



**FERNWAY PARK ELEMENTARY SCHOOL**

*Home of the Falcons*

**PARENT/STUDENT HANDBOOK**

**2023 - 2024**

**SCHOOL YEAR**

**PARENT/STUDENT HANDBOOK**

**T A B L E O F C O N T E N T S**

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Hello Fernway Families!

Welcome to Fernway Park School! We look forward to working with your children this year. While learning is a partnership between students, teachers and parents/guardians, you have the greatest impact on your child's education. From assisting your child with an assignment and joining the PTO to volunteering your time when possible, there are many opportunities to take an active role in your child's education.

Communication is the key to an effective school/home relationship. This handbook contains important information for parents and students. It was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. It is the responsibility of all parents and students to become familiar with the contents of this handbook. Should you have any questions that are not addressed in this handbook, contact the Fernway office at 708-349-3810. This handbook supersedes all prior handbooks.

The goal of the Fernway staff is to help our students meet their individual needs and to achieve success. Through your support, our programs and staff can provide a solid foundation for your child's future. Please feel free to contact your child's teacher or me if you have any questions or concerns.

I wish our Falcons a successful academic year. I look forward to watching our students **"Bring Their Best"**!

Sincerely,

Mrs. Sandy Hutchinson

**FERNWAY SCHOOL INFORMATION**

Principal: Sandy Hutchinson  
 Mascot: Falcons  
 School Colors: Red and White  
 Fernway School: (708) 349-3810  
 KSD140 Administration Center: (708) 532-6462



<b>School Office Hours</b>	7:30 a.m. – 3:30 p.m.
<b>Teaching Staff Hours</b>	7:40 a.m. – 2:40 p.m.
<b>Student Hours</b>	7:55 a.m. – 2:25 p.m. 8:00 a.m. - Tardy Bell <b>*Parent/Guardian must physically sign their child in at the office after the tardy bell rings.</b>
<b>Half Day Kindergarten</b>	7:55 a.m. – 11:10 a.m.
<b>Early Childhood</b>	AM Session 7:55 a.m. – 10:30 a.m. PM Session 11:50 a.m. – 2:25 p.m.
<b>KSD140 Preschool Program</b>	AM Session 8:10 a.m. – 10:30 a.m. PM Session 11:40 a.m. – 2:00 p.m.
<b>Lunch Schedule</b>	First Lunch 10:40 a.m. – 11:20.m. (Grade 4 <sup>th</sup> and 5 <sup>th</sup> ) Second Lunch 11:25 a.m. – 12:05 p.m. (Grades 1 <sup>st</sup> . and 2 <sup>nd</sup> ) Third Lunch 12:10 p.m. – 12:50 p.m. (Grades Kindergarten and 3 <sup>rd</sup> )
<b>Half Day Schedule</b>	All K-5 Students 7:55 a.m. – 11:10 a.m. AM Early Childhood 7:55 a.m. - 9:20 a.m. PM Early Childhood 9:45 a.m. - 11:10 a.m. AM KSD140 Preschool 8:10 a.m. - 9:10 a.m. PM KSD 140 Preschool 9:40 a.m. - 10:40 a.m.

## FOR YOUR INFORMATION

### Assistance

If you have any questions or need assistance, please call the school or your child's teacher. Our number is 708-349-3810. Conferences can be arranged by calling between 7:30 – 7:45 a.m. or 2:25 – 2:40 p.m. These are the best times to reach teachers directly. A voice mail message can be left at any time. Please state the day and time that you are calling, along with your name, phone number and message. Every effort will be made to respond as quickly as possible.

### Absences/Attendance Policies

We encourage regular daily attendance for all our students at Fernway School. However, if a child is absent, please note the following:

- Parents must notify the Fernway Office at 708-349-3810 no later than 8:30 a.m.
- You may leave a voicemail message between 3:30 p.m. and 7:30 a.m. Please leave the following information after the beep: leave your child's name, room number, teacher's name and reason for absence.
- If a parent doesn't report an absence to the school, we will contact you by 9:30 A.M. to verify your child's absence. If a parent or emergency contact cannot be reached, a wellness check with the police department may occur.
- If an illness is extended (three or more consecutive school days), a note from the doctor may be necessary.
- Generally, homework will not be provided for absences of one day. If a child is out two days or more, homework will be provided, if requested.
- If a student is absent, he/she is not allowed to attend after school activities.

### Arrival and Dismissal Procedures

Please note: Illinois law states that cell phone use is prohibited by individuals driving cars in school zones when students are present. In addition, smoking is not allowed on school property. For the safety of all, dogs and other pets should not accompany you when picking up your child, unless they remain in the car.

#### *ARRIVAL*

- Students should arrive at school no earlier than 7:45 a.m. Staff supervision begins at 7:45 a.m.
- Classes start promptly at 7:55 a.m. It is imperative that your child arrives at school on time ready to begin work each and every day of the school year.
- **Students with names that begin with letters A through F** will be dropped off each morning **in front of the building**. There will be a single line for drop off. The drop off lane is located next to the designated Bus/ Student Safety Lane. Grades K-5 will enter through Door 1. Grades 3, 4, and 5 will enter Door 9. Pre-K and EC will be informed by their teacher as to the door they will arrive through.
- **Students with names that begin with letters G through Z** will be dropped off in the rear of the building in a single line on the O'Brien Driveway. You should not allow your child to exit the car on the street.
- Students arriving after 7:55 must enter through the front doors. Grades K-2 will enter through Door 5. Grades 3-5 will enter Door 7.
- Students arriving after the 8:00 bell will be marked tardy and must be signed in by parent or guardian.
- Car rider parents: Please pull up to the stopped car in front of you to let your child out.
- **MORNING PRE-SCHOOL: Pre-school parents should not enter the front lot to drop off their child prior to 8:00.**

#### *DISMISSAL-Bus Riders*

- Buses will pull around the front and line up behind the double row of staff parking (District buses and daycare buses). Bus riders will be dismissed from the front of the building and will be supervised as they walk to board the buses.
- Students who ride the bus to school must ride the bus home. They must follow all the rules and regulations for bus riders which are distributed at the beginning of the school year. If your child is a bus rider and will not be riding the bus, please send a note to the teacher or call the office.

### *Dismissal – Walkers*

- Walkers will be dismissed through 2 doors. If they are walking to a home **south of the school**, they will exit Door 6 by O'Brien Drive. If they are walking to a home north of the school, they will be dismissed through Commons Doors on the primary blacktop. Walkers will not be dismissed through the front door.
- Walkers will not be allowed to go home with another student without a note from the parent.

### *Dismissal – Car Riders – Front of the Building off 88<sup>th</sup> Ave.*

- **Students with last names that begin with letters A through F** will be picked up in front of the building.
- **Parents of students in Kindergarten through 5<sup>th</sup> grades will NOT be allowed to enter the parking lot before 2:10 due to pre-school dismissal.**
- As these cars pull into the front entrance off of 88<sup>th</sup> Avenue, they will be staged in 5 rows. The rows will be designated with striping. The first vehicle in each row will pull up to the front of the row which will be designated with cones and a thick white stripe. As each vehicle pulls into place in the row, drivers must turn off their engines.
- A Student Safety Area is designated along the entire front of the building next to the sidewalk. At no time are cars allowed to pull through that area.
- Once the buses and the walkers have left the Fernway property, the car riders will be dismissed. Currently, we are **estimating** that the time would be between 2:27 p.m. and 2:30 p.m.
- Parents will meet their children and escort them back to their cars. When all of the drivers of the cars parked in the rows have received their students, the staff will direct the cars out row by row. There will also be an Orland Hills police officer at the exit to direct the flow of traffic onto 88<sup>th</sup> Avenue.
- Cars arriving after the rows are filled will be allowed to enter after rows 1 through 5 are dismissed.

### *Dismissal – Car Riders – Rear of the Building off O'Brien Drive*

- **Students with last names beginning with G through Z** will be picked up in the O'Brien Drive lot in the rear of the building. Grades K-2 will exit door 5. Grades 3-5 will exit Door 7.
- As the cars proceed into the entrance, they will move into one of the 5 open rows in the parking lot/driveway, pulling forward as far as possible up to the cones and thick white stripe. As each vehicle pulls into place in the row, drivers must turn off their engines. **Please do not block the crosswalk.**
- When the lot is full, cars will wait on O'Brien Drive. When row 1 is dismissed you will pull into the lot. Due to student safety, we are not allowed to dismiss students into cars parked on the street.
- Once the buses and the walkers have left the Fernway property, the car riders will be dismissed. Currently, we are **estimating** that the time would be between 2:25 p.m. and 2:30 p.m.
- Students will be staged on the sidewalk. Parents will meet their children and escort them back to their cars. **When all of the drivers of the cars parked in the rows have received their students**, the staff will direct the cars out row by row.
- Cars arriving after the rows are filled will be allowed to enter after rows 1 through 5 are dismissed, and the cones at the end of those rows are removed.
- If your student is being picked up late from the office, you must come in to sign the student out.

### *Dismissal – Bike Riders*

- Students must follow established safety programs set up by the State and Local Police. If these rules are not adhered to, bike privileges will be withheld. Please review these bicycle rules with your children.
  - Walk bikes on and off school property.
  - Only one child to a bike.
  - Follow all State and local safety rules.
- Students riding bikes will be dismissed with the walkers.

## **Afterschool Activities**

- Many different after-school activities are offered during the school year. They will be announced, and specific times and dates will be posted.
- Permission slips are required for each activity.
- Parents are responsible for the student's transportation to school in the morning and from school in the afternoon for these activities.
- If a student is absent, he/she is will not be permitted to attend after school activities.

## **Bus Riders**

Those students who ride the bus to school must ride the bus home. The only exception is when the office has been notified by the parent prior to dismissal. Students must follow the rules and regulations, which are distributed at the beginning of the school year.

## **Cellular Communication Devices**

- In compliance with Board of Education Policy 500.36, students **may not** use any cellular radio telecommunication devices, including, but not limited to, cellular telephones, on school property during school hours.
- Students may use cellular radio telecommunication devices on school property before or after school hours and may possess such devices during school hours, as long as they are not used during school hours.
- In the event of any emergency, a student may use a cellular radio telecommunication device during school hours.

## **Classroom Parties**

- Two classroom parties are held during the year: Halloween Party and Winter Holiday Party.
- Volunteer Sign-Up Sheets are available during Open House.
- Food items are no longer allowed.
- Parents may supply small trinkets as favors. Siblings are not allowed at parties.

## **Dress Code**

- All students deserve to be respected. Any clothing that disrespects a particular race, religion, creed or nationality, or that contains language that may be deemed offensive, will not be allowed.
- Students should wear appropriate footwear to school. Flip-flops and backless sandals present a health and safety concern, especially when the children run around at recess.
- For more information on this please see School District 140 School Board Policy - Student Appearance.

**PLEASE NOTE:** In the interest of student safety and to allow all students to fully participate in physical education activities, our PE staff has established the following guidelines for shoes to be worn in PE class.

- Gym shoes must:
  - Support the feet.
  - Cover the top and back of the foot.
  - Have laces or Velcro closures.
- Gym shoes should not:
  - Have platform soles.
  - Have zippers or any metal decorations.
  - Have wheels.

## **Emergency Information**

In the event of an emergency, we will contact parents. It is extremely important that we have up-to-date emergency information. Please make sure your [Infinite Campus](#) account is up to date with contact information for parents and emergency contacts.

## **Fire Drill/Disaster Procedures**

Each classroom has posted evacuation procedures pertaining to fire, lockdown, and severe weather/disaster drills. Students are expected to follow procedures and obey their teachers' instructions during a drill. Fernway School conducts fire, disaster, severe weather, bus evacuation and lockdown drills so students become aware of and familiar with the routine. If we must be evacuated and are unable to return to the building, students and staff will be bused and housed in **Orland Hills Recreation Center** 16553 Haven Ave, Orland Hills, IL 60487.

## **Grading Scale**

The District grading scale for **grades K-2 and Science for grades 3-5** is:

- B (Beginning) – Children cannot complete the task independently. They show little understanding of the concept.
- D (Developing) – Children show some understanding. However, errors or misunderstanding still occur. Reminders, hints and suggestions are needed to promote children’s understanding.
- S (Secure) – Children can apply the skill or concept correctly and independently.

The District 140 grading scale for **grades 3-5** is:

A+ = 100-98	A = 97-93	A- = 92-90
B+ = 89-88	B = 87-83	B- = 82-80
C+ = 79-78	C = 77-73	C- = 72-70
D+ = 69-68	D = 67-63	D- = 62-60
F = 59-0		

### **Health and Safety Information**

- Any illness or injury occurring during school hours will be handled by Fernway’s School Nurse, Donna Kase. The School Nurse is a registered R.N.
- If your child is ill or has an injury that requires professional medical treatment, please do not have him/her attend school until he/she is well. If a teacher suspects a child is ill while in class, he/she will send that child to the office. A body temperature is always taken before the parent is called to come to school to receive their child. The student will be sent home if the temperature is 100 degrees or above. Students should be fever free for 24 hours before returning to school.

#### *MEDICATION*

- The administration of medication to students during regular school hours and during school-related activities is discouraged and is limited to only those medications which are necessary for the child to attend school, and which must be given during school hours. Such medication must be absolutely necessary for the critical health and well-being of the student.
- The school district has a policy and guidelines for the self-administration of certain medication by students, which can include asthma medication, insulin, opioid antagonist, and epi-pens. The proper medication request and authorization form(s) must be filed with the principal before the student will be allowed to either bring to school, or to begin taking any medication, prescription or non-prescription, during school hours. All medications must be registered with the principal's office. Medication that is brought to the office will be properly secured.
- Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A proper supply of medication is recommended.
- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- A copy of the district policy(ies) and procedures in this regard will be made available upon request.

### **Health Concerns**

Children contract many childhood diseases during the school year. If an outbreak seems to strike a certain group, an informative note will be sent home to parents.

## **Homework**

- Students will receive varying amounts of homework depending upon their grade level. It is very important that parents check with teachers to determine their expectations and general class procedures.
- Homework is an extension of daily class work and is sometimes unfinished work. Homework may also be an extension of learning concepts for the day that must be completed at home to increase understanding. Reports or long range projects will also be assigned and are necessary to help reinforce research, writing, and reading skills.

## **Lost and Found**

Our LOST AND FOUND BOX is located in the school commons. Often children do not seek their lost items, so please feel free to come to the commons and check out the Lost and Found if your child is missing something.

## **Lunches**

### Lunch Schedule

- Students have a 40 minute lunch/recess period each day. The students have approximately 20 minutes to eat lunch and 20 minutes of outdoor recess, weather permitting.
- Lunch schedule for the 2023-2024 school year
  - First Lunch (Grades 4<sup>th</sup> and 5<sup>th</sup>) – 10:40 A.M.-11:20 A.M.
  - Second Lunch (Grades 1<sup>st</sup> and 2<sup>nd</sup>) - 11:25 A.M. – 12:05 P.M.
  - Third Lunch (Grades Kdg and 3<sup>rd</sup>) – 12:10 P.M. – 12:50 P.M.
- Students should follow the directions of the Lunch Supervisor. Each student is responsible for cleaning up his/her area where he/she is eating. Every student must work as a team to keep the room clean. Washroom use is granted during lunchtime with permission from the Lunch Supervisors. Children are not permitted to leave the area without permission.

### Delivering Lunches

- Children should come to school with their lunches. However, occasionally it is necessary for parents to deliver lunches. Please label the lunch with the student's name, grade, and room number and place it on the cart located between the glass doors at the entrance.
- Fountain drinks are not permitted.

## **Newsletter**

The Fernway Flash, our school newsletter, will be emailed out to the email address you have in Infinite Campus. The newsletter and calendar are posted on the District website, [ksd140.org](http://ksd140.org). Click on the link to Fernway School.

## **Parent/Teacher Conferences**

- Formal parent conferences are conducted following the end of the first quarter. Conference times are scheduled online. Both parents and teachers are free to request a conference at any other time.
- Parents are asked to call the teacher if they have questions and/or concerns regarding their child's progress. Teachers will also call when they feel additional contacts are necessary. Appointments with staff members need to be scheduled in advance as staff availability is affected by required District meetings and other assigned duties before and after school.

## **Parking**

- The 2 rows of parking spaces closest to the front of the building are available for visitor use during a regular school day from 8:15 a.m. – 1:00 p.m.
- The parking along the fence and the 2 rows of spaces (on the south side of the front lot) are Staff Parking.
- The remaining row of parking spaces in the back lot near O'Brien Drive is for Staff Parking.
- There are a limited number of Visitor Parking spaces along the grassy area by the Fernway School sign.

## **Patrol**



- Fifth grade students will be selected to be patrol people. These students are trained and take their responsibility very seriously. They ensure that the students stay on the sidewalks and above all watch out for the cars.

### **Personal Technology Devices**

- **Students who choose to bring personal technology devices (cell phones, Kindles, Nooks, iPads, etc) to school are responsible for their personal equipment and are expected to comply with District standards. Tech support will not be provided on any student-owned equipment. Personal devices brought to school will NOT have access to KSD 140's network which is filtered and protected by multiple firewalls. Therefore, it is important that you realize that any mobile broadband Internet access by a student's personal technology device will NOT be filtered.**
- Students will be expected to only use their Internet access as directed by a teacher in support to academic activities. Students must use such devices appropriately or they will be subject to disciplinary measures. Staff may review students' use to insure that users are acting in an appropriate, responsible manner.

### **P.T.O.**

- The Fernway P.T.O. is a very active organization. They work cooperatively with the teachers, administrators, and students in providing quality programs and educational supplies utilized in our school. Anyone interested in volunteering to help the P.T.O. during the school year, please feel free to contact the school office.

### **Recess/Playground**

- Playground rules will be discussed with all students. Safety is #1.
- Students with medical excuses signed by their doctor may remain inside.
- While outside, students must remain in the playground area and obey the rules of the playground supervisor.
- Students will have outdoor recess unless it is raining or it is too cold, in which case indoor recess will be held. Please dress your child accordingly.

### **Report Cards**

Report cards will be released through Infinite Campus on the following dates:

- November 10, 2023
- January 26, 2024
- April 12, 2024
- June 3, 2024 (or last day of school)

### **School Closing**

In the event that school needs to be closed due to inclement weather or other safety-related concerns, families will be notified by School Messenger, the District's electronic messaging system, and an alert will be posted at [ksd140.org](http://ksd140.org). Other sources that can be checked are: radio (WGN Radio 720 and WBBM Radio 780); television (CBS, NBC, ABC, WGN, FOX, and CLTV); and online at [emergencyclosings.com](http://emergencyclosings.com).

### **School Supplies**

- Students are responsible for having necessary supplies for various classroom activities.
- Each student should notify their parents when certain supplies are needed. Students should not rely on others for their materials.
- Fernway's supply lists can be viewed by [clicking here](#).

### **Student Accident Insurance**

Kirby School District 140 does not carry accident insurance on students. Please review your family health and accident insurance to determine if it offers the protection your family needs. Information concerning

student accident insurance is available at: [www.k12specialmarkets.com](http://www.k12specialmarkets.com). This insurance is offered by a private insurance company. It is **not** offered or sponsored by the School District.

### **Student Behavior/Disciplinary Procedures**

- As citizens, students have certain rights and responsibilities. Fernway School takes a positive approach to student behavior and discipline. Students are rewarded for following rules and making good choices. citizens Schoolwide behavioral expectations are consistent and posted throughout the school.
- Rules and regulations with a school community are for the well-being of all. If a student does not follow an expectation, the teacher will conference with the student and review the expectation and consequence.
- If a student consistently chooses to not follow a behavioral expectation, or violates the rights of others, disciplinary action will be considered.
  - The first course of action takes place between the student, teacher, and parent.
  - If the misbehavior continues, or is of great magnitude, the student will be referred to the principal for consideration. Suspension may be an option that is considered due to the circumstances involved in the situation.
  - Every attempt will be made to counsel, guide, or advise all parties to a fair solution. Parent cooperation is necessary and appreciated.
  - Privileges such as field trips and other special school activities can be withheld as a possible consequence.

### **Student Records**

All student records are kept in locked files in our office. You have the right to inspect your child's records. You may do so by calling for an appointment.

### **Telephone Messages**

Only in extreme emergencies is it possible to deliver telephone messages to individual students. It is very disruptive to the students and academic environment when classrooms are interrupted during a lesson.

### **Temperature or Wind Chill**

The following temperature guidelines will be used:

- 25 Degrees and Above – Students go outside
- 20-25 Degrees – Students can go outside for a shortened period
- Below 20 Degrees – Students stay inside

### **Transfers**

- Please inform us if you are transferring out of our District three or four days prior to leaving.
- On the last day of your child's attendance, please come in to sign a consent form and pick up his/her health and transfer records.
- All district owned materials (iPad, textbooks, library books, etc.) must be returned.

### **Truancy**

- Truancy is defined as an absence without a valid cause.
- A chronic truant is defined as one who is absent without valid cause for 5% or more of the previous 180 regular attendance days. (Weekends and holidays do not count in this 180-day period.)
- When it is determined that a child is truant, the parents or guardians are informed of their legal responsibilities, and the school will take appropriate action.

### **Vacations**

- PLEASE AVOID SCHEDULING ANY VACATIONS DURING THE SCHOOL YEAR.
- If you are planning a trip, please inform the office and the teacher at least **ONE WEEK** prior to the trip.

- Work missed during this time is neither eligible to be graded nor factored into the student's final grade.

### **Valuables**

- Common sense is the best guide in determining whether or not to bring personal possessions to school.
- The school administrator and staff cannot be responsible for valuables which students bring to school.
- Students should leave all valuables at home. Any item that has personal or monetary value should not be brought to school.

### **Visitors**

- Visitors are welcome at Fernway School, but student safety is our main concern.
- Our schools are locked during the regular school day, and the buzzer must be used to gain entry.
- All visitors, including parents, must use our front main door. All visitors must show an I.D. when entering the building to gain admittance to the office.
- All visitors must receive a Visitor's Pass in order to access any part of our school other than the office area.
- **Please do not stop into a teacher's classroom without an appointment.** If you need to deliver items to students, report to the office and the office staff will gladly accommodate your request.
- Parents who wish to pick up students must stop in at the office window and sign them out.
- No student will be released to any person without proper identification.

### **Volunteers**

- Volunteers are needed to help in many areas at our school, Media Center, classrooms, and during lunchtime. Your involvement is very much appreciated.
- Volunteers will be asked to complete a confidentiality form before being allowed to volunteer. Contact the office for additional information.

## **SCHOOL BOARD POLICIES**

The district has adopted behavioral intervention practices and a policy consistent with the guidelines and requirements of the Illinois State Board of Education and School Code. The following board policy on the use of behavioral interventions with disabled students is available for review:

### **WEAPON FREE SCHOOL**

Any student who is determined to have brought a weapon to school and/or have possessed a weapon on school property which could endanger the health, safety, and welfare of the school community, shall be expelled from school for a period of not less than one (1) year. For purposes of this policy, the term "weapon" means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, use of weapon as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look-alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

The Board of Education may, upon the recommendation of the Superintendent, reduce the period of expulsion on a case-by-case basis where the reduction is warranted by the best interests of the student and the school community. Administration shall be required to refer the violation of Board of Education policy to the local law enforcement agency.

This policy is publicly available, or a copy can be requested by a parent.

### **SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL**

No student shall be permitted on school grounds more than ten (10) minutes before or after the regular school day for students, except when participating in a school-sponsored activity or when on school grounds due to the early arrival or late departure of a school bus to which the student is assigned. The

Superintendent shall at least annually advise the students and their parents or legal guardians of this policy and that supervision will not be provided by the School District at times when the students are not permitted on school grounds.

This policy is publicly available, or a copy can be requested by a parent.

### **SCHOOL BOARD POLICY 7:160 - STUDENT APPEARANCE**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, hair texture, or any other protected classes under Board policy 7:10, Equal Educational Opportunities, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the Student Handbook(s).

### **COMMUNITY NOTIFICATION ACT**

Information about sex offenders is available to the public as provided in the Illinois Sex Offender Community Notification Law. The Sex Offender Database can be accessed at the following Illinois State Police link: <https://isp.illinois.gov/Sor>

### **EMPLOYEE CODE OF ETHICS**

School District staff are required to maintain a professional relationship with students at all times. Our staff are required to comply with the Illinois State Board of Education Code of Ethics for Illinois Educators. The Code is publicly available at 23 Illinois Administrative Code Section 22.20, at the following link: <https://www.ilga.gov/commission/jcar/admincode/023/023000220000200R.html>

# FERNWAY PARK ELEMENTARY SCHOOL



## Handbook Receipt

Students and parents are responsible for the contents of this handbook. Please read the handbook and discuss it with your child. Complete the information below and return this page to your child's classroom teacher by 9/1/23.

Student Name: \_\_\_\_\_

Classroom/Teacher: \_\_\_\_\_

We have read and understand the 2023 -2024 Parent/Student Handbook and agree to follow the guidelines and procedures.

Parent/Guardian's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_