



Kirby School District 140

Serving Portions of

Tinley Park, Orland Park, and Orland Hills

2023-24

SCHOOL CALENDAR AND PARENT/STUDENT HANDBOOK

The School Calendar and Parent/Student Handbook has been developed to provide parents and families with vital information regarding Kirby School District 140. Take some time to review its contents and familiarize yourself with those items that are most pertinent to you and your family. Throughout the year, you will be kept informed with ongoing information relative to your child's classroom, school, and our District. Please access the District website at ksd140.org for additional Kirby School District 140 news. All District policies are available for review on our website.

Parents provide an integral piece to the success of any school system. Your continued support has allowed us to provide quality programs for all of our students. Please feel free, at any time, to contact your child's teacher, building principal and/or central office administrators regarding any issue or concern. We look forward to another outstanding school year.

***PLEASE NOTE: Check the District website ksd140.org for the most up-to-date information.
It is possible that some dates and/or times may change subsequent to printing.***

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SECTION TWO

Monthly School Calendars: August 2023 through July 2024

Kirby School District 140

Administration Building
16931 South Grissom Drive
Tinley Park, Illinois 60477
(708) 532-6462
Website: ksd140.org

School Year Hours:
7:30 a.m. – 3:30 p.m.
Monday through Friday

Summer Hours:
7:30 a.m. – 2:00 p.m.
Closed Fridays in July

SCHOOL HOURS

Children are discouraged from arriving at school more than ten minutes before classes begin and they are not to remain after being dismissed from school unless they are attending an after-school activity. The playgrounds are unsupervised during these times; therefore, parents allowing children to arrive early or remain after dismissal **DO SO AT THEIR OWN RISK**. For the safety of your child, please observe the school's starting times.

Teachers and Principals cannot allow children to be taken from the building by anyone other than a parent or guardian. Prior arrangements should be made with the school office if it is necessary to have a child dismissed from school early.

School hours vary between middle schools and elementary schools for bus route scheduling. Actual dismissal times will vary depending upon whether your child is a car rider, walker or bus rider.

Start and dismissal times for **2023-2024** are:

GRISSOM AND PRAIRIE VIEW MIDDLE SCHOOLS

8:45 a.m. – 3:15 p.m.
Activity Dismissal: 4:05 p.m.
Activity Bus Departure: 4:10 p.m.

HALF-DAY IN-SERVICE SCHEDULE

8:45 a.m. – 12:00 p.m.

BANNES, FERNWAY, KELLER, McAULIFFE AND MILLENNIUM ELEMENTARY SCHOOLS

7:55 a.m. – 2:25 p.m.
Half-Day Kindergarten: 7:55 a.m. – 11:10 a.m.
Early Childhood Hours

Bannes, Fernway and McAuliffe
A.M. Early Childhood: 7:55 a.m. – 10:30 a.m.
P.M. Early Childhood: 11:50 a.m. – 2:25 p.m.

Preschool Hours

Bannes and Fernway
A.M. Preschool: 8:10 a.m. – 10:30 a.m.
P.M. Preschool: 11:40 a.m. – 2:00 p.m.

HALF-DAY IN-SERVICE SCHEDULE

7:55 a.m. – 11:10 a.m.
Half-Day Kindergarten: 7:55 a.m. – 11:10 a.m.
Early Childhood Half-Day In-service Schedule

Bannes, Fernway and McAuliffe
A.M. Early Childhood: 7:55 a.m. – 9:20 a.m.
P.M. Early Childhood: 9:45 a.m. – 11:10 a.m.

Preschool Half-Day In-service Schedule **Bannes and Fernway**

A.M. Preschool: 8:10 a.m. – 9:10 a.m.
P.M. Preschool: 9:40 a.m. – 10:40 a.m.

IN-SERVICE DAYS

Half-day In-service programs were approved by the Board of Education to help provide time for staff development activities. During the 2023-24 school year, the District will shorten six (6) pupil attendance days for In-service activities. The time will be used

by the staff to provide for team meetings, committee meetings, curriculum development projects, articulation activities, and preparation for special events.

The Half-Day In-service dates for students are:

Friday, September 22, 2023
Tuesday, October 31, 2023
Friday, December 22, 2023
Friday, February 2, 2024
Friday, May 3, 2024
Monday, June 3, 2024

INSTITUTE DAYS

On these days, District 140 professional staff members “go back to school” to freshen and add to their skills. Institute Days are non-attendance days for students and are indicated on this calendar.

MAKE-UP DAYS, eLEARNING, AND EARLY RELEASE DAYS

The decision to implement District 140's inclement weather protocol will be made after carefully assessing a given weather situation. The safety of our students is at the forefront in the decision-making process. In the event of inclement weather, the District will implement one of the following three options:

School Cancelled: All school buildings will be closed, and student will make up the severe weather day at the end of the school year.

eLearning: All school buildings will be closed; however, students and staff will complete the school day from home. This eliminates the need to make up days at the end of the school year.

Early Dismissal: Due to forecasted inclement weather, there may be some rare occasions where it will be necessary to operate on a Half-Day Schedule. Students will NOT eLearn at home in the afternoon, and this day does NOT need to be made up at the end of the school year.

ADMINISTRATION

Dr. Daniel F. Callaghan *Superintendent*
Dr. Meghan M. Ramirez *Assistant Superintendent
of Curriculum & Instruction*
Dr. Mary T. Dwyer *Assistant Superintendent of
Special Services*
Michael Andreshak *Director of Business Services*
Brian E. Nemeth *Director of Technology*
Susan E. Haynie *Communications Coordinator*
Michelle A. O'Connor *EL/Title I Coordinator*
Anthony E. Silic *Operations Coordinator*

ADMINISTRATIVE INQUIRY PROCEDURES

Schools are like any other organization: if you have a problem or question, it's best to begin with the people directly involved.

For student problems, the person to begin with is generally the teacher, coach or advisor. If you have a question about a school regulation or practice, the principal is the best place to begin.

BOARD OF EDUCATION

Thomas J. Martelli *President*
Carol DeMicheal *Vice-President*
Lucy Shalash *Secretary*
Chuck Augustyniak *Member*
John T. Lutz *Member*
Aileen Mulee-DiTuri *Member*
Tiana Pequette *Member*

You may email the Board of Education at:

boardofed@ksd140.org

WHAT IS THE SCHOOL BOARD?

In Illinois, public education is the State's constitutional responsibility. The State delegates to local school boards the authority to govern school districts within the parameters set by State law. Boards are made up of seven school district residents elected at large to serve terms of four years without compensation. So, although the Board is responsible to district voters, it is legally responsible to the State.

WHAT IS THE BOARD'S ROLE?

The Board's role is to:

- Adopt goals and policies that meet State requirements and reflect community needs;
- Provide the resources necessary to pursue its goals according to its policies; and
- Monitor district performance to see that results are consistent with goals and policies.

WHAT ARE THE BOARD'S DUTIES?

Among the Board's legal duties are:

- Approving what shall be taught in the schools and which textbooks will be used;
- Approving necessary personnel and setting their salaries;
- Approving all contracts and paying all bills; and
- Approving the annual budget.

Individual Board Members may not act alone or make decisions that are binding upon the Board. Binding decisions are made only upon a vote taken by the School Board.

IS THE SUPERINTENDENT A BOARD MEMBER?

No. The Superintendent is the chief executive officer of the school district, a professional educator hired by the Board to carry out its goals and to oversee the district's operation.

BOARD OF EDUCATION MEETINGS

The Board has a minimum of one regular meeting per month. The meeting will generally be held on a Thursday each month or as specified. Interested citizens are welcome to attend. The meetings are held at 7:00 p.m. at the Administration Building, 16931 South Grissom Drive, Tinley Park, IL. Please check the District calendar for dates and times of the meetings or the District website ksd140.org for the most up-to-date information.

HOW ARE BOARD MEETINGS CONDUCTED?

Each meeting follows an agenda that establishes the sequence of events for that meeting. Meetings are conducted by the Board President based on a combination of *A Commentary on Parliamentary Procedure*, common sense and common courtesy.

ARE BOARD MEETINGS PUBLIC?

Board meetings are not public meetings; they are meetings held in public. By law, all Board discussion and deliberation must be conducted in public, except for certain specific matters, such as personnel and student disciplinary cases, which may be discussed in closed session. However, all official Board action (voting) must be taken in public.

MAY I SPEAK AT THE BOARD MEETING?

The tradition has been to allow any visitor the opportunity to comment or ask questions of the board. Visitors may speak at a time specifically set aside during the meeting when visitors are recognized. Groups attending Board meetings are asked to appoint a spokesperson, and all visitors are asked to limit their remarks to five minutes. The Board President recognizes visitors who wish to comment, maintains order during the meeting, and calls an end to comments and discussion when this seems appropriate.

WILL THE BOARD RESOLVE MY CONCERN?

The Board rarely can be expected to act immediately on an issue brought before it for the first time. Even in the case of more familiar topics, the Board takes action only after it has examined all aspects of an issue. You may, however, expect the Board to act as promptly as circumstances allow and to notify you when it arrives at a decision.

COMMITTEE MEETINGS

Committee meetings are scheduled as needed. These meetings focus upon specific issues related to District policy, services, finance and curriculum.

ADDRESSING THE BOARD OF EDUCATION

- Know what you want to say and say it as briefly as possible. Again, this is not to limit your ability to speak, but to make sure your message is heard and understood.
- When called on, make sure you speak clearly enough to be heard by everyone in the room. State your name so that your comments can be made part of the official record. If you are representing an organization or a group of citizens, state the name of the group.
- As concisely as possible, state your concern, complaint, question or opinion, then state your basis or reason. If you know what you want the Board to do about your concern or opinion, end by stating what you want done. The Board will not always be able to adopt your solution, but knowing it is helpful.
- Keep your comments brief. School Boards have a lot of business to handle at meetings, and often many people to hear. If you believe more explanation is necessary, write a preliminary or follow-up letter to the Board, or create some background materials you can use as handouts.
- If you are speaking from a prepared statement, provide copies for Board Members and the Superintendent.
- Avoid repeating the views of previous speakers. A single spokesperson should be designated to represent a group with a common purpose. It is just as effective to indicate that you represent a group of a certain size as it is for every member of that group to be heard.
- Limit your comments to one item or issue and stay focused on the issue at hand. If you have a whole list of concerns, make separate presentations, or speak about the most important and provide the others to the Board in writing.

- No matter how strongly you feel about an issue, always be polite. Avoid name-calling, finger-pointing, accusations or language that would demean anyone.
- Make sure your issue is appropriate School Board business. As noted, it is better to attempt to resolve the problems at a lower administrative level before bringing it to the Board. A School Board's main function is to establish policy for the entire District, not to settle disputes that could be resolved through other channels.
- Understand Board limitations. Don't expect the Board to answer every question or resolve every issue on the spot. The issue may require more study.
- Knowledgeable parents or community members often are asked to help the Board resolve a complex issue. Committees may be formed to address particular needs, such as publicizing a finance referendum.

Matters involving state laws or district-wide policies should be brought to the attention of the Superintendent. The Superintendent's Office may direct you to another administrator who is more directly involved with the topic that interests you.

Most questions can be answered, and most problems can be solved by working with the appropriate teacher or administrator.

SCHOOL BUDGET INFORMATION

Kirby School District 140 will post its annual budget on its website. District 140's web address is: ksd140.org. When a new annual budget is adopted, it will be posted on the website within thirty (30) days.

ESEA Title IX, C

Title IX, Part C, of the U.S. Elementary and Secondary Education Act (ESEA) guarantees educational equity regardless of gender. Any District 140 employee, job applicant, student or parent has the right to a hearing if it is believed that a right to fair treatment has been abridged because of sex discrimination. Information is available from Equity Coordinator, Dr. Mary Dwyer, Assistant Superintendent of Special Services, (708) 532-6462.

REGISTRATION AND RESIDENCY VERIFICATION

Existing District families will register current and new students in the Infinite Campus Parent Portal found at:

<https://kirbyil.infinitecampus.org/campus/portal/parents/kirby.jsp>

If you are a new family to the District you will need to register at:

<https://kirbyil.infinitecampus.org/campus/apps/olr/application/login/kiosk-app-type>

Kirby School District 140 uses CLEAR ID Confirm to verify current family address information. This verification method streamlines the registration process for District families while still assuring that student enrolled in our schools are residents within the boundaries of District 140.

CLEAR uses a parent's name and address to crosscheck the information against public records and determine if a student's residency falls within District 140 boundaries.

If your residency is verified through the CLEAR process, you will not need to submit any additional documentation to certify that you live within the District.

If your residency is not verified through the CLEAR process, you will be contacted prior to the start of the school year and asked to submit the documents from Category I and Category II listed below. All documents must be current and show your name and address.

Category I: (one document required)

- Current closing papers
- Signed and dated lease with two rent receipts
- Mortgage statement or payment book/coupon
- Most recent property tax bill and proof of payment (i.e., canceled check or Form 1098)

Category II: (two documents required)

- Driver's License/State ID
- Current utility bill – gas, electric, water, cable, phone
- Vehicle Registration
- Most recent credit card bill

- Current bank statement
- Proof of payment for current homeowner's or renter's insurance premium

When registering a new student, you will be asked to upload your student's birth certificate and contact your child's school to schedule an in-person appointment to submit an ORIGINAL birth certificate with the county seal affixed before your registration can be approved.

For children born in Cook County, birth certificates may be obtained from the Cook County Clerk's office at www.cookcountyclerk.il.gov or calling 866-252-8974.

If it is necessary to provide the District with parent's cell, work, and an emergency contact phone number.

More information and registration forms can be found on the District website at: ksd140.org/registration

AGE REQUIREMENTS FOR KINDERGARTEN

Students will be admitted into Kindergarten if they are five years of age on or before September 1st of the 2023-24 school year. All students must meet the age cutoff/requirement as determined by the State. Additionally, Kirby School District complies with Illinois Accelerated Placement Act, Public Act 100-0421 and provides early access to educational services for kindergarten and first grade students to meet the needs of the highly advanced gifted child. For further information, please contact Dr. Meghan M. Ramirez, Assistant Superintendent of Curriculum and Instruction.

AGE REQUIREMENTS FOR FIRST GRADE

A child must be six years of age on or before September 1st of the 2023-24 school year.

TRANSFER STUDENTS

Students transferring from Kirby School District 140 or between schools within the District, should contact their school office regarding transfer procedures.

RESIDENT STUDENTS

POLICY 7:60

Only students who are residents of the District may attend a District school without a tuition charge,

except otherwise as provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of an emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District but will be living within the District within 6-months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. *Board of Education policy 6:140, Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believed that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as proved by the School Code, *105 ILCS 5/10-20.12b*.

HEALTH PROGRAM INFORMATION

A comprehensive school health program is important for your children throughout their school experience. A basic requirement is cooperation and communication between home and school. Remember that a healthy child is a healthy learner.

Please contact your school nurse for more information about your child's health and vaccine schedule.

IMMUNIZATION REQUIREMENTS

Diphtheria, Tetanus, Pertussis (Whooping Cough): For Pre-Kindergarten programs three doses of DTP or DTaP by one year of age and one additional booster dose by 2nd birthday. For first entry into school (Kindergarten or First Grade) four or more doses of DTP/DTaP with the last dose qualifying as a booster and received on or after the 4th birthday. For Grades 2-5 three or more doses of DTP / DTaP or Td; with the last dose qualifying as a booster if received on or after the 4th birthday.

Tdap: One dose of Tdap for children in grades 6, 7 & 8.

Polio: For Pre-Kindergarten programs two doses by 1 year of age and one additional dose by 2nd birthday. For first entry into school (Kindergarten or First Grade) four or more doses of the same type of Polio vaccine with the last dose qualifying as a booster and received on or after the 4th birthday. For all other grades; three or more doses of Polio with the last dose qualifying as a booster and received on or after the 4th birthday.

Measles: For Pre-Kindergarten programs one dose on or after the 1st birthday. For first entry into school (Kindergarten or First Grade) two doses of Measles vaccine, the 1st dose must have been received on or after the 1st birthday and the second dose no less than 4 weeks (28 days) later. Laboratory evidence of measles immunity or certified physician verification of measles disease by date of illness is acceptable. Measles cases diagnosed after 7/1/02 must include lab evidence.

Rubella: For Pre-Kindergarten programs one dose on or after the 1st birthday. For first entry into

school (Kindergarten or First Grade) two doses of Rubella vaccine, the 1st dose must have been received on or after the 1st birthday and the second dose no less than 4 weeks (28 days) later. Laboratory evidence of Rubella immunity is acceptable. History of disease is not acceptable proof of immunity to Rubella.

Mumps: For Pre-Kindergarten programs one dose on or after the 1st birthday. For first entry into school (Kindergarten or First Grade) two doses of Mumps vaccine, the 1st dose must have been received on or after the 1st birthday and the second dose no less than 4 weeks (28 days) later. Laboratory evidence of Mumps immunity or certified physician verification of Mumps disease by date of illness is acceptable.

Varicella (Chickenpox): For Pre-Kindergarten programs children must receive one dose on or after the 1st birthday. For first entry into school (Kindergarten or 1st Grade) children must receive two doses of Varicella; the first dose must have been received on or after the 1st birthday and the second dose no less than 4 weeks (28 days) later. For grades 4 & 5 one dose of Varicella on or after the 1st birthday. For Grades 2, 3, 6, 7 & 8, these children must receive two doses of Varicella. History of Varicella disease or laboratory evidence of Varicella immunity is also acceptable.

Lead: Parents are asked to show proof of a documented result of a lead blood test or a properly completed Childhood Lead Risk Assessment Questionnaire.

Pneumococcal Conjugate Vaccine (PCV13): For Pre-Kindergarten programs children must have one dose after 24 months of age. This vaccine is not required after the 5th birthday.

Hepatitis B: All students, pre-k through 8th grade, need three doses of the Hepatitis B vaccination. The third dose must have been administered on or after 6 months of age. Children in grades 6, 7 & 8 must receive 3 doses of Hepatitis B vaccine administered at recommended intervals. Laboratory evidence of prior or current infection is acceptable.

Haemophilus Influenza, Type B: For Pre-Kindergarten programs one dose of the Hib vaccine is required. This vaccine is not required after the 5th birthday.

Tuberculosis: It is recommended for children in high-risk groups including; children who are immunosuppressed due to HIV infection or other conditions, frequent travel to or born in high prevalence countries, or those children who are exposed to adults in high-risk categories.

Meningococcal Conjugate vaccine: One dose of Meningococcal Conjugate vaccine is required for entry to grades 6, 7 & 8.

Diabetes Screening: A diabetes screening shall be included as a required part of each health examination. The health care provider shall document results of the diabetes risk assessment on the Certificate of Child Health Examination form.

Medical/Religious Objections: Objections to immunizations on medical grounds must accompany a letter from a State licensed M.D. or D.O. stating the reason for contraindication and must be dated and signed. Religious Exemption: Public Act 099-0249 states in part, Children of parents or legal guardians who object to health, dental, or eye examinations, or to immunizations, or to vision and hearing screening tests on religious grounds shall not be required to undergo the examinations or immunizations if the parents or legal guardians present a signed Certificate of Religious Exemption detailing the grounds for the objection and the specific immunizations and or examinations to which they object. The certificate will be signed by the parent or legal guardian to confirm their awareness of the school's exclusion policies in the case of a vaccine preventable disease outbreak or exposure. The certificate must also be signed by the child's health care provider responsible for performing the child's examination for entry into Kindergarten or 6th grade.

PHYSICAL, DENTAL AND VISION EXAM REQUIREMENTS

The General Assembly of the State of Illinois has amended the School Code Section 27-8.1 to include the following information: Pre-K students (Special Education Early Childhood and Preschool Program) are required to have a school physical. Kindergarten students are required to have a school physical, dental and eye examination. 2nd Grade students are required to have a dental examination. 6th Grade students are required to have a physical and dental examination. A record of physical examination is required of all children first entering the District.

These examinations are to be completed by a licensed physician recognized by the State of Illinois (M.D. or D.O.), an Advanced Practice Nurse (APN) or a Physician Assistant (PA). The exam results are to be indicated on the State physical form which is sent home when the physical exam is required. Eye examinations are required for all children enrolling in Kindergarten or enrolling in a public school in Illinois for the first time. This requirement became effective January 1, 2008.

The Illinois School code requires that children must have proof of required health exams and immunizations by October 15th, or they may face exclusion from school. Eye exams are required by October 15th. Dental exams are required by May 15th of the school year.

DENTAL HEALTH

Dental health is an important part of the total health picture of children. Deciduous – or primary – teeth are often neglected because of lack of understanding of the importance of first teeth. These teeth have a definite function – decay and infection should be prevented in them as well as in permanent teeth. The American Dental Association states that deciduous teeth are necessary to chew food properly, to promote clear speech, to give form and shape to the face and to act as guides for permanent teeth forming beneath them.

In the interest of promoting better dental health habits in all children, we require periodic dental examinations. The results of these examinations are to be indicated on the dental form sent home when evaluation is necessary and returned to the school.

Referral papers from the school will be given to your child and are to be completed by your dentist and returned to the school.

HELPFUL SUGGESTIONS FOR POSITIVE SCHOOL EXPERIENCES

The following are some suggestions that will contribute to your child's adjustment to school:

1. A healthy child is a healthy learner. For the protection of your child and others, please do not send your child to school with any of the following symptoms of illness: *fever of 100°F or higher; sore throat; earache; persistent cough; swollen glands; vomiting; diarrhea; or rash.*
2. Adequate clothing should be provided for each child for both indoor and outdoor use, depending upon the weather.
3. An explanatory note for absence may be required to re-admit a child to school. If a rash or extended illness (more than 3 consecutive school days) has occurred, a note from the doctor may be necessary to explain the condition. When your child is absent, please call the school secretary between 8:00 a.m. and 9:00 a.m. to report the absence and reason for absence.
4. Children are required to go outdoors, weather permitting, at recess and during a portion of their lunchtime unless they are excused by a statement from their physician.
5. Do not send a sick child to school – but do not keep a well child at home. Parents will be notified when their child has a fever in excess of 100°F and exhibits other symptoms indicating a need for further evaluation. A child who has been sent home with a fever may not return to school for any reason until the fever has subsided and remained normal for a 24-hour period without fever-reducing medication. If a child has been sent home because of vomiting, the child should remain home until there has been no more vomiting for 24 hours.

6. A student will be excused from physical education classes for an extended period of time only if a written request by a physician is received stating specific reasons and the length of time such restrictions shall be in force.
7. We can honor a parent's note for absence from recess for up to 3 days. A physician's note may be required for absences beyond 3 days.

STUDENT FEES, FINES AND CHARGES

School District 140 charges specific fees for curricular and non-curricular activities and programs. Such fees or charges are determined by the cost of materials, shipping/handling fees, and add-on fees for technology. The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship (refer to the Income Eligibility Guidelines chart below). Request for a fee waiver should be made to District 140's Director of Business Services. Appeal of the decision regarding waiver of fees may be made to the Superintendent.

FY 2023-2024 INCOME ELIGIBILITY GUIDELINES

The United States Department of Agriculture has issued the following income guidelines for the period of July 1, 2023 through June 30, 2024:			
# of People	Level of Income for Free Lunch/Milk		
	ANNUAL	MONTHLY	WEEKLY
1	\$18,954	\$1,580	\$365
2	25,636	2,137	493
3	32,318	2,694	622
4	39,000	3,250	750
5	45,682	3,807	879
6	52,364	4,364	1,007
7	59,046	4,921	1,136
8	65,728	5,478	1,264
For each additional family member, add			
	+6,682	+557	+257+

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Materials may be needed by others.

FEES

All Fees will be paid through the Campus Parent Portal at this URL:

<https://kirbyil.infinitecampus.org/campus/portal/parents/kirby.jsp>

Payment may be made by checking, savings, or debit/credit card (Visa, Discover, or MasterCard) and returned to the student's home school. Payment by cash must be made, in person, at the Administration Building or student's home school. We request that you register your returning students or inform us of transferring students, as soon as possible.

The Instructional Materials Fees are charged annually to all pupils in the amount adopted by the Board of Education.

Fees for the school year include textbook and technology fees which are as follows:

ELEMENTARY/MIDDLE SCHOOL FEES

- EC/K \$180
- Preschool Program \$2,500
- Grades 1-5..... \$190
- Grades 6-8..... \$200

Special Education (Out-of-District Placement)

- EC/K \$180
- Grades 1-5..... \$190
- Grades 6-8..... \$200

Milk Fees:

- 1% White or Fat-free Chocolate .. \$25.00

PAST DUE FEES

Any registration fees (instructional materials fees only) that are past due for over 90 days will be sent to collections. Prior to being sent to collections, the parent/guardian will be notified of these past due fees with three separate notifications. During this time, the parent/guardian may call or come in to the Administration Building to challenge the existence, amount and current collectability of the debt prior to collections.

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 kind of protection you feel your student needs. Information concerning student accident insurance will be available at:

www.k12specialmarkets.com

This insurance is offered through a private company. It is **not** offered or sponsored by the District. Kirby School District 140 does not endorse this plan or its coverage over any other. If you are interested in accident insurance for your student, you may enroll online or print out an enrollment form and mail it to the insurance company. Do not send it to the school.

TRANSPORTATION

Kirby School District 140 owns and operates its own transportation system.

In establishing the bus routes, it is our responsibility to schedule the safest and shortest route to and from the school building which your child attends. Assigned bus routes are those located closest to the student's home address. Please note the bus route number and stop on your child's transportation letter. You may choose a different stop to and from school as long as your child rides the bus route assigned in the student's transportation letter. **We reserve the right to assign bus stops if necessary.** Students will not be able to change bus routes.

If your child misses the bus, transportation must be provided by the parent.

School bus transportation is provided for students of School District 140 who:

1. Live one and one-half miles (1.5) or more from the school they attend or are in a State designated hazardous road area, free of charge.
2. Are in grades Kindergarten through eighth and live between seven-tenths (.7) and one and one-half (1.5) miles from the school they attend, at an **annual fee** established by the Board of Education of Kirby School District 140.

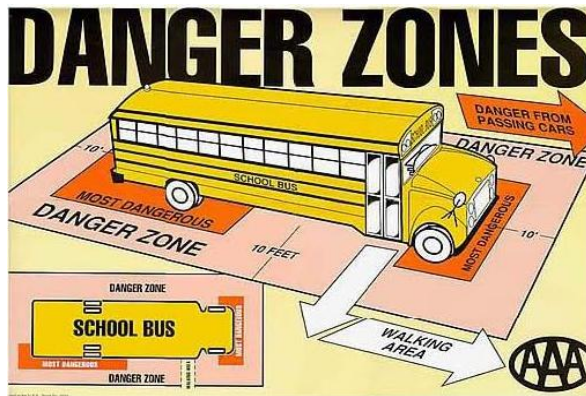
Bus fees are established at the beginning of each year. If a parent chooses not to pay for the bus, they have the option of paying at a later date – provided there is room on that particular bus. See section on Special Services for information regarding students with Individual Education Plans. **The Board of Education limits this to 100 students and if the route is already full, they will be put on a waiting list.**

TRANSPORTATION FEES FOR 2023-24

A student living .7 to 1.5 miles from school
Paid in full by April 29th\$800

Paid in full on or after April 29th\$900
Administrative Fee for Child Care Transportation
.....\$75.00

Transportation for students to and from child-care providers will be provided under certain conditions. Please contact the Transportation Department at 708-532-8539 for details.



(Picture provided by AAA Chicago Motor Club)

SCHOOL BUS SAFETY

A child's clothing can be dangerous when getting off the school bus. Dangerous clothing that can get caught in handrails, doors, or other areas include jackets or sweatshirts with drawstrings, backpack straps and scarves or other loose clothing.

Please talk with your children about these safety rules:

1. Stay away from Danger Zones around the bus.
2. If you drop something near the bus, don't pick it up. The driver may not see you. Tell the driver and follow his/her instructions.
3. Remember that motorists don't always stop for the school bus. Use extreme caution when getting on or off the bus.

BUS RIDER SAFETY INSTRUCTIONS

Please take a few minutes to review the following bus rider regulations. These regulations have been established to help ensure that all bus riders will travel between home and school under the safest conditions possible. A large part of the success we experience during the school year will depend upon your cooperation.

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the Board of Education designates another adult to supervise the riders.

Students must:

1. Stay off the road at all times while waiting for the bus.
2. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
3. Obey the lawful instructions of the bus driver.
4. Remain seated and face forward while on the bus.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows. Windows are only to be opened and closed by authorized personnel.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident. Therefore, refrain from making loud and/or distracting noises.
9. Be absolutely quiet when approaching a railroad crossing stop.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times.
12. Carry no animals on the bus.
13. Keep books, packages, coats and all other objects out of the aisles.
14. Leave no books, lunches or other articles on the bus.
15. Be courteous to fellow pupils and the bus driver;

refrain from pushing, hitting, moving about, and annoying others.

16. Help look after the safety and comfort of smaller children.
17. Not ask the driver to stop at places other than the regular bus stops; the driver is not permitted to do this except by proper authorization from a school official.
18. Observe safety precautions at the point of discharge. Where it is necessary to cross the street, proceed to the point at least 10 feet in front of the bus on the right shoulder of the street where traffic may be observed in both directions.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperones appointed by the school.

Bus drivers have been instructed to notify the school whenever violations of established regulations occur.

The principal, assistant principal, teacher, or bus driver may assign students certain seats in the bus.

Children may not “run after” the bus as it approaches or departs or run, crowd, or push while boarding.

Conduct which is unacceptable in school is prohibited on the bus.

Students will be subject to disciplinary action for bus rule violations. Disciplinary action may involve parent contact, parent conference, or suspension.

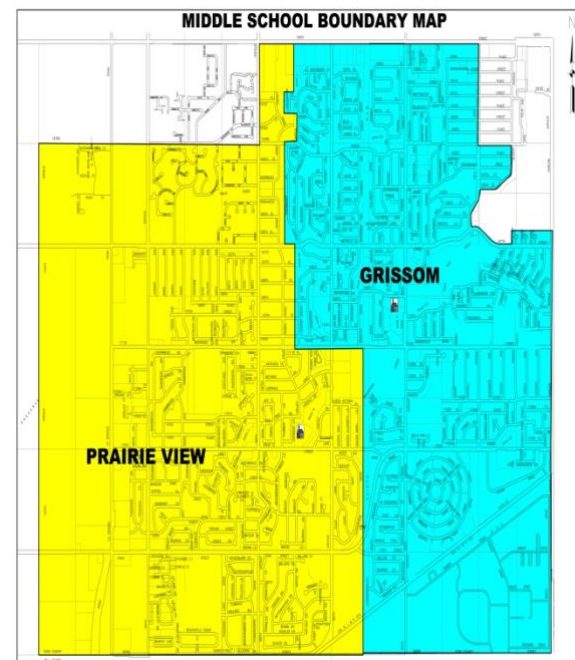
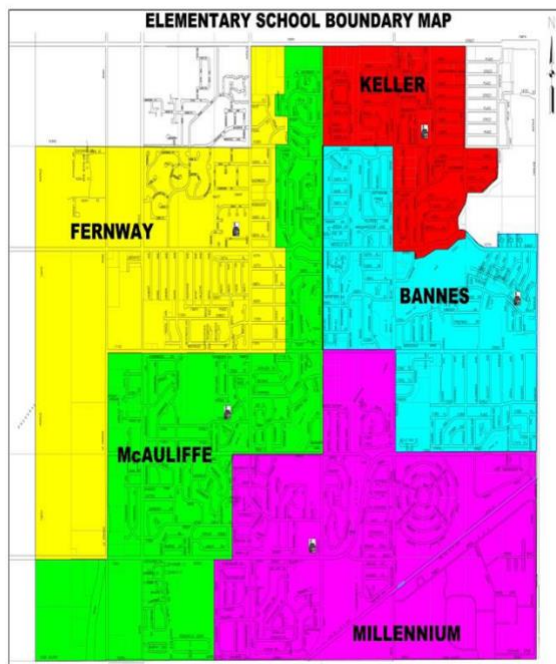
In cases of suspended bus riding privileges, the parents of the children involved become responsible for seeing that their children get to and from school safely and punctually.

The buses have been equipped with a video surveillance system. Recorded video may be used as part of the disciplinary procedures. Recordings may also be used for demonstration purposes.

BOUNDARIES AND SCHOOL ASSIGNMENTS

Pupils must attend the school in the attendance area in which they reside. Individual school attendance District boundaries are established by the Board of Education on the recommendation of the Superintendent and may be changed if population conditions warrant it.

***PLEASE NOTE:** Enrollees from new developments are subject to school assignment per Board of Education direction.



PARENT/GUARDIAN INFORMATION

SCHOOL VISITATIONS

Parents or guardians are always welcome to visit their child's school. If you feel a conference is necessary to discuss your child's progress, please make prior arrangements. **ALL** persons entering the school building for any reason **MUST** enter through the main entrance and immediately report to the school office before proceeding to another area of the building. This is in accordance with the policies and provisions regarding school security.

Under provisions of the Illinois law, the School Visitation Right Act (820 ILCS 147/1), each school district is required to notify the students' parents or guardians of their school visitation rights. An employer must grant an employee leave up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child. Please contact your employer for further information.

CHILD SEX OFFENDER'S REQUEST FOR PERMISSION TO VISIT SCHOOL PROPERTY – ADMINISTRATIVE PROCEDURE 8:30-E2 CHILD SEX OFFENDER'S REQUEST FOR PERMISSION TO VISIT SCHOOL PROPERTY (in part)

If you are a child sex offender, you must complete a *Child Sex Offender's Request for Permission to Visit School Property*, for each visit to school property to lawfully visit whenever students are present. After a decision is made whether to grant or deny your request for permission to visit, a copy will be returned to you. This information will be kept in the District's main office as well as in the Building Principal's office where you are seeking permission to visit. Contact your child's school to obtain a copy of the request letter.

TELEPHONE MESSAGES

Emergency telephone messages from parents will be delivered to students. However, parents are asked to make their telephone calls brief and to call only when absolutely necessary.

PARENT CONFERENCES

Formal parent conferences are conducted following the end of the first quarter. Conference times are scheduled by each individual building. Both parents and teachers are free to request a conference at any other time.

RECESS

The building principal decides whether to hold indoor or outdoor recess. Students go outside when wind chill temperature is above 20° F or when the heat index is below 100° F. Parents may request indoor recess for their child after an illness, but not for more than three school days. If a child must stay indoors for a longer period, parents must furnish a note from the child's physician.

Temperature or Wind Chill	
25° and above	Students go outside
20°-25°	Students can go outside for a shortened period
below 20°	Students stay inside
Heat Index	
100° and below	Students go outside

HOMEBOUND INSTRUCTION

School Code indicates that services are to be provided when a homebound or hospitalized student is unable to attend school due to a condition certified by a medical statement that indicates that the student will or is anticipated, due to the student's medical condition, to be out of school for a minimum of 10 days of school with at least two days at a time multiple times during the school year for two weeks or more or on an "ongoing intermittent basis," which are expected to total 10 days or more.

Please contact your child's principal if you wish to receive this service. An evaluation will be conducted. If homebound instruction is found to be appropriate, arrangements will be made to teach your child at home or in the hospital.

REVIEW OF INSTRUCTIONAL MATERIALS

Parent(s)/Guardian(s) have the right to review any instructional materials being used as part of the educational curriculum in the school. Any parent who wishes to review materials or observe instruction should contact the principal prior to visiting the school to make proper arrangements.

PARENT ORGANIZATIONS

PARENT/TEACHER ORGANIZATION

District 140 is proud of the support given the schools through its Parent Teacher Organization (PTO). Through this service organization, parents and staff work together to achieve the best possible education for the children of the District.

Parents are urged to support the work of their PTO through membership and attendance at all meetings and events. Meeting programs focus on the development and education of the community's youth and provide opportunities for parents to meet teachers and other parents.

BAND PARENT ASSOCIATION

Kirby School District 140 has a Band Parent Association which supports the activities of the District's instrumental band program. All band parents are urged to join and participate.

CURRICULUM

ENRICHMENT CLASSES

PHYSICAL EDUCATION

Full-day kindergarten through fifth grade will have three (3) periods of formal physical education per week, plus daily activities arranged through the classroom teachers. The Middle Schools have physical education/health taught daily by physical education instructors.

GENERAL MUSIC

Students in full-day Kindergarten through 5th grade will have at least two periods of formal music instruction per week. At the Middle Schools students will have one 9-week period per year of instruction. They may also elect to participate in chorus or band.

ART

Elementary students will be scheduled for at least one art class per week. At the Middle Schools students have one 9-week period per year of instruction.

PRE-ENGINEERING TECHNOLOGY

Pre-Engineering Technology is designed to provide authentic math and science experiences to extend concepts learned in these and other subjects. Students in 6th, 7th and 8th grades will use a variety of technologies, specialized equipment and computer simulations to apply math and science skills.

SUPPORT PROGRAMS

GIFTED EDUCATION (GATE grades 3-5 and Honors grades 6-8)

Kirby School District 140 strives to meet the needs of gifted and talented students. Certified staff work to provide meaningful activities for students in the core academics. The programs are designed to refine and develop skills in areas such as critical thinking, problem solving, research and independent study.

Students entering 3rd, 4th and 5th grades will be screened to identify those who qualify for the GATE Program. Students will be screened again at the end of 5th grade to determine those who qualify for the Honors Programs in middle school. Students who transfer into a District 140 facility are screened upon recommendation of their teacher or parents after nine weeks of enrollment. To be included in the GATE or Honors Programs, all students must meet standards established in a selection matrix.

PROGRAM FOR THE GIFTED

Policy 6:130

The Superintendent or designee shall implement an education program for gifted and talented learners that will challenge and motivate academically advanced learners and engage them in appropriately differentiated learning experiences to develop their unique abilities. If the State Superintendent of Education issues a Request for Proposals because sufficient State funding is available to support local programs of gifted education, the Superintendent or designee shall inform the Board concerning the feasibility and advisability of developing a “plan for gifted education” that would qualify for State funding. Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student’s identification as gifted or talented learning.

The Board of Education will monitor this program’s performance by meeting periodically with the

Superintendent or designee to determine and/or review the indicators and data that evidence whether the educational program for gifted and talented learning is accomplishing its goals and objectives and is otherwise in compliance with this policy.

ACCELERATED PLACEMENT PROGRAM

Policy 6:135

The District provides an Accelerated Placement Program (APP). The APP advances the District’s goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades that the student participating in the APP. APP options include but may not be limited to (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District’s APP shall not be conditioned upon the protected classifications identified in *Board policy 7:10, Equal Educational Opportunities*, or any factor other than the student’s identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g., District administrators, teachers, and school support personnel, and a student’s parent(s)/guardian(s);
2. Notification processes that notify a student’s parent(s)/guardian(s) of a decision affecting a student’s participation in the APP;
3. Assessment processes that include multiple valid, reliable indicators; and

4. By the fall of 2023, the automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under *105 ILCS 5/2-3.64a-5* as follows:

- a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
- c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. Notification may: (a) include varied communications methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

ENGLISH LEARNERS (EL) AND TRANSITIONAL BILINGUAL EDUCATION (TBE)

The District recognizes its role as a public institution in helping children from diverse backgrounds achieve success as learners. To help obtain this goal, the District supports the EL/TBE program to provide services to English Learners. The program is designed to assist English Learners through special assistance in reading, writing, speaking and listening using the English language.

ELECTIVES/EXTRA CURRICULAR

BAND –ELECTIVE

Beginning in fifth and continuing through eighth grade, students have formal band instruction with lessons taught within the school day. The Beginning Band has one lesson during the week as well as an after-school rehearsal once per week. At the Middle School, the Cadet, Concert, and Symphonic Band meet before the school day.

CHORUS –ELECTIVE

The choral program is conducted at the Middle Schools for sixth, seventh, and eighth grade students. Rehearsals are conducted on an after-school basis.

MIDDLE SCHOOL INTERSCHOLASTIC ACTIVITIES

Kirby School District 140 belongs to the Southwest Interscholastic Conference (Middle School). Activities include: Softball, Basketball, Volleyball, Track, Cross Country, Cheerleading, Soccer, and Academic Competitions. Participation is dependent upon attendance on the day of an event.

FIELD TRIPS

Field trips, properly planned and integrated into the curriculum, are a valuable extension of educational experience beyond the classroom.

Teachers, with the written approval of the principal, preview and plan field trips. Parents are notified in advance of field trips and frequently are invited to join the trip as a chaperone.

STUDENT SERVICES

Kirby School District 140 provides a free and appropriate public education for all students with disabilities who are three years of age and older. The District provides programs and appropriate related services for students who have been identified as needing such services in order to have access to and gain benefit from the regular education curricula. If you have any questions concerning special education programs and services or concerning the educational rights of students with disabilities, please contact the Department of Special Services at 708/532-8537.

SPECIAL SERVICES AND REFERRALS

District 140 provides special education and related services to students who are identified as having a recognized disability under the *Individuals with Disabilities Education Act (IDEA-2004)* or handicapped under *Section 504 of the Rehabilitation Act*. Students who may be eligible and in need of special services may be identified through the District screening process or by referral. **Students who do not qualify for an Individualized Education Program may be eligible for services under Section 504 of the Rehabilitation Act of 1973.** As a parent, should you have reason to believe that your child may be entitled to special education services, you may request an evaluation. To request an evaluation, please address a letter to your building principal including the following information: name, age, and grade of your child, the reason you are requesting an evaluation, and your complete name and address. Any questions that you may have regarding the referral process or the special education services of the District may be directed to your Building Principal or to the Director of Special Services who is located at the Administration Building.

BIRTH THROUGH TWO PROGRAMS (in conjunction with Child & Family Connections)

Early intervention is important. Research has demonstrated that it can have a positive effect on the long-term impact of a diagnosed disability, some medical conditions, or some environmental factors that may have a negative impact on a student's education. The District's association with Child and Family Connections is designed to have a positive

ILLINOIS SCHOOL FOR THE DEAF/ ILLINOIS SCHOOL FOR THE VISUALLY IMPAIRED

If a student is deaf/hard of hearing or blind/visually

impact on the lives of infants, young children, and their families. To obtain service or information, please contact the Special Services Program Supervisor at 708/532-8537.

PRESCHOOL SCREENING

District 140 provides a screening upon parent request for children who have turned three years of age or older prior to the opening day of school. The purpose of this screening is to determine if your child may be at-risk for future academic difficulty. Additional screenings for students who are three years of age or older are also provided. Children's development in the areas of speech, language, fine motor, gross motor, and concept formation are screened. Results of these screenings are used to identify students who might be at risk of developing difficulties with school and to identify students for further evaluation if a disability is suspected. For further information please call the Department of Special Services at 708/532-8537.

KIRBY SCHOOL DISTRICT 140 PRESCHOOL PROGRAM

Our Kirby School District 140 Preschool Program is a half-day program that provides an enriching experience for three to five-year old children. The Preschool Program is taught by Illinois State Board of Education licensed Early Childhood teachers using research-based curriculum and programs aligned to Illinois Early Learning Standards. Following the Creative Curriculum method of center-based instruction, students receive instruction that is tailored to their needs, allowing advanced learners to move forward as they achieve mastery and providing impaired, the student might be eligible to receive services from the Illinois School for the Deaf or from the Illinois School for the Visually Impaired. If you

necessary scaffolding and support to struggling learners to allow them to gain confidence and mastery of skills. Teachers are efficient in focusing on the learning needs of each student to foster engaged and enthusiastic learners. Fees for this program will be reviewed annually. No transportation services are provided for this program.

VISION/HEARING SCREENINGS

District 140 nurses conduct vision and hearing screenings for its students according to the following schedule. Vision screenings are conducted for all students in Early Childhood, Kindergarten, second grade, eighth grade, all new students to the District, and annually for all students who receive special education. Hearing screenings are conducted for all students in Early Childhood, Kindergarten, first grade, second grade, third grade, all new students to the District, and annually for all students receiving special education.

Public Act 93-0504 requires entities, including schools that conduct vision screenings, to notify parents/guardians in writing that such vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor.

Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been conducted within the previous twelve months. If your child meets this requirement, please contact your school's nurse.

would like more information on the schools' services, admissions criteria, or contact information, please contact the Department of Special Services at 708/532-

8537.

SPEECH/LANGUAGE SCREENING

Periodically throughout the school year, Speech-Language Pathologists of Kirby School District 140 will be evaluating children for possible articulation, fluency (stuttering), voice, or language problems. Those students to be screened include: 1) new students to the District who have not been previously screened; and 2) pupils recommended by their classroom teacher or parent. Parents will be notified of screening results.

SPECIAL SERVICES TRANSPORTATION

Transportation needs for students with disabilities are discussed at the student's IEP meeting. If you have any concerns regarding transportation, please contact the student's teacher, the building principal, or the Department of Special Services to arrange for an IEP meeting. Per State regulations, unauthorized riders are not allowed to ride a bus with a student. Only individuals who have been authorized by the District or the student's IEP team may ride the bus. Therefore, parents or other individuals may not ride the bus with the students. Should a student with disabilities have special needs that require the bus driver's knowledge, such information will be shared with the bus driver. The bus driver is held to a strict code of confidentiality, so the driver, therefore, cannot discuss any student's personal information with anyone other than specified school personnel. If you have any questions or concerns regarding a student's eligibility for transportation services, please contact the Department of Special Services at 708/532-8537.

STUDENT INFORMATION AND SOME BOARD POLICIES

As noted, some policies contained in this handbook, are shown in part. All Board of Education Polices can be found in their entirety through this link found in BoardDocs:

https://www.boardpolicyonline.com/?b=kirby_140

REPORTING STUDENT PROGRESS

The school year is divided into four (4) grading periods. Report cards are sent home at the close of each period. In addition, parent-teacher conferences are scheduled at various times during the school year.

STUDENT ABSENCES

When a child is going to be absent from classes, the office of the school which the child attends must be notified by telephone. This notification should be made by the parents during the first hour of school. Upon your child's return to school, remember to send a note with your child stating the reason for the absence, their full name, date(s) of absence, and your signature. Students must be present during regular school hours in order to participate in after school activities or events.

VACATIONS

In the event your child will be absent from school due to a vacation, the absence will be considered unexcused. Upon their return to school, they will receive information on missed assignments and class work/homework. Any work missed due to vacations will not be included in the child's grade average.

Teachers are not expected to re-teach material missed during the unexcused time away from school. While we understand that there are occasions students must miss school due to family obligations, we ask that you help us in our mission to emphasize the value of education by making sure your child's absence from school is kept to a minimum.

STUDENT MANAGEMENT

The school community is comprised of students, parents, and school staff. The rules and regulations are the laws of this community. All of those enjoying the rights of citizenship in the school community must also accept the responsibility of citizenship.

If a student consistently disobeys rules or violates the rights of others, disciplinary action must be considered. The first level in dealing with such

problems is between the student, teacher, and parent. If the misbehavior persists, the principal may recommend that the student be suspended from school for a period of time. Every attempt will be made to counsel, advise, and guide all parties to a solution. Parent cooperation is necessary and appreciated. While the use of positive behavioral interventions is always encouraged prior to the use of more restrictive interventions, each special education student who requires the use of a **restrictive behavioral intervention** is to have a written *Behavior Intervention Plan* developed by the IEP team and included in the student's IEP. Parents have the right to be involved actively in the development of any *Behavior Management Plan* utilizing restrictive procedures. Procedures for considering and implementing behavioral interventions have been developed by the District and are available upon request to the Director of Special Education.

DETENTION AND SUSPENSION

Teachers may detain a student after school for misconduct or to complete an assignment. Teachers will inform parents of the time, date and reason for detention. Parent/guardian(s) are expected to provide after-school transportation for detained students.

A student may be suspended from school by a building administrator or by the superintendent when it is in the school's best interest. Suspension always includes the requirement that the suspended student's parent/guardian(s) meet with an administrator to solve the problem. Students may not be suspended for more than ten (10) consecutive days for one incident, except by action of the Board of Education.

STUDENT RESPONSIBILITIES

Students are guaranteed certain rights and have corresponding responsibilities. It is the duty of parents, teachers and administrators to protect students' rights while maintaining a school atmosphere conducive to teaching and learning. The concept of balancing individual rights with rights of society is as valid in our school as in our community. There are certain special responsibilities required of students:

- To become informed of and adhere to reasonable rules and regulations established by the School Board and implemented by school administrators and teachers.
- To respect the rights and individuality of other students, school administrators and teachers.
- To avoid using inappropriate language in spoken and written expression.
- To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
- To be punctual and present for the regular or assigned school program, to the best of one's ability.
- To refrain from gross disobedience, misconduct and any behavior which disrupts the educational process.
- To attain the highest possible level of academic achievement.
- To display honesty in all you do.
- To respect school property and to refrain from

vandalizing your school and its contents.

- To respect the authority of school administrators and teachers in school and at school-sponsored activities.

LOST AND FOUND

During the school year many articles of clothing and other items such as jewelry, lunch boxes, and other personal belongings – end up in the school office "lost and found." Please be aware of these guidelines:

- Valuables should not be brought to school.
- Students should keep track of the coats, gloves, hats and scarves worn to school.
- Whenever possible, identification tags should be attached to each child's possessions.
- A report of lost, damaged, or stolen articles should be filed with the school office.

The "lost and found" will be open for inspection in school buildings during the year and found articles will be prominently displayed at a school function before the end of the school year.

Unclaimed "lost and found" articles may be donated to a not-for-profit organization after the end of the school year.

LOCKERS

Students' school lockers are the property of the school and are to be used to store books, school supplies and outdoor garments. School officials may search lockers with or without student knowledge or consent, if there is reasonable suspicion that illegal or dangerous materials or substances are in the lockers.

BICYCLES

Bicycles must be parked in the spaces provided. We encourage bicycles be registered with the police department and provided with locks. The school is not responsible for damage or theft of bicycles on or off school property.

STUDENT DISMISSAL PRECAUTIONS

No staff member shall excuse any pupil from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the building administrator.

The building administrator shall not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parent/guardian(s). Requests for early dismissal of a pupil shall be honored only if the person can be positively identified as the pupil's parent or guardian. If the parent/guardian is unable to pick up the pupil personally, they must contact the school with the name of the person who will be arriving instead.

SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL

Students are permitted on school grounds no more than **ten minutes** before or after the regular school day, except when participating in a school sponsored activity. Supervision will not be provided by the District at times when students are not permitted on school grounds.

Ivy League before and after school care students will not be allowed in school buildings unless Ivy League personnel are present.

BUILDING SECURITY POLICIES AND PROCEDURES

1. All school doors will be secured during the school day.
2. At least one adult must be on duty in the school office during student attendance hours.
3. Visitors shall all enter at the main entrance and register in the school office at all times. Notice shall be posted on all major entrance doors directing entry to the main entrance. Each building is equipped with a security camera and admittance buzzer at the main entrance.
4. The building office staff shall monitor all entry into and exit from the building. Visitors are persons having to conduct school business (parent/teacher conference, PTO officers, staffings, etc.). Parents and others dropping off lunches, school papers, etc., who will not "visit" the school, shall not be required to sign in but shall be monitored.
5. Staff members should greet or offer assistance to any strangers passing through the building, particularly those not displaying a "VISITOR" pass. Anyone not displaying a "VISITOR" pass should be directed to the office for a pass. Teachers will immediately notify the office as to a stranger's presence.
6. Teachers/Aides will have access to a key and a portable communications device for playground supervision at recess and/or physical education.
7. There shall be several exit door inspections by the custodian during the school day which will include a complete inspection of the perimeter of the building.
8. All schools will have intercom systems with public address and two-way "call-back" capability for all classrooms, offices, and maintenance areas.

POLICIES ON STUDENT CONDUCT AND DISCIPLINE

Statement from the Board of Education:

The Board of Education strongly believes that good student conduct is an essential element in achieving an educational program in which students learn and mature effectively. The Board also believes that to a considerable extent good student conduct is achieved by promptly and firmly disciplining students whose conduct is not acceptable.

So that students and parents may be informed of the general standards of conduct to which students are expected to adhere and of the major disciplinary measures which may be imposed for unacceptable conduct, the Board has adopted certain policies and directed that they be distributed to students and parents. These policies, however, cannot be fully effective in maintaining good student discipline in the schools without the cooperation and concern of parents and students. The Board thus requests parents and students to carefully read and become familiar with these policies. If any questions arise concerning the policies, parents and students are encouraged to discuss the policies first with administrative staff members and then with the Board if further questions remain.

The Board, administrative staff, and teachers are strongly committed to fair and effective enforcement of these policies in order to maintain good student discipline in the schools. With the understanding and cooperation of parents and students, we can all work together to help ensure an educational climate in our schools in which all students can learn and mature effectively.

RULES AND REGULATIONS GOVERNING STUDENT CONDUCT

This section includes some important information relating to student conduct and discipline: (1) a statement by the Board of Education; (2) a resolution adopted by the Board of Education; and (3) a list of Board of Education policies pertaining to the topic of student conduct and discipline. These are presented at the beginning of each school year to make you aware of the most current changes in School Board policy, and to solicit your help in maintaining high standards of student conduct through a cooperative relationship between the home and the school.

District 140 has always taken pride in maintaining high standards and will continue to do so. We intend to do everything in our power to enforce reasonable regulations that will allow our students and teachers to function in an atmosphere conducive to good learning.

TEEN DATING VIOLENCE PROHIBITED

Policy 7:185 (in part)

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 uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

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

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

POLICY 7:180 (in part)

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

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

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

Definitions from 105 ILCS 5/27-23.7

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsion, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

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

STUDENT APPEARANCE

POLICY 7:160

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, or hair texture, 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's appearance will be

developed by the Superintendent or designee and included in the *Student Handbook(s)*.

STUDENT BEHAVIOR

POLICY 7:190 (in part)

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain positive, weapons-free, and drug-free learning environment; (3) keep school property of others secure; (4) address the causes of a student' misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

The school administration is authorized to discipline student for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of

asthma or other legally prescribed inhalant medications.

- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment to violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the

- supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification or submit to a search.
 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
 9. Engaging in hazing to any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation any use of violence, intimidation, force, noise, coercion, threats, stalking harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
 11. Teen dating violence, as described in *Board policy 7:185, Teen Dating Violence Prohibited*.
 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
 13. Entering school property or a school facility without proper authorization.
 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
 15. Being absent without a recognized excuse; State law and Board of Education policy regarding truancy control will be used with chronic and habitual truants.
 16. Being involved with any public-school fraternity, sorority, or secret society, by (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
 17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
 19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
 21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonable be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonable produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding privileges.
4. Temporary removal from the classroom.

5. Return of property or restitution for lost, stolen, or damaged property.
6. In-School suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday student provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option on as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with *Board policy 7:220, Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with *Board policy 7:200, Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with *Board policy 7:210, Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by

the reciprocal reporting agreement between District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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

Isolated Time Out, Time Out, and Physical Restraint

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

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the *United States Code (18 U.S.C. § 921)*, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (*430 ILCS 65/*), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (*720 ILCS 5/24-1*).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other

object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

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

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

SUSPENSION PROCEDURES

POLICY 7:200

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained, and the student will be given an opportunity to respond to the charges.
2. Student are supervised by licensed school personnel.

3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained, and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 days or less, an explanation that the student's continuing presence in school would pose: (a) A threat to school safety, or (b) A disruption to other students' learning opportunities.

- ii. For a suspension of 4 or more school days, an explanation: (a) That other appropriate and available behavioral and disciplinary interventions have been exhausted, (b) As to whether school officials attempted other interventions or determined that no other interventions were available for that student, and That the student's continuing presence in school would either: (i) Pose a threat to the safety of other students, staff, or members of the school community, or (ii) Substantially disrupt, impede, or interfere with the operation of the school.

- iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such actions it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

EXPULSION PROCEDURES

POLICY 7:210

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List of student's prior suspension(s).
 - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so the attorney's name and contact information.
2. Unless a student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide:
 - (1) testimony of any other interventions attempted

and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how the school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

BUS CONDUCT

POLICY 7:220

All students must follow the District's *School Bus Safety Rules*.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in *Board of Education policy, 7:190 Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee needs to threaten the safe operation of the bus and/or its occupant.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the

Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

ATTENDANCE AND TRUANCY

POLICY 7:70

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 8, in the public school regardless of age.

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

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the superintendent or designee. Students absent for a valid safety, or other reason as approved by the Superintendent or designee. Students absent for a

valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
6. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See *Board policy 6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.

7. A process for the collection and review of chronic absence data and to: (a) Determine what systems of support and resources are needed to engage chronically absent students and their families, and (b) Encourage the habit of daily attendance and promote success.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Intermediate Service Center, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community-based youth service agency. Any disclosure of school student records must be consistent with *Board policy 7:340, Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

SEARCH AND SEIZURE

POLICY 7:140

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

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

School authorities may inspect, and search school property and equipment owned or controlled by the school (such as locker, 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 effect left there.

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

Students

School authorities may search a student and/or student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and

3. By a certificated employee or liaison police officer of the same sex as the student.

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

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

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

ACCESS TO ELECTRONIC NETWORKS

POLICY 6:235

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

The term *electronic networks* includes all of the District's

technology resources, including but not limited to:

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

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

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

Curriculum and Appropriate Online Behavior

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

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

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in

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

Internet Safety

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

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as names and addresses.

Authorization for Electronic Network Access

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

Confidentiality

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

Violations

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

Personal Technology Devices

Kirby School District 140 is pleased to allow students access in school to their personal technology devices (i.e., Kindles, Nooks, iPads, etc.) as a means to enhance learning opportunities. Students who choose to bring such devices 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 the District'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 use only their Internet access as directed by a teacher in support of academic activities. Students must use such devices appropriately or they will be subject to disciplinary measures. Staff may review students use to ensure that users are acting in an appropriate, responsible manner.

MISCONDUCT BY STUDENTS WITH DISABILITIES

POLICY 7:230

Behavioral Interventions

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

Discipline of Special Education Students

The District shall comply with the *Individuals With Disabilities Education Improvement Act of 2004* and the *Illinois State Board of Education's Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

GRADING AND PROMOTION

POLICY 6:280

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Illinois State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,

- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

SCHOOL WELLNESS

POLICY 6:50 (in part)

Student wellness, including good nutrition and physical activity, will be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with *Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004* and the *Healthy Hunger-Free Kids Act of 2010 (HHFKA)*.

FOOD IN THE CLASSROOM

Food shall not be allowed in the classroom except when it is part of the approved curriculum and specifically approved as a necessary part of the curriculum by the Building Principal. Any decision to allow the use of curriculum related food in the classroom shall consider the individual needs of each student in a class, including without limitation consideration of whether there are any children with Emergency Action Plans and/or Individual Health Care Plans, and if so each such Plan shall be complied with. Food items shall not be allowed to be brought in or provided as treats for birthdays or other celebrations.

HEALTH, EYE, AND DENTAL EXAMINATIONS; IMMUNIZATION; AND EXCLUSION OF STUDENTS

POLICY 7:100

Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 6.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link

between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.

6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in a student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the

student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in 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 in accordance with rules adopted by the IDPH.

If a child in second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof of: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the *IDPH's Certificate of Religious Exemption* form to the Superintendent or designee. When a *Certificate of Religious Exemption* form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to *Board policy 7:280, Communicable and Chronic Infectious Disease*, and State rules if there is an

outbreak of one or more diseases from which the student is not protected.

2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show 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.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or 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.

ANAPHYLAXIS PREVENTION, RESPONSE, AND MANAGEMENT PROGRAM POLICY 7:285

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a Board of Education policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students health care providers, emergency

medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that:
 - (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with *105 ILCS 5/22-30 and 23 Ill. Admin. Code §1.540*.
2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as *trained personnel*, as provided in *105 ILCS 5/22-30 and 23 Ill. Admin. Code §1.540*.
3. Implements and maintains a supply of undesignated epinephrine in the name of the District, in accordance with policy 7:270, *Administering Medicines to Students*.
4. Follows and references the applicable best practices of specific to the District's needs in the Centers for Disease Control and Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*.
5. Provides annual notice to the parents/guardians of all students to make them aware of this policy.
6. Complies with State and federal law and is in alignment with Board policies.

Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy at least once every three years. The Superintendent or designee shall assist the Board with its review and any necessary updates.

ADMINISTERING MEDICINES TO STUDENTS POLICY 7:270

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

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

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an *Emergency Action Plan* is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an *SMA*

Form. A qualifying plan means: (1) an asthma action plan, (2) an *Individual Health Card Action Plan*, (3) an *Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form*, (4) a plan pursuant to *Section 504 of the federal Rehabilitation Act of 1973*, or (5) a plan pursuant to the federal *Individuals with Disabilities Education Act*.

The District shall incur no liability, except for will and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or medication required under a qualifying plan.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according the State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer a undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Illinois Department of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from

the school premises or the school bus.

2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advance practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void

whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

PEDICULOSIS (LICE)

Lice are small, fast-moving, light gray insects which lay eggs or "nits" in the hair, especially at the nape of the neck and above the ears. Nits resemble dandruff flakes, but appear on the hair strand itself, rather than the scalp. Nits do not brush off as dandruff, but rather are "glued-on" to hair strands.

Head scratching and intense itching of the scalp are the two main symptoms which may indicate that the problem exists. Head lice do not spread disease but are a nuisance which frequently occurs in school-age children. They have no socio-economic, racial, or ethnic preference. Anyone may get them, anytime!

Parents should watch for these symptoms at home and examine their children regularly to prevent spread of this condition. In the event head lice are detected at home, we ask you to notify the school immediately. The school nurse can monitor the nuisance, partner with the parent / guardian and share KSD 140 school protocol along with current best practice guidance about head lice from the American Academy of Pediatrics and the Centers for Disease Control and Prevention (CDC). Prompt action by using a proper medicated shampoo by all family members is advised. If allergies exist, contact your family physician. Children may return to school following the initial treatment with the medicated shampoo. The parents should inspect their child's hair daily and remove any nits. Please send a note with your child stating the name of the product used or the label of the product, to the attention of the school nurse.

The District will be taking every precautionary measure to see that this condition is controlled at the school level and hope that you, as parents, will continue to check your children at home on a regular basis.

STUDENT RECORDS - RIGHTS & PRIVACY WHAT ARE STUDENT RECORDS?

A student record is the written history on the performance and the activities of any child enrolled in school. This record will contain all of the state and federal mandated information and any other information necessary to evaluate a student's progress. It will also give a brief description of that student's tenure in a local public school.

Student records are broken into two parts: the permanent record, the record which is kept for at least sixty years; and the temporary record which must be destroyed five years after a student leaves. Parent(s)/Guardian(s) have the right to obtain a copy of such file of materials at any time prior to its destruction. These two parts of the record contain different types of information which would be necessary for the student for the rest of his life. The

temporary record contains the set of information that is most important to have during the student's school years.

All student records are open to parental inspection. If you wish to review your child's records, please make an appointment with your child's principal. Files are reviewed only in the presence of district personnel and, in the case of psychological data, with the assistance of a Special Services staff member. Staff members will explain and interpret student records to parents.

STUDENT RECORDS

POLICY 7:340

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video or other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent that school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students, parents/guardians, and when applicable, the Illinois Dept. of Children and Family Services' Office of

Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provisions of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian or another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parent/guardians of their rights regarding school student records.

RELEASE OF RECORDS

In general, no personally identifiable records or files (or personal information from either) may be made available to individuals, agencies or organizations without the written consent of parents, guardians or students over 18 years. However, limited exceptions are made. The records are available to the following individuals or groups:

- other school officials, including teachers within the educational institution or local agency who may have legitimate educational interests;
- officials of other schools or school systems where the student intends to enroll, provided the student's parents

are notified of the transfer of records and receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record if they desire;

- authorized representatives of the Controller General of the United States, the secretary and administrative head of an educational agency;
- organizations or agencies in connection with a student's application for or receipt of financial aid.

Information may be released in connection with an emergency to appropriate persons if such information is necessary to protect the health or safety of the student or other persons.

The school shall grant access to information contained in school student records to persons authorized or required by State or Federal law. Parents, guardians or eligible students have the right to request a copy of information released.

In families where parents are separated or divorced, the granting of custody to one parent does not alter the rights of the other unless there is a court order specifically on this point. Any parent may have access to his student's records for the purpose of reviewing them.

The records of a student shall be transferred by the records custodian to the school in which the student has enrolled, or intends to enroll, upon request of the records custodian of the other school. The parent shall have the opportunity to inspect, copy, and challenge such information.

Release of information other than to those specified above requires the prior, specific, dated, written consent of the parent designating the person to whom such records may be released, reason for release and specific records to be released.

SAFETY

POLICY 4:170

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at

a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, school support personnel, or a parent/guardian.

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response

plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. The annual review shall be in accordance with the *School Safety Drill Act (105 ILCS 128/)* and the *Joint Rules of the Office of the State Fire Marshall* and the *Illinois State Board of Education (ISBE)*.

(29 Ill.Admin.Code Part 1500)

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the *Fitness Facility Medical Emergency Preparedness Act* and shall file a copy of the plan with the Illinois Department of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with the rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Unsafe School Choice Option

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

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

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Illinois Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Emergency Closing

The Superintendent is authorized to close schools(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

POLICY 7:305

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the *Youth Sports Concussion Safety Act (YSCSA)*, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the *Centers for Disease Control and Prevention*:

- i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
- ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
- c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt from each school year before participating in an interscholastic athletic activity.
- d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
- e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
- f. The following individuals must complete concussion training as specified in the YSCSA: all coaches or assistant coaches (whether volunteer or a district employee) or interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.

- g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
- 2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion*, which includes its *Return to Play (RTP) Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with a written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
- 3. Require all student athletes to view the IHSA video about concussions.
- 4. Inform student athletes and their parent(s)/guardian(s) about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
- 5. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the Illinois High School Association regarding the nature and risk of concussion and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

- 6. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
- 7. Include a requirement for staff members to distribute the IDPH concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in the interscholastic athletic activity, if available.

ACCESS TO DISTRICT PUBLIC RECORDS

POLICY 2:250 (in part)

Full access to the District's public records is available to any person as provide in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

Freedom of Information Officer

The Director of Business Services shall serve as the District's Freedom of Information Officer and subsumes all the duties and powers of that office as provided in FOIA and this policy.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by , the possession of, or under the control of the School District.

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. The Superintendent or designee shall instruct District employees to immediately forward any request for inspection and copying of a public record to the District's Freedom of Information Officer or designee.

EMPLOYEE ETHICS; CODE OF PROFESSIONAL CONDUCT; AND CONFLICT OF INTEREST

Policy 5:120

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others. The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a

potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.

4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.

5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following

a. Violates expectations and guidelines for employee-student boundaries.

b. Sexually harasses a student.

c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. §7926).

d. Engages in grooming as defined in 720 ILCS 5/11-25.

e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:

- i. A sexual or romantic invitation.
- ii. Dating or soliciting a date.
- iii. Engaging in sexualized or romantic dialog.
- iv. Making sexually suggestive comments that are directed toward or with a student.
- v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
- vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a Statement of Economic Interests as required by the Ill. Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, Ethics and Gift Ban, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other

interest in or a tangible benefit from the entity selected for the contract:

1. A member of the employee's immediate family;
2. An employee's partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, Ethics and Gift Ban.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

PESTICIDES

Any parent or guardian of a student may request to receive a written notice before any pesticide, other than an antimicrobial agent such as a disinfectant, or an insecticide or rodenticide bait, is used in a school building or on school grounds. Parents or guardians requesting written notice must submit such request in writing to the Supervisor of Maintenance at the Administration

Building, 16931 South Grissom Drive, Tinley Park. Notice will be given at least two business days in advance.

SEX OFFENDER REGISTRATION ACT

Under the provisions of the law, the School District is to receive notice from local law enforcement agencies of the name and address of any person residing in the School District who is required to register under the Sex Offender Registration Act. If, as the parent or guardian of a child residing within the School District, you desire to know whether the School District has received a notice that any such person is residing in the School District, please feel free to contact your building principal. Upon request, the building principal will inform you as to whether the School District has, as of the time of your request, received any such notification. You will also be directed to the local law enforcement agency that gave the School District the notice so that you may obtain from that agency any further information concerning the identity of such person to which you are entitled under the law.

EMERGENCY SCHOOL CLOSING INFORMATION

BAD WEATHER

Condition: *Excessive snow, heat, cold, etc.*

Procedure: Students should not remain in their school building. Parents or designated parties listed on Emergency Information Card will be contacted before students are sent home.

UTILITY FAILURES

Condition: *Gas, Water, or Electrical Failure*

Procedure: If no immediate danger to the students exists, they can remain in their school building. If hazardous conditions exist, students are to be transported to a designated school and will remain at this location until regular dismissal time. Walkers will be transported back to their own building site before being allowed to walk home. Parents will be notified. Parents are not to pick up students while at another school, nor will students be dismissed early.

BOMB THREAT

Condition: *Receipt of telephone call, note, letter, digital communication such as email, text, or social media posting, stating a bomb threat.*

Procedure: Building Administrator to be notified immediately. Administrator to call 911. Evaluate the situation and proceed to evacuate the building, if deemed necessary, and have students and staff transported to the designated permanent holding school for your building. Do not return to the building until authorized by local emergency officials.

MAJOR DISASTER

Condition: *Fire*

Procedure: Students must be evacuated from their school buildings and cannot return to the building. In accordance with the Emergency Plan, students are moved to a holding area away from school. Parents will then be notified. Students will remain at this location until regular dismissal time. Parents are not encouraged to pick up students—nor will they be sent home early.

Condition: *Tornado*

Procedure: If a tornado warning is issued, all students must go directly to the designated tornado shelter closest to your location as posted on the map in each room and remain there for the duration of the warning period. If there is a tornado warning in effect at the regular dismissal time, the students will not be dismissed until an all-clear has been received. Buses will not be in operation during any tornado warning. Parents are not to pick up students.

ParentSquare COMMUNICATIONS

Stay connected with ParentSquare!

KSD 140 uses ParentSquare for school communication, primarily with email, text, and app notifications. ParentSquare automatically generates an account for each parent, using the email address and phone number provided at the time of registration.

We encourage parents to visit ParentSquare.com so they can download the mobile app and update their preferences on when and how they are notified.

AHERA PUBLIC NOTIFICATION

Based upon the Asbestos Hazard Emergency Response Act (AHERA) and the Illinois Department of Public Health requirements, it is the responsibility of Kirby School District 140 to inform each parent/guardian that our asbestos management plans are available for review.

Asbestos Management Plans, six-month inspections, three-year re-inspections, and past abatement projects that have occurred during the summertime or on an emergency basis are available for review at the District office.

EMERGENCY SCHOOL CLOSING

NOTIFICATION

Kirby School District 140 has developed an emergency plan in case of fire, severe weather, tornado, and other emergencies. Each school has detailed plans for evacuating or "taking cover", and disaster drills are held periodically throughout the year.

If schools close after students have arrived, every effort is made to notify parents. Students should know where to report if school closes in an emergency and parents are not home.

If emergency conditions exist at dismissal time, the principal or designee may detain students at school until conditions improve or until parents are able to take custody of their children.

If KSD 140 needs to close school due to inclement weather or emergency circumstances, families will receive a phone/email/text message and an alert will be posted on our District website. KSD 140 also communicates school closure information through social media including Facebook and Twitter.

If you need to update or review your contact information in your parent portal, please log in to your Infinite Campus Parent Portal:

<https://kirbyil.infinitecampus.org/campus/portal/parents/kirby.jsp>

You may also check these sources for information: radio (WGN Radio 720 and WBBM Newsradio 780); television (CBS, NBC, ABC, WGN, and FOX); and online at www.emergencyclosings.com.

SPECIAL NOTE: All parents should make sure that arrangements are made to provide for emergency release.

NOTES:

NOTES:

AUGUST 2023

STUDENT NON-ATTENDANCE DAYS ARE SHADED

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NOTES:		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
				KINDERGARTEN ROUND-UP 9-10 AM		
				BOARD OF EDUCATION 7PM @ ADMIN BUILDING		
20	21	22	23	24	25	26
	INSTITUTE DAY No SCHOOL	OPEN HOUSE ALL ELEMENTARY SCHOOLS AM PRESCHOOL 6-6:30 PM PM PRESCHOOL 7-7:30 PM EC & GRADES K-5 6-7:30 PM	FIRST FULL DAY OF SCHOOL ALL STUDENTS ATTEND EC-8			
		INSTITUTE DAY No SCHOOL	OPEN HOUSE MIDDLE SCHOOLS 6:30-8:30 PM			
27	28	29	30	31	NOTES:	

SEPTEMBER 2023

STUDENT NON-ATTENDANCE DAYS ARE SHADED

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NOTES:					1	2
3	4  LABOR DAY NO SCHOOL	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 ORLAND TOWNSHIP IMMUNIZATION CLINIC 5:30-7:30PM CALL: 708/403-4222	20 BEGINNING BAND REGISTRATION 5-8PM @ GRISSOM	21 BOARD OF EDUCATION 7PM @ ADMIN BUILDING BEGINNING BAND REGISTRATION 5-8PM @ GRISSOM	22 INSERVICE DAY HALF-DAY STUDENT ATTENDANCE (SEE PAGE 1 FOR HOURS)	23
24	25	26	27	28	29	30




OCTOBER 2023

STUDENT NON-ATTENDANCE DAYS ARE SHADED

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
1	2	3 BAND PARENT MEETING 7PM @ GRISSOM	4	5	6	7	
8	9  COLUMBUS DAY No SCHOOL	10 ORLAND TOWNSHIP IMMUNIZATION CLINIC 5:30-7:30PM CALL: 708/403-4222	11	12	13	14	
15	16	17	18	19 BOARD OF EDUCATION 7PM @ ADMIN BUILDING	20	21	
22	23	24	25 CADET BAND CONCERT 7:30PM @ GRISSOM	26	27 END OF FIRST QUARTER	28	
29	30	31  HALLOWEEN INSERVICE DAY HALF-DAY STUDENT ATTENDANCE (SEE PAGE 1 FOR HOURS)	NOTES:				

NOVEMBER 2023

STUDENT NON-ATTENDANCE DAYS ARE SHADED

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
NOTES:			1		2	3	4
							ILMEA Honor Band & Chorus Festival
5  DAYLIGHT SAVINGS ENDS (SET CLOCKS BACK 1 HOUR)	6	7	8 Beginning Band Demo Night 6:30-8PM @ Grissom	9	10 REPORT CARDS ISSUED	11  VETERANS' DAY	ILMEA Honor Jazz Band Festival
12	13	14 ORLAND TOWNSHIP IMMUNIZATION CLINIC 5:30-7:30PM CALL: 708/403-4222	15	16 BOARD OF EDUCATION 7PM @ ADMIN BUILDING	17	18	
19	20 No SCHOOL PARENT/TEACHER CONFERENCES 1-8PM	21 No SCHOOL PARENT/TEACHER CONFERENCES 8AM-3PM	22 No SCHOOL	23  THANKSGIVING No SCHOOL	24 No SCHOOL	25	
26	27	28	29	30	NOTES:		

DECEMBER 2023

STUDENT NON-ATTENDANCE DAYS ARE SHADED

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NOTES:					1	2
3	4	5	6 Concert & Symphonic Bands Winter Concert 7:30PM @ Prairie View	7	8	9
10	11	12 Chorus Concert 7:30PM @ Grissom	13 Cadet & Jazz Bands Winter Concert 7:30PM @ Grissom	14 BOARD OF EDUCATION 6:00PM @ ADMIN BUILDING	15	16
17	18	19	20	21	22 INSERVICE DAY HALF-DAY STUDENT ATTENDANCE (SEE PAGE 1 FOR HOURS)	23
24	25	26	27	28	29	30
31	WINTER BREAK – NO SCHOOL					



JANUARY 2024

STUDENT NON-ATTENDANCE DAYS ARE SHADED

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1  NEW YEAR'S DAY	2	3	4	5	6
WINTER BREAK – No SCHOOL						
7	8 INSTITUTE DAY No SCHOOL	9	10	11	12	13
14	15  MARTIN LUTHER KING JR. DAY No SCHOOL	16	17	18 BOARD OF EDUCATION 7PM @ ADMIN BUILDING	19 END OF SECOND QUARTER	20
21	22 BAND PARENT MEETING 7PM @ GRISSOM	23	24 BEGINNING BAND WINTER CONCERT 7:30PM @ PRAIRIE VIEW	25	26 REPORT CARDS ISSUED	27
28	29	30	31	NOTES:		



FEBRUARY 2024

STUDENT NON-ATTENDANCE DAYS ARE SHADED

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NOTES:				1	2	3
					INSERVICE DAY HALF-DAY STUDENT ATTENDANCE (SEE PAGE 1 FOR HOURS)	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
			 VALENTINE'S DAY	BOARD OF EDUCATION 7PM @ ADMIN BUILDING		
18	19	20	21	22	23	24
	 PRESIDENTS' DAY No SCHOOL					
25	26	27	28	29	NOTES:	

MARCH 2024

STUDENT NON-ATTENDANCE DAYS ARE SHADED

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NOTES:					1	2
3	4	5	6	7	8	9
	CASIMIR PULASKI DAY NO SCHOOL					
10	11	12	13	14	15	16
 DAYLIGHT SAVINGS STARTS (SET CLOCKS AHEAD 1 HOUR)						
17	18	19	20	21	22	23
		INSTITUTE DAY NO SCHOOL				
	BAND PARENT MEETING 7PM @ GRISSOM	 ELECTION DAY		BOARD OF EDUCATION 7PM @ ADMIN BUILDING		
24	25	26	27	29	29	30
31	SPRING BREAK – NO SCHOOL					


APRIL 2024

STUDENT NON-ATTENDANCE DAYS ARE SHADED

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 No SCHOOL	2	3	4	5 END OF THIRD QUARTER	6
7	8	9	10 No SCHOOL	11	12 REPORT CARDS ISSUED	13
14	15	16	17	18 BOARD OF EDUCATION 7PM @ ADMIN BUILDING	19	20
21	22	23	24 BEGINNING BAND SPRING CONCERT 7:30PM @ GRISSOM	25	26	27 IGSMA BAND STATE CONTEST
28	29	30	NOTES:			



MAY 2024

STUDENT NON-ATTENDANCE DAYS ARE SHADED

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NOTES:			1 CONCERT & SYMPHONIC BANDS SPRING CONCERT 7:30PM @ PRAIRIE VIEW	2	3 INSERVICE DAY HALF-DAY STUDENT ATTENDANCE (SEE PAGE 1 FOR HOURS)	4
5	6 BAND PARENT MEETING & UNIFORM TURN-IN (5-7) 7PM @ PRAIRIE VIEW	7	8 CADET & JAZZ BANDS SPRING CONCERT 7:30PM @ GRISSOM	9	10	11
12	13	14	15	16 BOARD OF EDUCATION 7PM @ ADMIN BUILDING	17	18
19	20	21	22	23	24	25
26	27  MEMORIAL DAY NO SCHOOL	28	29	30	31	


JUNE 2024

STUDENT NON-ATTENDANCE DAYS ARE Shaded

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NOTES:						1
2	3 LAST DAY OF STUDENT ATTENDANCE* END OF FOURTH QUARTER REPORT CARDS ISSUED INSERVICE DAY HALF-DAY STUDENT ATTENDANCE (SEE PAGE 1 FOR HOURS)	4	5	6	7	8
* TO MAKE UP FOR EMERGENCY DAYS USED, SCHOOL MAY BE EXTENDED BETWEEN JUNE 4 TH AND JUNE 10 TH						
9	10 * TO MAKE UP FOR EMERGENCY DAYS USED, SCHOOL MAY BE EXTENDED BETWEEN JUNE 4 TH AND JUNE 10 TH	11	12	13	14  FLAG DAY	15
16	17	18	19 	20 BOARD OF EDUCATION 7PM @ ADMIN BUILDING	21	22
23	24	25	26	27	28	29
30						

JULY 2024

STUDENT NON-ATTENDANCE DAYS ARE SHADED

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4  INDEPENDENCE DAY	5	6
7	8	9	10	11	12	13
14	15	16	17	18 BOARD OF EDUCATION 7PM @ ADMIN BUILDING	19	20
21	22	23	24	25	26	27
28	29	30	31	NOTES:		

Kirby School District 140
Administration Building
16931 South Grissom Drive
Tinley Park, Illinois 60477
708/532-6462
Website: ksd140.org



Dr. Daniel F. Callaghan, Superintendent
Dr. Meghan M. Ramirez, Assistant Superintendent of Curriculum & Instruction
Dr. Mary T. Dwyer, Assistant Superintendent of Special Services
Mr. Michael L. Andreshak, Director of Business Services
Mr. Brian E. Nemeth, Director of Technology
Mrs. Susan E. Haynie, Communications Coordinator
Mrs. Michelle A. O'Connor, English Learner/Title I Coordinator
Mr. Anthony E. Silic, Operations Coordinator

John A. Bannes School

16835 S. Odell Ave., Tinley Park, IL 60477 – 708/532-6466
Mrs. Karyn Bissell, Principal
Hours: 7:55 A.M. – 2:25 P.M.

Fernway Park School

16600 S. 88th Ave., Orland Park, IL 60462 – 708/349-3810
Mrs. Sandy Hutchinson, Principal
Hours: 7:55 A.M. – 2:25 P.M.

Millennium Elementary School

17830 S. 84th Ave., Tinley Park, IL 60487 – 708/532-3150
Mrs. Julianne Cosentino, Principal
Hours: 7:55 A.M. – 2:25 P.M.

Prairie View Middle School

8500 W. 175th St., Tinley Park, IL 60487 – 708/532-8540
Ms. Maura R. Baskovich, Principal
Mr. John Conley, Assistant Principal
Hours: 8:45 A.M. – 3:15 P.M.

Helen Keller School

7846 W. 163rd St., Tinley Park, IL 60477 - 708/532-2144
Mr. James Hanley, Principal
Hours: 7:55 A.M. – 2:25 P.M.

Christa McAuliffe School

8944 W. 174th St., Tinley Park, IL 60487 – 708/429-4565
Dr. Annette L. Szczasny, Principal
Ms. Kelly Folliard, Assistant Principal
Hours: 7:55 A.M. – 2:25 P.M.

Virgil I. Grissom Middle School

17000 S. 80th Ave., Tinley Park, IL 60477 – 708/429-3030
Mr. Michael Rumbaugh, Principal
Ms. Julie Simpson, Assistant Principal
Hours: 8:45 A.M. – 3:15 P.M.