement of presents do not take place in or about the school building.

1.70 Treats and Snacks



Due to the increase in food allergies and the need to encourage healthy nutrition in schools, Berwyn North District 98 has implemented a new allergy free, healthy snack initiative for all treats sent to school for birthday and other classroom celebrations.

Please do not send those store bought cupcakes or other candy, sweet treats to school for your student's birthday or other classroom celebration! Store bought treats are still required, but it has now become necessary for you to choose from one or two of the following items on the list provided below. If you have any questions about this list, please contact the office where your child attends school.

Beverages:

Water
100% Fruit Juice (no Mango)
Capri Sun Honest Juice
Kool Aid Jammers

Fruits and Vegetables:

Individually packaged, Fruits or Veggies NO MANGOs (from Costco, Aldi, Jewel or Sam's Club.)
Applesauce – Motts or Gogo squeeze brands
Raisins – plain
Fruit Snacks Betty Crocker
Fruit Roll-Ups
Fruit Roll Ups: By The Foot
Gushers and Flavored Snacks
Fruit Snacks (Welch's and Kellogg's)
Welch's and Kellogg's Nutrition Bars
Kellogg's Nutri Grain Cereal Bars
Pretzels:

Pretzels Rold Gold Pretzels – all flavors (No Dipped or with Coating)
Pepperidge Farm Goldfish Pretzels
Pretzels Glutino
Pretzels individually packaged

Popcorn:

Angie's Kettle Corn
White Cheddar Skinny Pop Popcorn
Smartfood – White Cheddar or Reduced Fat
Movie Theater Butter Gold Medal & Mega Pop Popcorn
Chiefs Brand for popcorn machines

Crackers:

Goldfish- Baby Cheddar, Cheddar, Colors, Mix-Up, Parmesan, Pizza, Original Saltines, Whole Grain
Cheez-It Crackers Any Flavor

Wheat Thins Saltines
Sunshine and Nabisco Graham
Nabisco, Honey Maid Grahams & Teddy Grahams

If a brand name is listed, only the brand name that is listed has been approved!

Cheeses and Yogurts:

Kraft String Philadelphia
Original Cream Cheese
Cheese Whiz
Yogurt Yoplait
Go-Gurt (Original Vanilla/French Vanilla and Strawberry Flavors)
Dannon (All Natural Vanilla, Light and Fit Vanilla and Strawberry)

Cross-Reference: Policy 6:50, School Wellness

1.80 Emergency School Closings

In cases of bad weather and other local emergencies, parents/guardians are asked to tune in to radio stations WBBM (780) or WGN (720) and listen for BNSD98 to be advised of school closings. School closings for any reason will be announced as soon as possible. If inclement weather or other emergency occurs during the day, parents/guardians will be contacted.

Please make sure contact information is current in your child's school office. Our District communication system uses phone calls, email and text messages to provide information in an emergency situation.

After-school functions may be cancelled due to extreme weather or other emergency situations.

1.85 Extreme Weather Circumstances

It is the practice of School District 98 not to send children home if dangerous conditions exist. We have safe buildings, so do not be alarmed if your child does not get home on time if extreme conditions or circumstances are in effect. Your child will remain with us until reasonable conditions return and your child can get home safely.

Cross-Reference: 4:170, *Safety*

1.90 Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses in public areas of the school building and between buses. These systems have been put in place to protect students, staff, visitors and school property. If



inappropriate behavior is captured on audiotape or videotape, these recordings may be used as the basis for imposing a consequence. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Cross-Reference: 4:110, *Transportation*

2.10 Attendance

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

	Elementary	Middle School
Supervision Begins	8:10 A.M.	7:50 A.M.
Entry	8:15 A.M.	7:50 A.M.
Tardy (Students must be in their seat and ready to learn)	8:25 A.M.	8:25 A.M.

Dismissal – Early / Emergency

Students are expected to remain in school for their entire school day. On occasion, doctor or dental appointments, or emergency situations may necessitate leaving school early. Only parents or legal guardians may request emergency dismissal. Parents/guardians must sign out their student in the school office before they leave school. If the student returns to school, they must sign in immediately upon arrival.

All staff have been instructed no child will be excused or dismissed without written or personal request from the parent or guardian, and not to permit any child to leave the school premises with an unidentified person. Parents/Guardians are requested to pick up their child in the school office at the predetermined time. Children will not be dismissed early on a regular basis because we must maintain our school hours. **Please make your plans with school hours in mind.** All early dismissals must be processed through the school office.

It is the responsibility of the parent/guardian to make arrangements for picking up students promptly at dismissal time. Failure to do so can be considered child neglect. We reserve the right to report neglect to DCFS and/or the Berwyn Police Department.

Cross-reference: 7:70, *Attendance and Truancy*

2.20 Student Absences



There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. After five days of unexcused absences student will be dropped from enrollment. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school before 8:00 A.M. to explain the reason for the absence. If a call has not been made to the school by 10:00 A.M. on the day of a student's absence, the parent/guardian will be notified if their child is not in school. Failure to notify the office of the reason for the absence shall result in an unexcused absence.

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Jefferson Elementary School 7035 West 16th Street (708) 795-2454	Prairie Oak Elementary School 1427 South Oak Park Ave (708) 795-2442

Cross-reference: 7:70, Attendance and Truancy

2.30 Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference: 7:80, Release Time for Religious Instruction/Observation

2.40 Make-Up Work

Students who have been absent will be permitted to make up any missed work, including homework and tests. The student will be permitted minimally the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

Please request any homework for your child when you call in your child's absence. However, teachers are not required to provide assignments prior to an absence. Homework may then be picked up from the school office at the end of the following day. Please follow this procedure, since many students have more than one teacher and it takes time to collect all assignments and books needed.

Cross-reference: 7:70, Attendance and Truancy

2.50 Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be addressed in a serious manner by the school and district. Excessive absences may result in failing grades and retention.



Students who miss 9 days or more of the regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Reporting to officials under the Juvenile Court Act
- Referral to the State’s Attorney

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

Cross-references: 7:70, Attendance and Truancy

2.60 Grading and Promotion

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 testing. A student will not be promoted based upon age or any other social reason not related to academic performance. Students can only be retained twice between grades 1 and 8: once between grades 1-4, and again between grades 5-8. Retentions at the Kindergarten level will be considered on a case-by-case basis.

Parents/guardians are encouraged to access their child’s assignments/grades on a regular basis through the Parent Portal. For questions regarding grades, please contact the classroom teacher. To access the parent portal, please contact your school office.

**EL students will not be retained based on their level of English proficiency. The retention of EL students will be determined by the EL Team.

**The retention of students with IEPs will be determined by the IEP team.

		Promotion Criteria			
Section	Status	Assessment	Grading	Attendance	Support/Intervention
I	Promoted	Student attains average to above average growth on the NWEA Map Assessment	Student passes all core classes.	Student has fewer than 9 days of unexcused absences.	None



II	Promoted	Students does not attain average to above average growth on the NWEA Map Assessment	Student passes all core classes with a "C" or better.	Student has fewer than 9 days of unexcused absences.	None
III	Promotion Pending	Student does not attain average to above average growth on the NWEA Map Assessment and/or	Student does not get a "C" or better in all core classes and/or	Student has more than 9 days of unexcused absences.	Academic Supports/interventions are required and will possibly include: Referral to MTSS After school program Before school program Saturday School (Lincoln Middle School only) Summer School
IV	Retention	Student does not attain average to above average growth on the NWEA Map Assessment	Student does not pass all core classes.	Student has more than 9 days of unexcused absences.	Supports/interventions will possibly include: Referral to MTSS, After school, Before school

**Completion of supports does not guarantee promotion.

Cross Reference: 6:280, Grading and Promotion

2.70 Homework

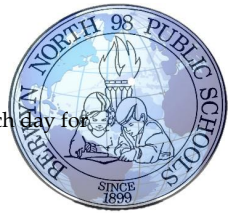
Homework is an effective tool in developing responsibility, study habits, and skills. It is an extension of the learning process and involves the home in the child's learning. Each student is expected to read or be read to at least 20 minutes per day which is included in the estimated homework time. The allocated time per grade is based on the time the average student would take to complete the assignment.

The table below shows the estimated time for daily homework across all the subject areas.

(Time incorporates reading)

- K-1 20-30 min.
- 2nd 30-40 min.
- 3rd 40-50 min.
- 4th 50-60 min.
- 5th 60-70 min.
- 6th- 8th 60-90 min.

Provide a study area - The student should have an area that has good lighting, proper seating, and sufficient space for materials. Make that room the study room. Distractions should be kept away or turned off.



Provide a specific time period - Help your child initiate responsibility in determining a time period each day for homework. The amount of time may fluctuate with the type of assignments.

Middle School Homework Hotline

The Homework Hotline is a google document that allows real-time editing by the teachers. Please check after 4:00 P.M. A Middle School Homework Hotline is provided to help students keep current with their daily class and homework assignments. Students are asked to check the Lincoln Middle School page on the District 98 website www.bn98.org and click on 'student' or 'information' to access the Homework Hotline.

If your son or daughter is having difficulty with homework, contacting the teacher will often clarify or solve the problem.

2.80 Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates his or her absence from school because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on home or hospital instruction, contact: Director of Special Education at (708) 484-6200

Cross Reference: 6:150, Home and Hospital Instruction

3.10 Fees, Fines and Waivers

The school establishes fees and charges to fund certain school activities. Students will not be denied educational services due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, which are used for the federal meal program.

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

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal.

Cross-references: 4:110, Transportation, 4:140, Waiver of Student Fees, 4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees, 4:140-E1, Application for Fee Waivers, 4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal

3.20 School Breakfast and Lunch Program



Breakfast is served every school day at 8:25 A.M. Lunch time will depend on school schedule. Berwyn North School District 98 will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for the current school year. All enrolled students are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of this school year. No further action is required of you. Your child will be able to participate in these meal programs without having to pay a fee or submit an application.

Cross Reference: 4:130, Free and Reduced-Price Food Services

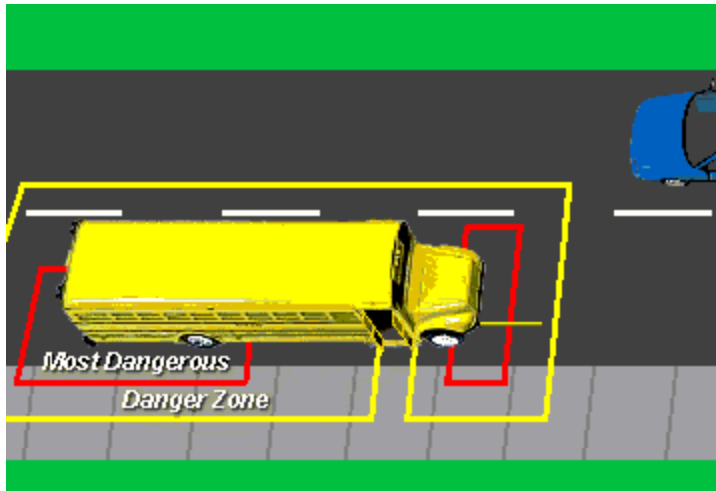
4.10 Bus Transportation

The district provides bus transportation to and from school for eligible students. While students are on the bus, they are under the supervision of the transportation staff. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The administration may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

In the interest of the students' safety and in compliance with State law, students are also expected to:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
3. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
4. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the transportation staff's instructions. Be courteous to the staff and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact:
Business Manager (708) 484-6200

Cross-references: 4:110, Transportation, 7:220, Bus Conduct, 4:170-AP3, School Bus Safety Rules, 7:220, Bus Conduct, 7:220-AP, Electronic Recordings on School Buses

5.10 Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms and immunizations are completed and presented to the District.

Eye Examination

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to



present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, Education of Homeless Children, governs the enrollment of homeless children.

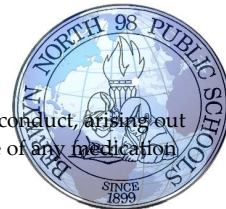
Cross Reference: 7:100, Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students

5.20 Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medication Authorization Form."

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

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 completed and signed an Authorization for Student Self-Medication 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 school



district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Cross-References: 7:270, Administering Medicines to Students, 7:270-AP, Dispensing Medication, 7:270-E, Authorization for Student Self-Medication Form

5.30 Safety Drill Procedures and Conduct

Safety drills are required by Illinois School Code. Students are required to be silent and shall comply with the instructions of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Parents/Guardians please discuss safety procedures and appropriate conduct with your child.

Cross-References: 4:170, Safety, 4:170-AP1, Comprehensive Safety and Crisis Program

5.40 Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents/Guardians are required to notify the school health licensed professional if they suspect their child has a communicable disease.
2. In certain cases, students with a suspected communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease. (Fax, email or phone call from physician's office is acceptable)
4. Students who are unprotected or without immunizations shall be excluded from school or sent home from school following notification of the parent or guardian.

Cross-references: 7:280, Communicable and Chronic Infectious Disease, 7:280-AP, Managing Students with Communicable or Infectious Diseases

5.50 Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Parents/Guardians are encouraged to notify the school nurse if they suspect their child has head lice. Students can go home at the end of the day, be treated, and return to class once appropriate treatment has begun.

Cross-References: 7:250 AP1, Measures to Control the Spread of Head Lice at School



5.60 Students with Life Threatening Allergy or Chronic Illness

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at:

Havlicek Elementary School 6401 West 15th Street (708) 795-2451	Lincoln Middle School 6432 West 16th Street (708) 795-2475
Jefferson Elementary School 7035 West 16th Street (708) 795-2454	Prairie Oak Elementary School 1427 South Oak Park Ave (708) 795-2442

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district may also be able to appropriately meet a student's needs through other means.

Cross Reference: 7:285, Food Allergy Management Program

5.70 Care of Students with Diabetes

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

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

For further information, please contact the building principal.

6.10 School Dress Code and Student Appearance

In its commitment to providing a positive learning environment for all students, the Board of Education for Berwyn North District 98 has determined that a consistent dress code is one component of creating such a learning experience.

- **Applicability**
This dress code is mandatory and applies to all grades K-8 students enrolled at all District 98 schools.
- **Effective Date**
The requirements of this dress code will start the first full day of the school year. A two-week grace period for any newly enrolled student may be granted.



- **Mandatory Dress**

All students in grades K-8 shall comply with the following dress standards:

- All students will wear a shirt with a collar in any shade of blue. Pants/shorts/skorts (jumpers must be navy blue, no denim, plain navy blue sweatpants, dresses may be in any shade of blue with collar). Sweaters and vests can be in any shade of blue. No hooded sweatshirts will be allowed. No open shoes can be worn. All laced shoes must be appropriately laced and tied. No leggings or jeggings.
- If an undershirt is worn beneath the blue shirt, the undershirt must be white or blue and tucked in at all times.
- Plain, small, round stud earrings will be allowed. Jewelry that does not disrupt instruction will be allowed.
- Clothing shall not display alcoholic beverages, tobacco, illegal behavior, sexual behavior or violent behavior. Additionally, no lewd, vulgar, obscene or plainly offensive language or symbols shall be worn. No lettering is allowed on pants.
- Hats, caps, and sunglasses are not to be worn in the building. Headgear that does not disrupt instruction will be allowed.
- Students can carry a solid color cross body purse/bag no larger than 5"x7".
- Students may not use rubber bands or other items to modify the length of their pant legs.
- Skirts and skorts are to be no shorter than one inch above the knee.
- The following dress guidelines will apply to "dress down" or "school spirit" days. Dress down or school spirit days will be determined by the building administrator.
 - Clothing shall not expose any part of the body or undergarments. Clothing such as see-through or fishnet fabrics, tank-tops, spaghetti-strap tops, low-cut tops, bare-midriff tops and tight-fitting tops are not permitted.
 - Clothing with holes, rips, and tears may not be worn at school.
 - Skirts and skorts are to be no shorter than one inch above the knee.
 - Properly fitting clothing is to be worn. Oversized clothing, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn on the waist – "sagging" is prohibited.
- Students will not be allowed to attend class until they comply with the dress code. Parents/Guardians will be notified of the non-compliance.
- The following stores have been notified regarding the dress code policy:

○ North Riverside Mall	○ J.C.Penney
○ Old Navy	○ Kohls
○ Walmart	○ Zemsky's
○ Marshalls	○ TJ Maxx
○ Costco	

- If a parent or legal guardian believes that a dress standard interferes with their child's religious beliefs, the parent or legal guardian may request a waiver, for the current school year, in writing, to the building principal
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption to the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

ADOPTED: August 29, 2007

Cross Reference: 7:160, Student Appearance, 7:162 School Dress Code

6.20 Student Behavior

The goals and objectives of this student behavior policy are to provide effective discipline policies that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3)



keep school property and the property of others secure; (4) address the causes of a participant in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

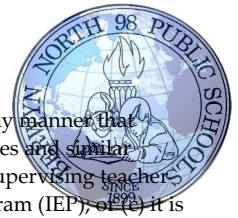
A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with the name below, whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Being under the influence of any illegal substance, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - 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.
 - 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. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.



5. Using a cellular telephone, smartphone, video recording device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones and similar electronic devices must be kept silent and not used, before, during, and after the school: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from any electronic device.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse.
12. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
13. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
14. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
15. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person.
16. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.
17. Making an explicit threat on an Internet against a school employee, a student, or any school-related personnel.

For purposes of these rules, 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; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.



4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school study or Saturday study provided the student's parent/guardian has been notified.

Corporal Punishment

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

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school will be disciplined and may be expelled for a period of not to exceed two years.

(1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Cross-references: 7:190, Student Behavior, 7:190-AP2, Gang Activity Prohibited

District 98 uses a 3 level system for behavior. Following is a description of each level for the Elementary and Middle School:

Elementary - Level 1

Inappropriate Behavior	Description	Interventions and Consequences
Disrupting Class	Violation of classroom rules	<u>Interventions</u> <ul style="list-style-type: none"> ● Verbal warning ● Parent/Guardian contact ● Reflective writing
Physical Contact	Grabbing others	
Bullying (repeated/power)	Teasing or verbal harassment	



Inappropriate Language (verbal/non-verbal)	Swearing, Verbal	<ul style="list-style-type: none"> • RTI problem solving <p>Consequences given by teacher</p> <ul style="list-style-type: none"> • Classroom based consequence • Refer to administration (dress code violations and gang activity) • Repair damages (vandalism only) • In case of theft/vandalism restitution may be required <p>Building administrators will determine when movement to the next level is made.</p>
Cyber, Physical, Harassment	Internet bullying that interferes with the academic and social environment; Repeated physical contact with the same victim	
Attendance	School Attendance/Tardies to School	
Gang Activity	Drawing gang signs	
Theft	Theft from a classmate within the room (i.e. school supplies)	
Vandalism	Minor graffiti on desks, walls, bathroom stalls and/or other property (repairable damage)	
Defiance	Talking back/arguing with teachers	
Dress Code	Inappropriate dress	
Inappropriate Behavior	Inappropriate behavior that is not otherwise specified	
Minor Infractions	Throwing objects (rocks, pencils, snowballs, etc.),	
Inappropriate Items	Skateboards, sharpies and/ or other items referenced in the student handbook	
Dishonesty	Lying, forging	
Violating Rules	Violating school rules	
Inappropriate Lunch Behavior	Violation of lunchroom rules	
Disrespect Towards Staff	Eye-rolling, lack of compliance, etc.	
Washroom Misbehavior	Playing with water/soap	

Elementary - Level 2

Inappropriate Behavior	Description	Interventions and Consequences
Disrupting Class	Deliberate pounding on desk, kicking items, throwing things with the intent to disrupt	<p>Interventions</p> <ul style="list-style-type: none"> • Verbal warning • Parent/Guardian contact • Reflective writing • Continue RTI problem solving



Physical Contact	Pushing, kicking, slapping, etc; PDA (kissing)	<ul style="list-style-type: none"> • Attendance (office will send home certified letter) <p><u>Consequences given by administration</u></p> <ul style="list-style-type: none"> • Repair damages (vandalism only) • 1-5 day lunch detention • 1-2 day in-school suspension • In case of theft/vandalism restitution may be required. <p>Consequences will be progressive. Building administrators will determine when movement to the next level is made.</p>
Bullying (repeated/power)	Verbal threats and/or repeated L1 Offense	
Inappropriate Language (verbal/non-verbal)	Vulgarity with the intent to hurt feelings	
Cyber, Physical, Sexual Harassment	Internet bullying that interferes with the academic and social environment; Repeated physical contact with the same victim	
Attendance	Excessive absences (10% of the school year at any given time)	
Gang Activity	Throwing gang signs; promoting gang affiliation; shave-in's	
Theft	Theft from a teacher or locker	
Vandalism	Defacing/destruction of school property	
Defiance	Refusal to follow directives	
Dress Code	Gang affiliated clothing/ colors	
Inappropriate Behavior	Inappropriate behavior that is not otherwise specified	
Minor Infractions	Any infraction that is not otherwise specified	
Inappropriate Items	Laser pens, laser items, use of cell phone during school hours, and/ or other items referenced in the student handbook	
Dishonesty	Misrepresentation, Repeated Level 1 Offense	
Violating Rules	Ignoring staff, walking away, etc.	
Inappropriate Lunch Behavior	Repeated L1 Offense	
Disrespect Towards Staff	Disrespect toward Staff	
Washroom Misbehavior	Peaking over stalls	



Elementary - Level 3

Inappropriate Behavior	Description	Interventions and Consequences
Disrupting Class	Repeated L2 offenses	<p><u>Interventions</u></p> <ul style="list-style-type: none"> ● Parent/Guardian conference ● Continue RTI problem solving ● Attendance (office will send home certified letter) <p><u>Consequences given by administration</u></p> <ul style="list-style-type: none"> ● Repair damages (vandalism only) ● 1-5 day after school detention ● 1-2 day in-school suspension ● 1-10 day out of school suspension ● Disciplinary hearing before the Board of Education with possible expulsion up to 2 years. ● Consequences should be progressive ● In case of theft/vandalism restitution may be required. ● In the case of a false fire alarm caused by a student, the parent/guardian may be required to pay the fine from the fire department, which can be up to \$350. <p>In cases where the infraction is illegal, students will incur a consequence from the school district and the police will be contacted and report will be filed. The police department may provide additional consequences.</p>
Physical Contact	Fighting, Punching, Groping; Physical/Sexual Harassment	
Bullying (repeated/power)	Use of Racial/Homophobic Slurs; Cyber Bullying; Sexual Harassment; Threatening physical harm	
Inappropriate Language (verbal/non-verbal)	Racial/Homophobic slurs said with intent to harm; graphic sexual language	
Cyber, Physical, Sexual Harassment	Internet bullying that interferes with the academic and social environment; Repeated physical contact with the same victim Emotional harm is evident	
Attendance	Excessive absences despite admin intervention/problem-solving	
Gang Activity	Recruiting gang affiliation; repeated L2 offenses	
Theft	Repeated theft/ Theft of larger monetary items (i.e. cell phone, laptop, handheld device)	
Vandalism	Starting a fire, Repeated L2 offenses	
Defiance	Belligerence, Refusal to leave location	
Dress Code	Repeated L2 offenses	
Inappropriate Behavior	Inappropriate behavior that is not otherwise specified	
Minor Infractions	Any infraction that is not otherwise specified	
Inappropriate Items	Cell phones-taking pictures/videos of students/staff, Lighters, Fireworks, Look-Alike Weapons	
Dishonesty	Repeated L2 offenses	
Violating Rules	Repeated L2 offenses	
Inappropriate Lunch Behavior	Repeated L2 offenses	
Disrespect Towards Staff	Name-calling/Swearing directed at staff	
Washroom Misbehavior	Flooding/Stuffing toilets	

Middle School

Prior to using the behavior matrix, Lincoln Middle School will implement strategies to help students make good choices. Ultimately, these strategies are designed to change behavior by using positive approaches that require students to reflect,



talk to others who are affected by their choices, and affirmation about our belief that they are capable of making good choices. Strategies will be implemented for behaviors that are minimally disruptive to the school environment. Each instance of these minor behaviors will be documented. If behaviors continue after the implementation of positive strategies, then consequences from the behavior matrix will be applied. Examples of these minor behaviors are listed below:

• Taking someone's pencil	• Throwing small pieces of paper
• Talking while someone else is talking	• Sleeping
• Completing work from another class	• Tardy to class
• Failure to submit homework	• Chewing gum/Eating candy
• Unprepared for class	• Dress Code Violations
• Not on task	• Out of assigned seat
• Disrespectful tone	

Middle School - Level 1

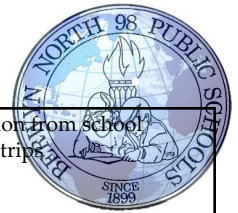
Inappropriate Behavior	Description	Interventions and Consequences
Bathroom Disruption	Playing in the bathroom; loud talking in the bathroom; throwing water on the floor, etc	<p><u>Interventions</u></p> <ul style="list-style-type: none"> • Verbal Warning • Social work referral • Written Reflection • Letter of apology • Parent/Guardian Contact • Parent/Guardian Meeting • Provide a uniform (attire violations only) <p><u>Consequences</u></p> <ul style="list-style-type: none"> • Repair damages (graffiti only) • Lunch Detention • Before school/After school detention • In-school suspension (1-2 days) • Financial restitution for theft/graffiti/damage to equipment and/or furniture • Exempted from attending school events/parties and/or field trips <p>Consequences will be progressive. Building administrators will determine when movement to the next level is made.</p>
Bullying	Name calling, taunting	
Cheating; plagiarizing	Cheating using another student's work/test, copying from a book/internet	
Classroom/Hallway disruptions	Running, loud talking, yelling	
Disrespect	Eye rolling, lip smacking, etc	
Dress Code Violations (repeated)	Failure to wear any color blue collar shirt with navy pants (jeans, jeggings, leggings are not allowed and shirts must be free of writing)	
Failure to follow directions or Insubordination	Refusal to do what is asked	
Gambling	Rolling dice, playing cards	
Gang Activity	Gang graffiti on school supplies, hands, clothing	
Graffiti/Vandalism	Writing/painting/drawing on school property	
Eating Food	Food must be eaten in the lunchroom	



Inappropriate physical contact; roughhousing; play fighting	Playing in a physical manner; pushing, hitting but not fighting	
Lunch Disruption	Loud talking/yelling; throwing food	
Misuse of internet, computers, phone, etc.	Cell phone use during school hours and any school sponsored event; attempt to use computer for inappropriate website(s)	
Profanity	Profanity in front of an adult, not at the adult	
Repeated unexcused tardies	Late to school at least two times per week	
Theft	Value of item or amount stolen is \$10 or less	
Violation of the technology policy	Attempting to access inappropriate websites	
Any other behavior that is disruptive but not listed		

Middle School - Level 2

Inappropriate Behavior	Description	Interventions and Consequences
Cheating; plagiarizing	Repeated Level 1/Using answer key	<u>Interventions</u> <ul style="list-style-type: none"> • Verbal warning • Letter of apology • Parent/Guardian contact • Parent/Guardian meeting • Reflection paper • Social work referral <u>Consequences</u> <ul style="list-style-type: none"> • One or more before/after school detentions • One or more lunch detentions • 1-3 day in-school suspension • 1-3 day out of school suspension • Exempted from attending school events, parties, and/or field trips. Any of the infractions that create an unsafe environment for any student or staff can
Bullying	Repeated level 1 and/or threatening	
Cutting class	Failure to attend class but present in school; leaving school without permission during school hours	
Disrespect to staff	Using profanity at staff/yelling at staff; name calling; telling staff to get out of your face or to shut up	
Failure to serve a detention	Detention date was scheduled but student did not attend	
Fighting (2 people with no injuries)	Physical hitting and punching in an attempt to injure	
Forgery	Forging parent/guardian or staff signature	



Gang Activity	Throwing up of gang signs, verbally stating/yelling gang affiliation	<p>result in an exemption from school events/parties/field trips</p> <p>Consequences will be progressive. Building administrators will determine when movement to the next level is made.</p>
Inappropriate physical contact/roughhousing/ play fighting; sexual contact	Pushing; hitting (repeated level 1) Hugging, kissing, touching	
Instigating arguments and fights	Instigating means to encourage, to provoke, to urge someone to do something wrong	
Intentional damage to school property	Damage that is done purposefully, whether playfully or out of anger	
Misuse of internet/computers/cell phones	Repeated Level 1; Use of cellphones during school hours on school property; accessing inappropriate websites; using school computers/internet for inappropriate activity (facebook, Instagram ,music sites, etc)	
Use/possession of smoking paraphernalia	Pipes, lighters, and or paraphernalia used for vaping etc	
Possession/use of inappropriate materials/items	Fart toys, water guns, pornographic magazines,netc	
Present in unauthorized areas	Being in an area where students are not allowed	
Repeated level 1 offenses	Behaviors that have been exhibited at least two times	
Solicitation	Offering or asking for money for an inappropriate act	
Theft	Theft of items valued between \$11 - \$50 at the time it was stolen	
Any behavior that is otherwise disruptive but not listed		

Middle School - Level 3

Inappropriate Behavior	Description	Interventions and Consequences
Arson	Intentionally starting a fire	<p><u>Interventions</u></p> <ul style="list-style-type: none"> ● Reflection/ informational essay ● Social work referral ● Community Service ● Saturday School ● Parent/Guardian Meeting
Assault - staff	Threatening physical harm; attempt to injure a staff member	
Battery - staff	Bodily contact with intent to harm This includes throwing objects, hitting, kicking, etc	



Bullying	Repeated Level 2 and use of racial/homophobic slurs, cyber bullying and/or repeated harassment	<p>Consequences</p> <ul style="list-style-type: none"> • 4-10 days out of school suspension • Police contacted (for any activity listed that is considered illegal) • Referral for expulsion (10 day suspension) • Financial restitution (theft/vandalism) • In the case of the fire alarm caused by a student, the parent/guardian may be required to pay the fine from the fire department which can be up to \$350 • Disciplinary hearing before the board of education with possible expulsion up to 2 years <p>In cases where the infraction is illegal, students will incur a consequence from the school district and the police will be contacted and report will be filed. The police department may provide additional consequences.</p>
Drug distribution/sales	Drug selling and distribution is illegal and therefore banned on school property, around school property or at school related event/activities	
Fighting	Physical contact involving at least 3 people or any fight that causes injuries such as scratches, bleeding, black eyes, etc	
Gang Activity	Gang recruitment /fights/intimidation; wearing gang related shoes, headbands, shoe strings, etc	
Gross Disobedience	Behaviors that cause a major disruption, are repeated, and continue regardless of previous consequences	
Possession/use of alcohol	Alcohol is not to be used or carried on school property or to any school related event	
Fire Alarm	Behavior that causes the fire alarm to sound and the fire department to respond	
Robbery	Taking something from a person by force/threat	
Sexual harassment	Repeated sexual related comments or touches	
Theft	Item valued over \$50 at the time it was stolen	
Use/possession of cigarettes, e-cigarettes or other tobacco products	Cigarettes, e-cigarettes, other tobacco products, and or paraphernalia used for vaping are illegal for minors to purchase/use	
Use/possession of drugs or drug paraphernalia	Use or possession of drugs is a crime	
Use/possession of explosives/fireworks	Use or possession of fireworks is a crime in IL	
Use/possession of weapons (or look alike)	Use and/or possession of weapons by a minor is illegal (examples are not limited to guns, pepper spray, switch blade,	



	straight razor, bat, pole, bottle, scissors, shanks, etc)	
Vandalism	Causing expensive and/or irreparable damage Any costs associated with damage will be incurred by the parent/guardian	
Any behavior that is disruptive but not listed		

6.30 Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. You may also report an incident by calling our bully helpline at (708) 393-5200. Anyone, including staff members and parents/guardians, who



has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Jessica Hartless – Havlicek jhartless@bn98.org 6401 West 15th Street (708) 795-2451	Sonia Ruiz– Lincoln sruiz@bn98.org 6432 West 16th Street (708) 795-2475
Dena Thill – Jefferrsson dthill@bn98.org 7035 West 16th Street (708) 795-2454	Eden Barragan – Prairie Oak ebarragan@bn98.org 1427 South Oak Park Ave (708) 795-2442

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

Cross-references: 7:20, Harassment of Students Prohibited, 7:180, Prevention of and Response to Bullying, Intimidation and Harassment, 7:190, Student Behavior, 2:260, Uniform Grievance Procedure

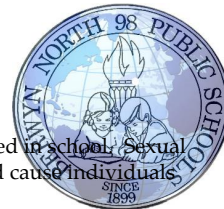
6.35 Sexual Harassment

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

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

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



Sexual Harassment- The following can be considered examples of sexual harassment and are prohibited in school. Sexual harassment can be physical, verbal, or nonverbal. These behaviors disrupt the educational process and cause individuals to feel uncomfortable, intimidated, or humiliated. (School Board Policy 7:20)

Physical Examples

- o patting, hugging, or kissing
- o grabbing, pinching, or touching
- o standing in someone’s way, or standing too close
- o aggressively pulling or touching someone’s clothing
- o purposely bumping into or brushing against another person in a sexual manner

Verbal Examples

- o making sexual threats
- o making sexual insults
- o commenting on a person’s body
- o telling sexual jokes, stories, or rumors
- o making phone calls/social media posts where obscene suggestions and or noises are made
- o whistling or making catcalls or rude noises directed at someone teasing related to sexual characteristics
- o spreading rumors related to a person’s alleged sexual activities

Nonverbal Examples

- o staring at a person’s body in a sexual way
- o making suggestive body movements or gestures
- o creating or passing sexually explicit notes or pictures
- o putting sexual pictures or drawings in books, lockers, or in anyone’s view

Teen Dating Violence Prohibited

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

Making a Complaint: Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, or a complaint manager. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Nondiscrimination Coordinator:

Sabine Champagne
6633 W 16th Street
(708) 484-6200
schampagne@bn98.org

Complaint Managers:

Sabine Champagne
6633 W 16th Street
(708) 484-6200
schampagne@bn98.org

Complaint Managers:

Regina Johnson
6633 W 16th Street
(708) 484-6200
rjohnson@bn98.org

Cross-references: 7:20, Harassment of Students Prohibited, 7:185, Teen Dating Violence Prohibited

6.40 Cafeteria Behavior Expectations



Students may not leave school during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall follow all cafeteria rules during lunch.

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited
- Students shall not throw food and or drinks
- Students shall not share or trade food
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service
- Students shall not leave the cafeteria unless directed by staff
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel
- Students shall report spills and broken containers to cafeteria staff immediately
- If you send a drink it may not be packaged in glass. Soda or energy drinks are highly discouraged
- We do not have facilities for heating your child's lunch
- Please do not send large bags of chips or other items. Single portion serving bags are encouraged
- Gum is not allowed in school at any time

Misbehavior will result in disciplinary action according to the District's Behavior Matrix.

6.50 Field Trips

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Denial of permission from administration
- Other reasons as determined by the school

Schools have the right to limit the number of chaperones on any given trip. Chaperones are subject to background checks prior to any field trip.

Cross-references: 6:240, Field Trips, 6:240-AP, Field Trip Guidelines

6.60 Access to Student Social Networking Passwords and Websites

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

Cross-references: 7:140, Search and Seizure, 7:190-AP7,E1 Letter to Parents/Guardians Regarding Access to Student Social Network Passwords and Websites

7.10 Internet Acceptable Use

All electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or prescribed behavior



by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be for the purpose of education or research, and be consistent with the District's educational objectives.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any state or federal law
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed
- Downloading of copyrighted material for other than personal use
- Using the network for private financial/commercial gain and or advertisement
- Wastefully using resources, such as file space
- Hacking or gaining unauthorized access to files, resources, or entities
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph
- Using another user's account or password
- Posting material authored or created by another without his/her consent
- Posting anonymous messages
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked
- Harassing or bullying other students using email, chat or comments

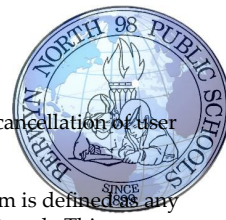
Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities, or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

No Warranties - The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account



and password confidential. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data and or property of the district, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and district policy prohibit the re-publishing of text or graphics found on the web or on district websites or file servers without explicit written permission.

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The district’s email system, and its constituent software, hardware, and data files, are owned and controlled by the school district. The school district provides email to aid students as an educational tool.

- The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
- Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the school district’s internet gateway carry with them an identification of the user’s internet domain. This domain is a registered name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school district. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.

Cross Reference: 6:235, Access to Electronic Networks

8.10 Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects.

Students

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, pockets, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search



will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

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

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, 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.

Cross-reference: 7:140, Search and Seizure

9.10 Athletic / Extracurricular Activities Code of Conduct

The academic program is a priority in District 98. Athletic/extracurricular activities are provided to enhance a students' school experience. Students participating in athletic/extracurricular activities are expected to maintain positive academic and attendance levels.

Requirements for Participation in Athletic / Extracurricular Activities

A student must have the following fully executed documents on file in the school office before being allowed to participate in any extracurricular athletic activity.

- A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant; and
- A permission slip to participate in the specific sport or activity signed by the student's parent/guardian; and
- Proof the student is covered by medical insurance;

Eligibility

Selection of members or participants in extracurricular athletic activities is based on specific criteria for that activity.

IESA

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular Athletic Code. In the case of a conflict between IESA and this Extracurricular Athletic Code, the most stringent rule will be enforced.

Absence from School on Day of Sport or Activity

A student who is absent or suspended from school is ineligible for any sport or activity on that day unless the absence has been approved in writing by the athletic director. Exceptions may be made 1.) for a pre-arranged medical absence 2.) for a death in the student's family 3.) other extenuating circumstances.

Travel

All students must travel to sporting events and activities and return home from such events with the team on which the student participates by use of school approved means of transportation. A written waiver of this rule may be issued by the



teacher, sponsor or coach in charge of the sport or activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid. Any student found to be in violation of this rule will be subject to discipline in accordance with the Extracurricular Athletic Code of Conduct.

Before/Afterschool Activities – Failure to pick up/drop off your child on time will result in the removal of your child from the activity.

Code of Conduct

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. This Code of Conduct will be enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors for students in extracurricular athletic activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations and a student may be excluded from sports or activities while the school is conducting an investigation regarding that student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the student assistance program regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

- Violate the school rules and district policies on student discipline;
- Consume a beverage containing alcohol (except for religious purposes);
- Use tobacco in any form;
- Use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
- Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
- Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
- Act in an unsportsmanlike manner;
- Vandalize or steal;
- Haze or bully other students;
- *Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities.
- Violate the written rules for the activity or sport;
- Behave in a manner that is detrimental to the good of the group or school;
- Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
- Falsify any information contained on any permit or permission form required by the activity or sport.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:



- The student should be advised of the disciplinary infraction with which he or she is being charged.
- The student shall be entitled to a hearing before an administrator.
- The student will be able to respond to any charges leveled against him or her.
- The student may provide any additional information he or she wishes for the administrator to consider.
- The administrator may interview material witnesses or others with evidence concerning the case.
- If the administrator finds that the violation occurred, he or she will use the District Behavior matrix and or IESA consequences accordingly.
- The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Superintendent.

All students remain subject to the district's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

Cross-References: 6:190, Extracurricular and Co-Curricular Activities, 6:190-AP, Eligibility for Participation in Extracurricular Activities, 7:190, Student Discipline, 7:240, Conduct Code for Participants in Extracurricular Activities, 7:240-AP1, Code of Conduct for Extracurricular Activities

9.20 Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. 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 Illinois.

Cross Reference: 7:305, Student Athlete Concussions and Head Injuries

10.10 Education of Children with Disabilities

It is the intent of the District to ensure that students who are supported within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

Cross Reference: 6:120, Education of Children with Disabilities

10.20 Discipline of Students with Disabilities



The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Cross Reference: 7:230, Misconduct by Students with Disabilities

10.30 Exemption from Physical Education Requirement

A student in grades K-8 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian and IEP Team agrees that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or
2. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

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

Cross Reference: 6:310, Credit for Alternative Courses and Programs, and Course Substitutions

10.40 Access to Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or child.

For further information, please contact the school principal.

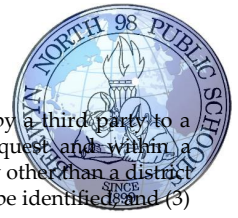
Cross Reference: 6:120, Education of Children with Disabilities, 6:120-AP2,E1 – Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes

10.50 Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

11.10 Student Privacy Protections

Surveys by Third Parties



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

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

Surveys Requesting Personal Information

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

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Sexual behaviors or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon request, and refuse to allow his or her child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon his/her request, any instructional material used as part of his/her child's educational curriculum within a reasonable time of their request. The Assistant Superintendent for Teaching and Learning will address any objections and concerns regarding instructional material.

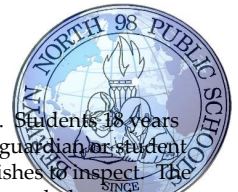
Cross-References: 7:15, Student and Family Privacy Rights, 7:15-E, Notification to Parents of Family Privacy Rights

11.20 Student Records

A student record is any writing, or other recorded information, by which a student may be identified individually. It is maintained by a school regardless of how or where the information is stored. This includes certain records kept in a staff member's sole possession, records maintained by law enforcement officers working in the school, video and other electronic recordings that are created in part for law enforcement (security, safety reasons, or purposes) and electronic recordings made on school buses.

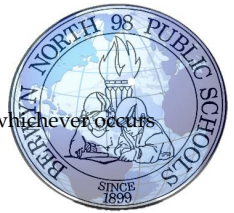
The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age.



Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied his/her right to copies of his/her records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise his/her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
4. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records for student with an IEP who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student



temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

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

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice. Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school sponsored activities, organizations, and athletics

Major Field of study

Period of attendance in school

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

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

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

Cross-reference: 7:340, Student Records

12.10 Teacher Qualifications

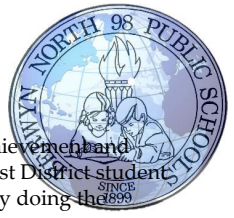
Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

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

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

Cross-References: 5:190, Teacher Qualifications, 5:190-E1, Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications

12.20 Assessment



The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms. Parents/Guardians can help their student achieve their best by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on testing;
- Ensure students are on time and prepared for tests, with appropriate materials.
- Teach students the importance of honesty and ethics during the tests;
- Encourage students to relax on testing day.

Cross-Reference: 6:340, Student Testing and Assessment Programs

12.30 Homeless Child's Right to Education

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

- (1) Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) Enrolling the child in any school in the area where the child sleeps.

Assistance and support for homeless families includes:

Educational organizations and schools:

Berwyn North School District 98 (708-484-6200)

Food bank and meal programs:

Ebenezer Church Food Pantry 1300 S Harvey Ave (708-484-8113)

St. Leonard's Church Rectory and Food Pantry 3318 S Clarence Ave Berwyn (708-484-0015)

Local service organizations:

Goodwill-1900 Harlem Ave, North Riverside (708-442-3606)

Mujeres Latinas En Acción - 7222 W Cermak Rd, North Riverside (708-442-1299)

Family shelters:

Sarah's Inn 309 Harrison St, Oak Park (708-386-4225)

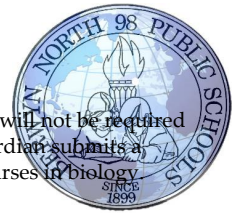
Medical services:

Access Community Care - 3040 S Cicero Ave, Cicero (708-780-9777)

Berwyn Township Public Health District - 6600 W 26th St, Berwyn (708-788-6600)

Cross-References: 6:140, Education of Homeless Children, 6:140-AP, Education of Homeless Children

12.40 Sex Education Instruction



Family life and sex education is a required course in all public schools in the state of Illinois. Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Cross-References: 6:60-AP, Comprehensive Health Education Program, 6:60-E, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes

12.50 Parental/Guardian Involvement (Title 1)

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

School programs, in addition to the standard educational curriculum, in which parents/guardians may wish to become involved include: Before School, After School and Summer School. For more information or questions on these programs please contact the building administrator:

Jefferson Elementary School	(708) 795-2454
Havlicek Elementary School	(708) 795-2451
Prairie Oak Elementary School	(708) 795-2442
Lincoln Middle School	(708) 795-2475

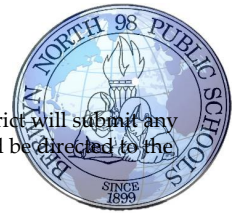
The school provides parents/guardians with access to:

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

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

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

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the Director of English Learners at the District Office.



Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent/guardian comments when this plan is submitted to the State. Any questions or concerns should be directed to the Assistant Superintendent for Teaching and Learning at the District Office.

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

Cross-reference: 6:170, Title I Programs

12.60 English Learners

The school offers opportunities for English Learners to develop high levels of academic performance in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions related to this program or to express input in the school's English Learners program, contact Director of English Learners at the District Office (708) 484-6200

Cross Reference: 6:160, English Language Learners

12.70 School Visitation Rights

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

Cross-References: (820 ILCS 147/5)

Sec. 5. Policy. The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental/guardian involvement. The intent of this Act is to permit employed parents/guardians and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

(Source: P.A. 87-1240.)

12.80 Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services. The child abuse hotline is 1-800-25ABUSE

Cross Reference: 5:90, Abused and Neglected Child Reporting

12.90 Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district. The teacher and principal should be notified as soon as possible before a student is to transfer from the school. All books and



materials checked out to the student must be returned to the student's teachers. Transfer documents may be ready for parents/guardians within 3 days.

Cross-References: 4:170, Safety

12.100 Sex Offender Notification Law

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

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Cross-References: 4:170-AP2, Criminal Offender Notification Laws

12.110 Sex Offender and Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: www.isp.state.il.us. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: www.isp.state.il.us

Cross Reference: 4:170-E6, Informing Parents About Offender Community Notification Laws



Parent/Guardian-Student Handbook Acknowledgement

Dear Parent/Guardian,
Please complete the following form and return to the office by the last Friday in September (09-28-18).

From: The parent/ guardian of:

STUDENT NAME	STUDENT SIGNATURE

I have reviewed the Student Handbook with my child(ren) in an effort to promote a better understanding of Berwyn North School District 98 School rules and expectations. My signature below acknowledges receipt of the Parent/Guardian-Student Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents/guardians and students in writing, where possible, of any changes to the handbook

Signature of parent or guardian

Date

Parent/Guardian: We welcome your feedback to improve this handbook:
