



Cicero School District 99
2019-2020

Parent-Student Handbook

**CICERO SCHOOL DISTRICT 99
PARENT-STUDENT HANDBOOK
2019-2020**

BOARD OF EDUCATION

Mr. Thomas M. Tomschin, President

Mr. Larry Polk, Vice President

Mr. James E. Terracino, Secretary

Mr. Jorge Rueda

Ms. Graciela Segura

Mr. Derek Dominick

Ms. Alice Couch

BOARD INFORMATION

The Cicero Board of Education, consisting of seven members, meets on a scheduled monthly basis. Locations for these meetings will be held at various school sites throughout the year. Meetings, schedules, minutes and agendas can be found on our district website at www.cicd99.edu. The public will be notified of these sites and specific dates. These meetings are generally held on the second Wednesday of each month and begin at 6:30 p.m. Parents and community residents are welcome to attend.

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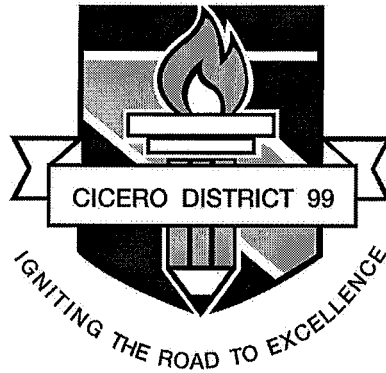
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Summary of Board Policy

Parents and students are reminded that this handbook is meant to serve as a guide. It is only a summary of Board policies governing the district. Board policies are available to the public on the district website, <http://cicd99.edu>. The handbook may be amended during any school year without notice.



Letter from the Superintendent

Dear Parents / Guardians,

Communication with our parents and the community is very important to the success of our students. With this in mind, we have prepared our Parent/Student Handbook to provide information about our schools, programs, and procedures.

You can assist the academic progress of your child by reviewing this handbook together. We are proud of our schools and maintain high expectations for our students and staff. You can help us in our efforts toward success in the following ways:

- set a special place and time to do schoolwork at home
- check your child's homework and backpack daily
- expect high quality work from your child
- read to and/or with your child daily

We hope the handbook information is helpful to you. If you have specific questions, please contact your child's teacher first, followed by the office staff and building administration. Additional information can be found on our website: www.cicd99.edu.

Sincerely,

Rodolfo Hernandez,
Superintendent of Schools

ADMINISTRATION BUILDING DIRECTORY

Rodolfo Hernandez, Superintendent

Elisabeth Nealon, Assistant Superintendent for Educational Services

Maria Burgos, Assistant Superintendent for Student Services

DEPARTMENTS

Business Department

Executive Director of Business Affairs/CSBO, MeriAnn Besonen

Curriculum

Executive Director of Curriculum, Mary Mycyk

English Language Learner Services (EL)

Director, Araceli Medina

Asst. Director, Bertha Moreno-Paz

Human Resources

Executive Director, Rita Tarullo

Director, Marybeth King

Math and Accelerated Pathways

Director, Emmie Pawlak

MTSS

Director, Dr. Jack Rein

Coordinator, Julie Krueger

Science

Director, Colleen Arriola

Social Studies

Director, Susan Kleinmeyer

Special Education

Director, Elizabeth Dejewski

Asst. Director, Sergio Rodriguez

Asst. Director, Richard Golminas

PLCs/Title Grants/Special Projects

Director, Anthony Grazzini

Technology and Information Services

Chief Information Officer, Cao Mac

Executive Director of Instructional Technology, Bryan Snyder

Director of Data and Assessment, Leticia Brandt

Buildings and Grounds

Executive Director, Brian Dominick

Asst. Director, Travis Couch

Asst. Director, Brian Petracek

Food Services

Director, Jan Wolff

Security

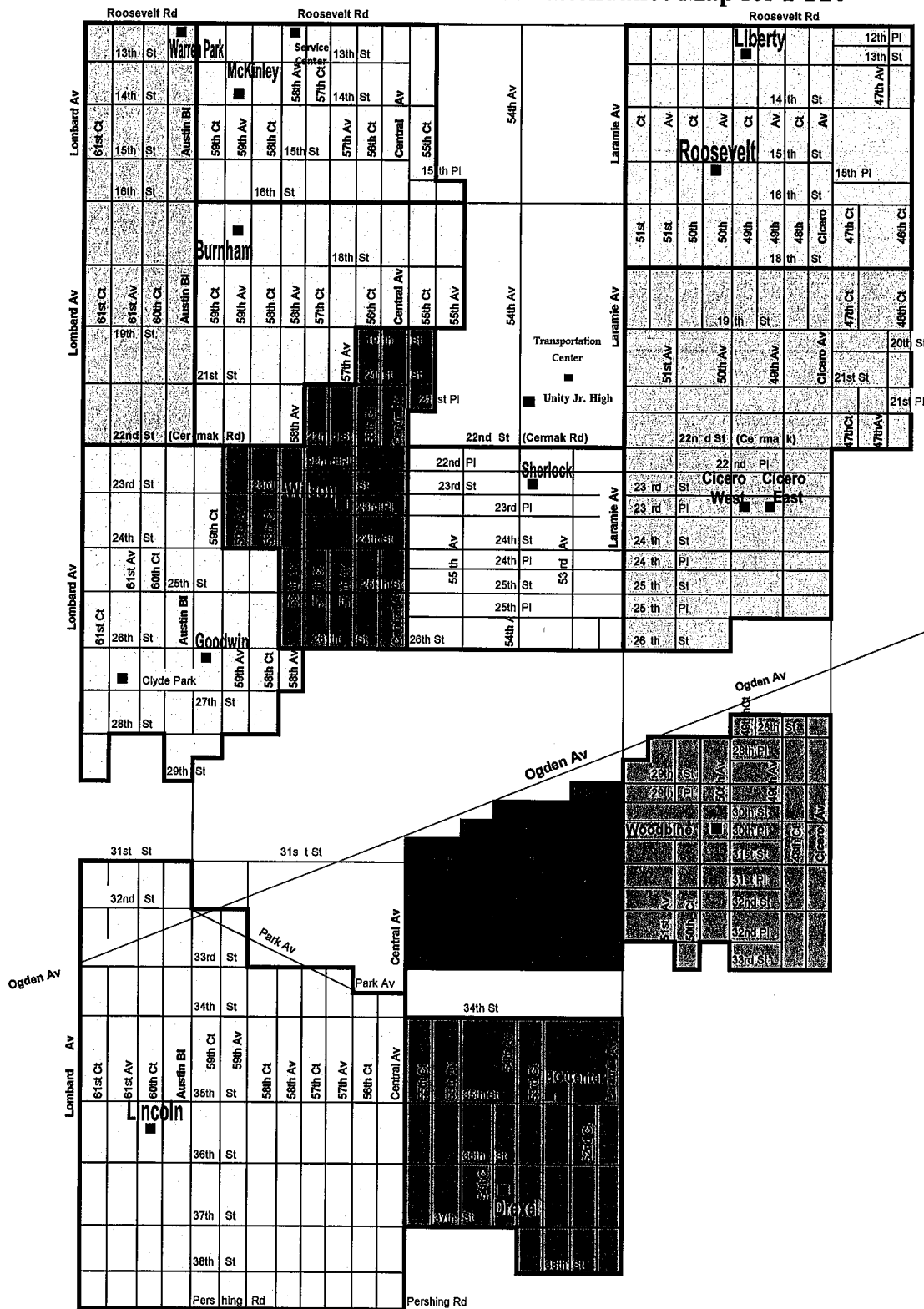
Director, Fernando Ruiz

Truancy Officer/Supervisor, Erin Pilarcyk

Transportation

Director, Mike Wolff

District 99 Attendance Map for FY20



Burnham K-6
1630 S. 59th Ave
708-652-9577

Cicero East 5-6 (Closed until Jan. 2020)
2324 S. 49th Ave
708-652-9440
Temporarily housed at:
Woodbine School
3003 S. 50th Court

Cicero West PreK-4
4937 W. 23rd St
708-780-4487

Columbus East 4-6
3100 S. 54th Ave
708-652-6085

Columbus West PreK-4
5425 W. 31st St
708-780-4482

Drexel PreK-6
5407 W. 36th St
708-652-5532

Goodwin PreK-6
2625 S. Austin Blvd
708-652-5500

Liberty K-3
4946 W. 13th St
708-780-4475

Lincoln PreK-6
3545 S. 61st Ave.
708-652-8889

McKinley K-2
5900 W. 14th St.
708-652-8890

Roosevelt 3-6
1500 S. 50th Ave.
708-652-7833

Sherlock PreK-6
5347 W. 22nd Place
Phone # TBA

Unity Junior High School 7-8
2115 S. 54th Ave
708-863-8229/863-8268

Warren Park PreK-6
1225 S. 60th Ct
708-780-2299

Wilson K-6
2310 S. 57th Ave
708-652-2552

Transportation Center
1942 S. Laramie Ave.
708-863-8926

EC Center
5330 W. 35th Street
708-982-4500

SCHOOL DIRECTORY

Elementary Hours:
8:40AM to 2:50PM

BURNHAM (K-6)

1630 S. 59th Ave.

708-652-9577

Principal: Jennifer Evans

Asst. Principal: Brad Randmark

Dean: James Letsos

CICERO EAST (5-6)

2324 S. 49th Ave.

708-652-9440

Principal: Jill Miller

Asst. Principal: Rocco Modugno

CICERO WEST (Pre-K-4)

4937 W. 23rd St.

708-780-4487

Principal: Veronica Gonzalez

Asst. Principal: Alejandra Reyes

Dean: Jose Rosales

COLUMBUS EAST (4-6)

3100 S. 54th Ave.

708-652-6085

Principal: Donata Heppner

Asst. Principal: Christopher Vanderkuyl

COLUMBUS WEST (Pre-K-4)

5425 W. 31st St.

708-780-4482

Principal: Heriberto Garcia

Asst. Principal: Krista Naff

Drexel (K-6)

5407 W. 36th St.

708-652-5532

Principal: Dr. Luis Illa

Asst. Principal: Eugenia Panousis

Goodwin (Pre-K-6)

2625 S. Austin Blvd.

708-652-5500

Principal: Alberto Molina

Asst. Principal: Alison Espinoza

LIBERTY (K-3)

4936 W. 13th St.

708-780-4475

Principal: Robert Mensch

Asst. Principal: Mayda Zamarripa

LINCOLN (Pre-K-6)

3545 S. 61st Ave.

708-652-8889

Principal: Gretchen Gorgal

Asst. Principal: Kristina Moreno

Dean: Nancie Miller

McKinley (K-2)

5900 W. 14th St.

708-652-8890

Principal: Luis Salto

Roosevelt (3-6)

1500 S. 50th Ave.

708-652-7833

Principal: Nichole Gross

Asst. Principal: Lisa Lazansky-Roach

Sherlock (Pre-K - 6)

5347 W. 22nd Place

708-652-8885

Principal: Mary Kassir

Asst Principal: Nichole

Warren Park (Pre-K - 6)

1225 S. 60th Ct.

708-780-2299

Principal: Raquel Jenke

Asst. Principal: Jennifer O'Connor

Wilson (K - 6)

2310 S. 57th Ave.

708-652-2552

Principal: Kate Lynn Lyman

Asst. Principal: Eric Beltra

Dean: Jorge Valdez

JR. HIGH HOURS:
7:50AM to 2:10PM

Unity Jr. High School

2115 S. 54th Ave.

East Campus (8th Grade)

708-863-8229

West Campus (7th Grade)

708-863-8268

Principal:

Aldo Calderin

Assoc. Principal:

Heather Mathis

Asst. Principals:

Don Hanston

Robert Juritza

Shanova Friend

Beatriz Lappay

Joanna Lago

Jeanette Ibarra

Cory Kalyvas

TBA

EC Center

5330 W. 35th Street

708-982-4500

Principal:

Thomas Geraghty

Administration Building

5110 W. 24th Street

708-863-4856

Superintendent:

Rodolfo Hernandez

Asst. Superintendents:

Elisabeth Nealon

Maria Burgos



Cicero School District 99

5110 W. 24th Street
Cicero, IL 60804

2019-2020 School Calendar

August

28 FIRST DAY OF SCHOOL – Full day K-8th grade

September

2 No School – Labor Day

25 Early Release Day – 11:20 dismissal for Unity; Noon dismissal for K-6, no classes for Pre-K/EC

October

14 NO SCHOOL – Columbus Day

16 Early Release Day – 11:20 dismissal for Unity; Noon dismissal for K-6, no classes for Pre-K/EC

November

11 NO SCHOOL – Teacher Institute Day

12 NO SCHOOL – Parent/Teacher Conferences

27-29 NO SCHOOL – Thanksgiving Break

December

11 Early Release Day – 11:20 dismissal for Unity; Noon dismissal for K-6, no classes for Pre-K/EC

23 NO SCHOOL – Winter Break Begins (thru January 3, 2020)

January

6 CLASSES RESUME FROM WINTER BREAK

20 NO SCHOOL - Martin Luther King Day

29 Early Release Day – 11:20 dismissal for Unity; Noon dismissal for K-6, no classes for Pre-L/EC

February

12 Early Release Day – 11:20 dismissal for Unity; Noon dismissal for K-6, no classes for Pre-K/EC

17 NO SCHOOL – Presidents' Day

March

2 NO SCHOOL – Casimir Pulaski Day

16 NO SCHOOL - Teacher Institute Day

17 NO SCHOOL - Parent/Teacher Conferences

30 NO SCHOOL - Spring Break Begins (thru April 3)

April

6 CLASSES RESUME FROM SPRING BREAK

10 NO SCHOOL – Not in Attendance

May

- 20** **Early Release Day – 11:20 dismissal for Unity; Noon dismissal for K-6, no classes for Pre-K/EC**
- 25** **NO SCHOOL – Memorial Day**

June

- 5** **LAST DAY OF SCHOOL (if no emergency days are taken)**

Superintendent: Rodolfo Hernandez

Admission

Registration

A certified birth certificate, transfer from the previous school, current physical exam from Illinois (including immunization record), legal custody paper (where applicable) and TB test (with results) are required for each child entering District 99 for the first time. This applies to grades Pre-K through 8. Transfer students will be expected to produce other pertinent records from the previous school. Failure to meet the above health requirements will be just cause to exclude the child from attendance temporarily until the requirement has been met. Birth certificates must be produced within 30 days of enrollment or the student will be excluded from school.

Cicero School District 99 does not require invasive physical examinations as a condition of attendance. A child must be five years of age on or before September 1st of the year in which the child is to be enrolled in kindergarten. In order to register a student, a parent must show a valid picture ID. When registering a student for any of the Cicero Schools, the parent or guardian must be sure to bring five current proofs of residency from the documents below displaying current address:

- Utility Bill
- Phone Bill/Cell Phone Bill
- Cable Bill
- Mortgage Document/Payment Book
- Bank Statement
- Loan Payment Book
- Real Estate Tax Bill/Property Tax Bill
- Medicaid/Medical Card
- Signed Lease
- Paycheck Stub
- City Sticker Receipt
- Voter Registration Card
- Driver's License
- State ID
- Home/Auto Insurance Policy
- Other (ex: Matricula Consular ID Card)

Residency

A student must be a valid resident of the school district and provide required proof of residency before the student will be enrolled. Residency is defined as the district wherein the parent or legal guardian resides. Different standards may apply to students who experience homelessness and are McKinney-Vento eligible. Questions about residency and/or homelessness should be referred to Elisabeth Nealon, Assistant Superintendent for Educational Services, at 5110 W. 24th Street, Cicero, IL (708)863-4856.

Attendance Areas

The School District is divided into school attendance areas. The Superintendent or designee will review the boundary lines annually and recommend any changes to the Board of Education. The Superintendent or designee shall maintain a map of the District showing current school attendance areas. Students living in a given school attendance area will be assigned to that school providing space is available. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*.

Transfers Within the District

A student's parent(s)/guardian(s) may request a transfer for their child to a District school other than the one assigned. A request should be directed to the Superintendent or designee. If a request is granted, the parent/guardian shall be responsible for transportation. Administrative transfer applications are available in school/district offices beginning Monday, October 1st.

TRUANCY: The **Compulsory Attendance Law** states that whoever has custody or control of any child between the ages of 7 and 17 years must send the child to public or private school on a regular basis. A child who is absent without valid cause from school for 5% or more of their days of attendance is regarded as truant.

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Students absent for more than 10 consecutive days, and with no communication from the family, will be dropped. Dropped students must register and complete the full registration process. We may not be able to hold their spot in their homeroom, school, and so forth.

Release during School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released from school: (1) at any time other than the regular dismissal times or other times when a school is officially closed, and/or (2) to any person other than the custodial parent/guardian. A picture ID is required when picking up a student at any time other than regular dismissal time.

Early Dismissal Announcement

The Superintendent shall make reasonable efforts to issue an announcement whenever it is necessary to dismiss school early due to inclement weather or other reason.

Emergency Closing of Schools

Please listen to the following radio/television stations for closing information. You can also check online with the Emergency Closing Center (ECC) at <http://emergencyclosingcenter.com>. In addition, the district will make an effort to contact parents by phone.

- **WGN Radio 720**
- **WBBM Radio 780**
- **CBS Channel 2**
- **NBC Channel 5**
- **ABC Channel 7**
- **WGN Channel 9**
- **Fox Channel 32**
- **CLTV News**

School Hours

AM – Pre-K/EC

8:35-11:05 AM

PM – Pre-K/EC

12:20-2:50 PM

Grades K -6

8:40 AM-2:50 PM

Grades 7-8

7:50 AM-2:10 PM

All students need to be picked up on time during dismissal.

School Visitation Rights Notice

Parents/Guardians are entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the parents' children,

if the conference or activity cannot be scheduled during non-work hours. The parent, however, must have exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the parent, except sick, and disability leave. Parents must make prior arrangements with their employers. School office personnel shall provide the parents/guardians with documentation of the school visitation. This documentation shall include, but not be limited to, the exact time and date the visitation began and ended.

Educational Programs

A.C.E. (Gifted) Program

Identified gifted students are served by the Academic Creative Extension Program (A.C.E.). Between 3-5 % of the student population receives special curriculum in classroom clusters throughout the district and junior high students may be eligible for the challenge reading and/or challenge math programs at Unity Junior High School. Cluster teachers use integrated units to develop skills in critical thinking, decision-making, evaluation and synthesis in the context of various subject areas. It is the goal of the Gifted Department to provide a continuous, coordinated curriculum that challenges the identified gifted students of District 99. Please refer to the District website for further details about individual programs at <http://cicd99.edu>.

EL (English Language Learners)

It is the mission of Cicero School District 99 to provide limited English proficient students, referred to as English Language Learners or EL, with appropriate support in order for them to transition successfully into the school and into the community as English proficient citizens.

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and achievement standards that all children are expected to attain. This is best achieved through a graduated incorporation of English across the curriculum. Native language must be valued as well as used as a bridge to maintain academic proficiency until the student can enter the mainstream academic program. Please refer to the District website for further details about individual programs at <http://cicd99.edu>.

Response to Intervention (RTI)

In compliance with the Illinois State Board of Education, Cicero School District 99 believes that increased student learning requires the consistent practice of providing high quality instruction matched to student needs. As such, the District has entered into a commitment to two outside organizations for guidance in the implementation of a comprehensive literacy instructional model, a math instructional model, and a positive behavioral support model, all referred to as Response to Intervention (RtI). The district is mandated to include its RtI plan in the District Improvement Plan as a more detailed means to overall district academic and behavioral improvement. In short, the District's RtI plan is defined as:

1. a general education initiative and collaborative effort between teachers, classroom teachers, reading and math coaches, and reading interventionists.
2. a layered instructional model of comprehensive school problem-solving to determine the appropriate instruction a student needs.
3. an integrated data system in which at-risk students' academic and behavioral needs are identified, monitored, and documented to make decisions and provide a successful system in early interventions.
4. a tool to document a student's response to the reading, math, and behavioral interventions which may be useful in the process to consider special education and/or related services entitlement when a student is not making a reasonable amount of progress to the interventions put in place.

Title I

The Title I grant provides federal funds to district schools based on the number of low-income families living within their boundaries. These funds allow schools to provide additional support for achieving academic success and literacy support. An especially strong method of providing academic support is through Parent Involvement opportunities that encourage and enable parents/guardians to support student success in school. The Cicero District 99 Schools-Parent Compact contains:

- The district's expectations for parental involvement
- Specific strategies for effective parental involvement activities
- A process for continually involving parents/guardians
- The responsibilities of all stakeholders – parents, school, staff and students

Copies of your school's compact are distributed each year and are available upon request in the school office. Please consult the district website for further information at <http://cicd99.edu>.

Special Education Services

Cicero School District 99 shall provide a free appropriate public and necessary related services education in the least restrictive environment to all children with disabilities between the ages of 3 and 15 enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act.

The Special Education and Section 504 accommodations provide specialized instruction, curricular accommodations and modifications, and/or related services for students who are determined by evaluation to be entitled to such.

Cicero School District 99 is obligated by state and federal law to actively seeking out and identifying all children from age 3 through age 15 who may be entitled for special education and related services.

In order to meet the diverse educational needs of all of its students, the Special Education Department provides a continuum of instructional and support services that are considered when a child becomes eligible for special education services. These services include:

- Related Services in areas such as social work, speech and language, occupational therapy, physical therapy, orientation and mobility and assistive technology.
- Other services such as hearing and vision.
- Specialized Instruction for a part of the school day to most of the school day as determined by the child's needs.
- Alternative education settings in State-approved private day schools for students with unique educational needs that cannot be met in a public school setting.
- Early Childhood Education for children 3 to 6 years of age who exhibit a defined disability or a significant delay in their overall development.
- Pre-School at-Risk programs for children who need instructional intervention in language, motor, social or cognitive areas before entering kindergarten.

For a complete copy of the Special Education Procedures Assuring the Implementation of Compliance Programming for Children with Disabilities, please refer to the District website at <http://cicd99.edu> under District Office.

Accommodating Individuals with Disabilities

Children with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as those provided to others. The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and usable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety. Individuals with disabilities should notify the Superintendent, Building Principal, or District Director of Special Education, if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law. Such a violation must be reported immediately to Elizabeth Dejewski, Director of Special Education, at 5110 W. 24th Street, Cicero, IL

504 Plans

Students who have a disability but who are not entitled to special education and/or related services under IDEA may qualify for special accommodations under Section 504 of the Rehabilitation Act of 1973.

Parent/Guardian Consent for Reimbursement of Health Related Services

Your child's Individualized Education Program (IEP) includes one or more health related services, such as Social Work, Nursing, Speech, Occupational Therapy, Physical Therapy, etc. To comply with federal law, Cicero School District 99 or its agent must obtain consent from parents of students requiring health related services to bill the state for reimbursement of these services. Cicero School District 99 or its agent will provide you with a copy of your child's IEP and any updates to the IEP so you are informed about the types

and amounts of health related services provided to your child and for which state reimbursement may be obtained by Cicero School District 99 or its agent. All parents whose children receive special education services will receive a form at the beginning of each school year.

Curriculum

Language Arts/Reading

The language arts curriculum includes the study of reading, writing, listening and speaking within literature and the development of lifelong communication skills. These skills are essential for all cognitive learning. Reading is a key component of these integrated, interrelated communication skills. Reading is a process of constructing meaning through the dynamic interaction among the reader's existing knowledge, the information suggested by the written language, and the context of the reading situation. The ultimate goal of reading instruction is to develop readers who can flexibly and independently process written language for meaning.

Math

The fundamental goal of the mathematics program is to develop students' knowledge of numeration, computation, geometry, measurement, and problem solving strategies. The ultimate goal is for students to be capable of thinking critically in order to solve real-life situations. Knowledge of mathematics and the ability to apply math skills to solve problems is a necessary tool for students.

Science

In realizing the responsibility to prepare children academically for a technological society, science instruction begins in kindergarten and continues through all grades. Science is viewed as a major component of the District 99 curriculum and is given an appropriate amount of classroom time. The goal of the district science program is to equip students with basic concepts of scientific thinking and understanding of how science relates to their lives and environment.

Social Sciences

District 99 is committed to the belief that the social sciences are vital, for it is primarily through social sciences that students learn the knowledge, skills and values they need for a lifetime of full and productive citizenship. These teachings will enable students to become active and reflective participants in our global society, while encouraging students to be aware of and maintain their cultural heritage and empower them to create a world of better tomorrows.

Fine Arts

The goal of this program is to develop the students' knowledge of fine arts by understanding the principal sensory, formal, technical and expressive qualities of each of the arts. Students will be able to demonstrate basic skills necessary to participate in creation or performance in the areas of visual art, music, drama and dance. Students will also be presented with instruction of the arts from major historical periods and how they reflect societies' cultures and civilizations.

Physical Development/Health

Cicero School District 99 offers a physical development/health program from kindergarten through 8th grade. The structure and functions of the human body are components of instruction as well as the principles of nutrition, exercise, health and environmental safety. The students are presented with the consequences of drug use and abuse, the necessity of prevention and treatment of diseases, decision-making skills, and conflict resolution.

Field Trips

All field trips taken must be related to the district curriculum. The teacher is also responsible for securing the appropriate number of chaperones. The ratio for chaperoning is 1:10. Chaperones must be at least 18 years old. The school office needs to check the names of the chaperones against the Cook County Sheriff's Police Sex Offender List available to the public at www.isp.state.il.us/sor/offenderlist.cfm. Children or relatives of chaperones who are under 18 years of age are not permitted to participate.

No student will be allowed to participate in a field trip without a signed permission form by the parent/guardian, including walking field trips authorizing such participation. Signed permission forms will remain with the school office on the day of the field trip.

Any student having behavior problems prior to the field trip may be withheld from any field trip upon consideration of the situation and the approval of the building administrator. Written or verbal notification prior to the day of the field trip shall be given to the parents/guardians regarding the action taken.

Erin's Law Sexual Abuse Prevention Lessons by Grade Level

In compliance with the Illinois State Board of Education (ISBE), instruction of child sexual abuse information and prevention (Erin's Law) is covered in grades Pre-K-8. More information on Erin's Law can be found at <http://www.erinslawillinois.org/>. Due to the importance of keeping all children safe and the sensitivity of the material, D99 has adopted a new Child Protection Unit through Second Step for grades Pre-K-Sixth grade. Each unit consists of 6 lessons that are age appropriate. If you would like to find out more about the curriculum please visit <http://www.secondstep.org/child-protection>.

According to the Illinois State Board of Education (ISBE) code, if you object to this topic being taught to your son/daughter, you must submit written objection to your child's principal by the 5th of November to exempt your child from the lesson(s) that covers this topic. Below is a chart with a brief overview of each lesson for each grade.

| Grade(s) | Lesson Titles | Approximate Dates to be Taught |
|-----------------|--|--------------------------------|
| Pre-K through 3 | Lesson 1: Ways to Stay Safe Lesson 2: The Always Ask First Rule Lesson 3: Safe and Unsafe Touches Lesson 4: The Touching Rule Lesson 5: Practicing Staying Safe Lesson 6: Reviewing Safety Skills | January - March |
| Grades 4 - 6 | Lesson 1: Keeping Yourself Safe Lesson 2: Always Ask First Lesson 3: Unsafe and Unwanted Touches Lesson 4: The Private Body Parts Rule Lesson 5: Practicing the Ways to Stay Safe Lesson 6: Reviewing Safety Skills | Grades 4 -6, March |

Extracurricular Athletics (Policies 6:190; 7:240; 7:300)

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:
The student must meet the academic criteria set forth in the School Board policy on school sponsored extracurricular activities.

The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.

The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.

The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.

The Superintendent or designee shall maintain the necessary records to ensure student compliance with this policy.

All disciplinary policies, procedures, and expectations are to be followed at all extracurricular and athletic events on or off of school grounds.

Exemption from Physical Activity

In order to be excused from participation in physical education, a student must present an excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Special activities in physical education will be provided for students who have a physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

Objection to Curriculum

Persons with suggestions or complaints about curriculum, instructional materials, and programs are to request the Curriculum Objection Form. This form can be obtained in any of the school offices. Please see Board Policy 6:260-E1. This form can also be used when a parent is requesting that his/her child not participate or be exempt from using a particular instructional material or program.

Instructional Materials (Board Policy 6:210)

All District classrooms and learning centers are equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and

- Enrich and support the curriculum;
- Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
- Provide background information to enable students to make informed judgments and promote critical reading and thinking;
- Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
- Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

Parents of Cicero School District 99 have the right to inspect all instructional materials including teacher's manuals, films, tape or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program and of district policies regarding surveys that request personal information from students or other activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information.

Teachers are encouraged to use supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught and are age-appropriate. Showing a movie above the G-rating requires approval of the Superintendent or designee. No R-rated or NC-17 (no one 17 and under admitted) rated movies will be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with a rating above G or its equivalent.

School Supply Lists are available in each school office and on each school's web page of the district's website, <http://cicd99.edu>.

Teacher Qualifications

All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be highly qualified for those assignments as determined by State and federal law. The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately certified and highly qualified for their assignments;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

Parents Right-to-Know

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, Cicero School District 99 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

4. Whether the child is provided services by paraprofessionals and, if so, their qualifications. If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have questions, contact your child's principal.

Assessment

In compliance with state and federal regulations, Cicero School District 99 participates in state and local assessment practices that measure individual student achievement and the effectiveness of instructional practices. Parents are entitled to know the achievement levels of their students. State Assessment reports are sent home annually.

IAR (Illinois Assessment of Readiness) Assessment is an annual state test administered to students in grades 3-8. The assessment evaluates student progress in English Language Arts and mathematics. The test will be administered during the spring of 2020.

DLM (Dynamic Learning Maps Alternate Assessment), which replaces the Illinois Alternative Assessment, measures the learning of students with the most significant cognitive disabilities who cannot participate in the state's regular assessment even with accommodations. These students will participate in an assessment through the Dynamic Learning Maps Alternate Assessment (DLM). Each students' IEP Team will determine if the three fold criteria is met. The student must have a significant cognitive disability, instruction is linked to grade level content and reflective of the Common Core Essential Elements and the student requires direct individualized instruction and substantial supports to achieve measurable gains in the grade and age appropriate curriculum. DLM assessments are quite different from other assessments because they provide a common measure of academic achievement for students with significant cognitive disabilities.

ACCESS (Assessing Comprehension and Communication in English) is an online English language proficiency test designed to measure English language learners' social and academic proficiency in English as well as the language associated with language arts, mathematics, science, and social studies.

MAP (Measures of Academic Progress) is an online assessment given to students three times a year in grades K through 8. When administered at the beginning, middle and end of each year it is possible to find out whether a student or an entire grade level is making adequate progress in basic skill areas. Teachers use the information for instructional planning for an individual and/or an entire class.

The Fountas & Pinnell Benchmark Assessment System (BAS) is used to link assessment to instruction along *The Continuum of Literacy Learning*. This is a one-on-one assessment facilitated by the classroom teacher and reading support staff. The assessment matches students' instructional and independent reading abilities to text level.

Report Cards and Interim Progress Reports

Report Cards are given to parents/guardians of students at the end of each quarter, (intervals of 9-10 weeks each). The purpose is to provide a report of student progress and academic achievement in each of the subject areas taught to the students at that grade level.

The intent and purpose of **Interim Progress Reports** is to keep parents/guardians informed of student progress between report cards. They are distributed at the midpoint of each quarter. Letter grades are given for grades 4 through 8th, and numbers are given in grades K through 3rd to indicate the level of development and progress and whether the student is performing at or below grade level.

Graduation Requirements

District 99 administrators and teachers have established guidelines to help ensure that students have the skills needed to succeed in high school and beyond. All students eligible for graduation will need to complete the following in order to receive a certificate of graduation with promotion to high school:

Grades – all students must demonstrate consistent academic proficiency by passing all four quarters. To pass a quarter, students must receive passing grades 1 4 of 6 subjects at the end of each 9-week grading period.

Attendance – all students are expected to be in school no less than 90% of student attendance days and on time. Excessive tardies and/or absenteeism will result in a student's ineligibility to to participate in the graduation activities and ceremony.

Behavior – all students are expected to adhere to the District's Discipline Policy 7:190 and demonstrate acceptable student behavior while on any of the District's school campuses before and after school hours. The District expects all students to. "Be safe, be responsible, and be

respectful.”

Fees – all outstanding fees must be paid.

Should a student's academic and/or behavior patterns be determined to be in violation with the aforementioned expectations by the Unity Junior High School administrative and instructional team, the following will be followed:

- Notification will be given to parents in the form of a supplementary report informing that your child's academic success and/or behavioral appropriateness are below the standard, and that your child is in danger of being ineligible for participation in the graduation activities and/or ceremony.
- Parent conferences will be scheduled to discuss your child's academic and behavioral status should it not meet the district's standards.
- Check-in and check-out procedures will be put in place for the student to partner with a teacher to assist the student to remediate his/her academics and/or behavior.
- If a child is ineligible to participate in either the graduation activities, ceremony, or both, the family will be notified 10 days prior to graduation.

Any student who is deemed ineligible for participation in the graduation activities and/or ceremony due to academic failure, may be required to attend a summer school program before promotion to the high school is granted. Any student who has been denied the privilege of participating in the graduation exercises but has met minimum academic requirements will receive a certificate at a time specified by the principal and approved by the Superintendent. Retention may be recommended by the teaching staff when a student's eighth grade work is determined to be unsatisfactory and if an additional year in the eighth grade would be of specific benefit to the student. Written notification and conferences with the parents/guardians regarding such action shall be implemented in accordance with the district retention procedure.

District Policies and Procedures

Student Records (Policy 7:340)

There are two laws that govern student records: the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA). School student records are confidential and 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 or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. Permanent records are kept for 60 years and temporary records for 5 years. The District will annually publish the schedule for the destruction of student records.

A permanent record must include basic identifying information, academic transcripts, attendance records, accident reports, health records, scores on state assessment tests (in grades 9-12 only), and a record release form. A permanent record may include honors, awards, and participation in school events.

A temporary record must include information regarding suspensions and expulsions for drugs, weapons, or bodily harm to another, scores on state assessments (for grades K- 8th only), and a record release form. A temporary record may include family background information, intelligence scores, aptitude tests, honors, awards, participation in school events, teacher notes, other disciplinary information, special education information, and other relevant information.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and 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 provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. A student's records may be released to a school employee with a demonstrable interest in the student. The school will maintain a list of records released to employees. Records can be released without consent to another school where the student seeks or intends to enroll. However, parents will be notified prior to the record being released. Additionally, information will be released for research and statistical purposes provided that any personally identifiable information is removed prior to being disclosed. In emergency situations, records will be released if the student's health or safety or the health or safety of others is in jeopardy. No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record.

The Superintendent shall fully implement this policy and designates the Principal as the 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 parents/guardians of their rights regarding school student records. A request by a parent, student, or his/her designee requesting records will be granted no later than 15 school days after the date of receipt of such request by the Principal, the Official Records Custodian. Any complaints regarding a student's record should be addressed with the building Principal (refer to the directory at the beginning of this handbook). The District Records Custodian is Maria Burgos. She can be contacted at 5110 W. 24th Street, Cicero, IL; (708)863-4856. Any discrepancy in records can be addressed with her in an initial informal conference. If matters cannot be resolved through an informal conference, a hearing will be scheduled with a neutral hearing officer. At such hearing, parents have the right to present evidence, call witnesses, cross-examine evidence and opposing witnesses can be represented by counsel. If parents are still aggrieved after the hearing officer's written decision, they have a right to appeal to the Regional Superintendent and eventually the courts. At any time in the process, the parents also have the right to place a written explanation in their child's file. Such explanation must be attached to the disputed document.

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Cicero School District 99 with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cicero School District 99 may disclose appropriately designated "directory information" without written consent, unless you have advised Cicero School District 99 to the contrary in accordance with Cicero School District 99 procedures. The primary purpose of directory information is to allow Cicero School District 99 to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish year books. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their students' information disclosed without their prior written consent.

If you do not want Cicero School District 99 to disclose directory information from your child's education records without your prior written consent, you must notify Cicero School District 99 in writing by **September 30, 2019**. Cicero School District 99 has designated the following information as directory information:

- Student's name;
- Participation in officially recognized activities and sports;
- Address;
- Telephone listing;
- Weight and height of members of athletic teams;
- Electronic mail address;
- Photograph;
- Degrees, honors, and awards received;
- Date and place of birth;
- Major field of study;
- Dates of attendance;
- Grade level; and
- The most recent educational agency or institution attended.

State and federal laws grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy and challenge their or their child's school records.

Authorization for Release of Student Photographs or Student Work

Cicero School District 99 (referred to as the "School District") may publish student photographs, images or student work in various school publications. The parent/guardian must notify the School District in writing by **September 30, 2019** that they do not want their child's photograph, image or work with identifying information, to appear in school publications, on the School District's website or to be released to local media. Identifying information includes a student's name or a list of personal characteristics or other information that would make the student's identity easily traceable.

Student work includes but is not limited to art, poetry, stories and other items prepared by a student during the course of school. School publications in which my child's photograph, image or work may appear include, but are not necessarily limited to, the yearbook, school brochures, video recordings, the school newspaper and the school district's website.

The School District may release student photographs, images or work to various local media. Therefore, student photographs, images and work may appear in print or electronic media. Examples of instances when student photographs, images or work may be released to various local media include, but are not necessarily limited to, when a student receives awards or other recognition or a student participates in sports or other extracurricular activities.

Student and Family Privacy Rights (Policy 7:15)

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board Policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(S)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.).
3. Is otherwise authorized by Board policy.

Selling or Marketing Students' Personal Information Is Prohibited

No School or official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a social security identification number or (5) driver's license number or state identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or use of personal information collected from students for the exclusive of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy. The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

Waiver of School Fees (Policy 1:140)

The Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged to students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students will pay for loss of school books or other school-owned materials. All school student fees as defined by the Illinois State Board of Education (ISBE) are waived for students who meet the eligibility criteria for a fee waiver contained in this policy with the exception of the following:

1. The purchase/rental of graduation caps and gowns
2. The graduation luncheon
3. The graduation trip

The Superintendent shall ensure that parents are notified about this policy on fee waivers in accordance

with state law and ISBE rules. A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free/reduced lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis waiver of the student's fees.

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

The District will provide textbooks, identification cards, and books to students. If any of these materials are lost or damaged, parents/guardians will be expected to pay for replacements.

Equal Educational Opportunities (Board Policy 7:10)

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities.

Sex Equity (Board Policy 7:10)

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure included below. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Grievance Procedure (Board Policy 2:260)

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, and/or programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students;
13. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and the identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers. Non-discrimination Coordinator: Lauren Novack; Complaint Managers: Marybeth King and Rita Tarullo, 5110 W. 24th Street, Cicero, IL; 708-863-4856.

Student Harassment (Policy 7:20)

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

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

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

Making a Complaint: Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male. Nondiscrimination Coordinator: Lauren Novack; Complaint Managers: Marybeth King and Rita Tarullo, 5110 W. 24th Street, Cicero, IL 60804; 708-863-4856.

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Student Behavior (formerly known as Student Discipline)

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 a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's 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, including, but not limited to:

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

Prohibited Student Conduct (Policy 7:190 Student Discipline)

The school administration is authorized to discipline students 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 alcoholic beverages are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid unless being administered in accordance with a physician or licensed practitioner's prescription. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician 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.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - e. 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.
 - f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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 or 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 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or 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. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
18. 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.
19. Operating an unmanned aircraft system (UAS) or drones for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of 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 early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or 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 of privileges.
4. Temporary removal from 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 study 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 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 only 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 may 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 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may 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 the 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 or 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 positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 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 1 or 2 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.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved students' parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated

educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent or designee, with input from the Parent-Teacher Education Advisory Committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Expulsion Procedures

Non-Expellable Offenses are the only offenses which a student is not eligible to be recommended for a suspension or expulsion for more than 20 school days. All other offenses are eligible for an expulsion for up to two school calendar years. Any student deemed 'Expelled' is prohibited on school property, at school-related activities, or on school-affiliate transportation. The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

Non-Expellable Offenses

Students cannot be recommended for expulsion for committing the following offenses:

- Disrespect or willful disobedience
- Uniform Violations
- Dishonesty
- Minor tagging of student's personal property
- Truancy
- Chronic absences
- Repeated suspensions for violation not listed below in Levels One and Two

Recommended Level One: Expellable for up to two semesters with services in an in-district or out-of-district program

- **Drugs;** using, possessing, distributing, purchasing, or selling
 - Tobacco
 - "Look-a-like" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, and illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - Drug paraphernalia, including devices that are or can be used to (a) ingest, inhale or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- **Inappropriate Behavior;** engaging in any activity on or off campus that interferes with, disrupts, or adversely affects the school environment, school operations, or educational function.
 - Using a cellular telephone, video recording device, personal digital assistant, or other electronic device in a manner that disrupts violates the rights of others, including using the device to take photographs in locker rooms, or bathrooms, cheat, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.
 - Using or possessing a laser pointer unless under a staff member's direct supervision in the context of instruction.
 - Theft of goods or money from a person or place on school property or at an official school activity valued at \$100.00 or more.
 - Engaging in hazing, bullying, or aggressive behavior that causes significant physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Specifically, any use of physical violence, intimidation, force, coercion, threats, stalking, harassment, sexual harassment, public humiliation, retaliation, bullying using a school computer or a school computer network or other comparable conduct.
 - Making a threat on an Internet website against a school employee, a student, or any school-related-personnel if at the time the threat was made, 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.

- Possession of dangerous implements, or the use/display of any instrument appearing dangerous.

Recommended Level Two: Expellable for two or more semesters with services in an out-of-district program

- **Drugs;** possessing, distributing, purchasing, or selling any illegal drug, controlled substance or cannabis
 - Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - Any anabolic steroid unless being administered in accordance with a physician or licensed practitioner's prescription.
 - Alcoholic beverages or being under the influence of an alcoholic beverage.
 - Any prescribed drugs unless administered in accordance with a physician or licensed practitioner's prescription and in accordance with District Policy 7:270.
 - Performance-enhancing substances on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription and in accordance with District Policy 7:270.
 - Inhalants, regardless of whether or not they contain s an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of causing intonation, excitement, or dulling of the brain or nervous system; or (b) that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- **Weapons;** possessing, controlling, or transferring a weapon
 - Firearms, any gun, rifle, shotgun, or weapon 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 Owner's 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).
 - Brass knuckles or other knuckle weapon such as a billy club, or other object if used or attempted to be used to cause bodily harm including "look-a-likes" of any firearm as defined above.
 - Carrying or possessing any instrument for the purpose of which is extreme and/or of lethal force.
 - Carrying or possessing a knife with a blade of three inches or longer.
- **Criminal Law;** violating any criminal law, including but not limited to assault and or battery
 - Arson, theft, gambling, eavesdropping, and hazing.
 - Assault and/or battery that causes serious bodily injury to a staff member or student.
 - Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the 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.

Length of Expulsion Terms: The duration of each expulsion will be determined by the Board of Education in accordance with the facts at hand, District policy, all relevant laws and regulations, and the guidelines below:

Tier One Offenses

Students found guilty of Tier one offenses will receive expulsions of between 90 and 180 school days.

- Students found guilty of a Tier one offense during the first semester may be eligible to return from their alternative placement at the end of the school year.
- Students found guilty of a Tier one offense during the second semester may be eligible to return from their alternative placement at the end of the first semester the next academic year.

Tier Two Offenses

Students found guilty of Tier One offenses will receive expulsions of between 90 and 360 school days.

- Students will only receive expulsion terms longer than 180 days for certain drug, serious bodily injuries caused to another person, and firearm offenses for students of a certain age.

Expulsion Process:

In suspension or expulsion, the student is officially removed from their school for at a minimum of 20 days and up to two school calendar years. For a student to receive such a consequence the following procedures must be followed.

1. The expulsion process begins with the commission of an offense that could be grounds for expulsion. From this point on, the student may not transfer to another school until the expulsion process is concluded.
2. Any time the student commits an expellable offense, the principal or designee must complete a student conference and school-level investigation within three school days of the incident.
3. During the investigation and expulsion process, the student may be suspended from school. Students who are entitled to receive special education under IDEA or special accommodations under Section 504 the student's suspension prior to the Board of Education's formal decision will not exceed the maximum number of days allowed by State and federal law. The school is responsible for the continual provision of a Free and Appropriate Public Education for students with disabilities and students who are thought to have a disability throughout this time. Depending on the severity of the incident, homebound instruction is an option and must be arranged and maintained by the school administrator.
4. When the Superintendent/designee receives the *Request for Expulsion Hearing* paperwork and all supporting documents, the Principal's recommendation will be reviewed for compliance with law and expulsion policy. If the expulsion recommendation is in compliance, the Superintendent/designee will schedule an expulsion hearing within three days of receiving the expulsion recommendation from the principal. The hearing will be conducted as close to the next scheduled Board of Education meeting as possible.
5. The following persons have a right to attend the expulsion hearing:
 - a. The student
 - b. The student's parents or legal guardians
 - c. The student's principal or designee
 - d. Assistant Director of Special Education (if the student being brought to a hearing has a disability or if the student is thought to have a disability.)

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 suspended or expelled in excess of 20 days. The request shall be sent by registered or certified mail, return receipt requested and hand delivery. The request should include:

- The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
- The time, date, and place for the hearing.
- A short description of what will happen during the hearing.
- A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
- A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.

Unless the 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 School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall adhere to the following procedure.

1. Introductions

Introduction of Hearing Officer, Administration representative(s), Parents, Student, and legal counsel(s)

2. Guilt Phase*

a. Administration's Case

- 1) Presentation/questions of Administration witnesses by Administration and/or counsel
- 2) Questions of witnesses by Hearing Officer
- 3) Questions of Witnesses by Parent(s)/ Guardian(s) and/ or counsel

b. Parent(s)/Guardian(s)' Case

- 1) Presentation/questions of Parent(s)/ Guardian(s)' witnesses by Parent(s)/Guardian(s) and/ or counsel
- 2) Questions of witnesses by Hearing Officer

- 3) Questions of witnesses by Administration and/or counsel
- c. Opportunity for Rebuttal and/ or clarification witnesses
 - 1) Administration/ counsel
 - 2) Parent(s)/ Guardian(s)/counsel
- d. Closing remarks (optional at Hearing Officer's discretion)

3. Penalty Phase

- a. Administration's Case
 - 1) Presentation/ questions of Administration's witnesses by Administration and/ or counsel
 - 2) Questions of witnesses by Hearing Officer
 - 3) Questions of witnesses by Parent(s)/ Guardian(s) and/ or counsel
- b. Parent(s)/Guardian(s)' Case
 - 1) Presentation/questions of Parent(s)/Guardian(s)' witnesses by Parent(s)/ Guardian(s) and/or counsel
 - 2) Questions of witnesses by Hearing Officer
 - 3) Questions of witnesses by administration and/ or counsel
- c. Opportunity for Rebuttal and/or Clarifications witnesses
 - 1) Administration/ counsel
 - 2) Parent(s)/Guardian(s)/ counsel
- d. Closing Remarks/ Argument (optional at Hearing Officer's discretion)
 - 1) Administration/council
 - 2) Parent(s)/ Guardian(s)/ Council

4. Hearing Officer's Report

- a. Hearing Officer prepares a written report of the evidence presented and arguments made at the hearing by the Administration and the Parent(s)/ Guardian(s)
- b. Hearing Officer provides a copy of the hearing report to the Board of Education and the Parent(s)/ Guardian(s) within 5 business days after the close of the hearing

5. Board Deliberations (At the Monthly Convened Board of Education Meeting. After Entering into Closed Session)

- a. Board of Education reviews the Hearing Officer's report and deliberates.
- b. Board advises Parent(s)/ Guardian(s)/ Student if invited into closed session) and Administration as to the Board's decision regarding guilt and penalty

*Optional: Witnesses may be sworn in by court reporter (if one is present) or the Hearing Officer, using the following oath: "I, [name of witness], do solemnly swear that the testimony I am about to give is the truth, the whole truth, and nothing but the truth".

6. Board Action (After Returning to Open Session)

Board takes form action to (a) expel and/or transfer Student to an Alternative Learning Opportunity Program (in-district or out-of-district); or (b) reject Administration's recommendation for expulsion

Behavior Interventions

Positive Behavior Support (PBS) is a proactive systems approach to establishing support for student's behavior and social culture. The district expectations of "Be Safe, Be Respectful, and Be Responsible" are taught to each student and reviewed regularly throughout the year.

Positive Behavior Support is a three leveled system that increases interventions based on the student's needs. The initial level, which is school-wide, involves classroom management techniques and lessons in social skills. After beginning the first stage of PBS, it is predicted that about 5%-15% of the students will need further help which then leads those students to the secondary level. At the secondary level the students will work with the teachers using a Check-In/Check-Out system that will monitor behaviors and set goals for the students throughout the day. Chronic behaviors which calculates to about 1%-5% of the student population will move those students to the third level which is referred to as the "wrap around". At this level, the school works with the parents, social workers, and mentors to help the student with their individual struggles.

Data is an essential component with the implementation of PBS. Each school regularly reviews data to track minor and major behavior incidents in the school. This information then helps the school identify those children who need further help with their social learning. Data is also reviewed annually to illustrate changes after implementing the Positive Behavior Interventions and Supports system.

In order to prevent and/or intervene with student behavior, District 99 has trained Crisis Prevention Intervention staff, at each building. Crisis prevention is a specific set of procedures ensuring that when a student's behavior is inappropriate, s/he is provided with quality care and services in a respectful, safe environment. Building-level crisis teams are trained using an effective framework for decision making and problem solving to prevent, de-escalate, and safely respond to disruptive or assaultive behavior.

Crisis Prevention Interventions combine innovative concepts regarding violent behavior into an educational system that gives staff easy-to-understand models to use when confronted with anxious, hostile, or violent behavior. The philosophy behind crisis prevention focuses on care, welfare, safety, and security which expands throughout the continuum of interventions that are necessary when working toward reduction or elimination of isolated time-out and physical management use.

Vandalism

The School Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

Electronic Devices (Policy 7:190-AP5)

Electronic Signaling Devices

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

Cell Phones and Other Electronic Devices

The possession and use of smartphones, cell phones, and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions or non-consensual dissemination of private sexual images as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of privacy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher; e/g/, BYOT programs.

Examples of electronic devices that are used as study aids include devices with audio or video recording, iPods, some cellular telephones, smartphones, laptop computers, and tablet computers or devices, e.g., iPads.

Examples of electronic devices that are not used as study aids include: hand-held electronic games, CD players, MP3 players/iPods used for a purpose other than a study aid, global positioning systems (GPS), radios, and cellular telephones (with or without cameras) used for a purpose other than a study aid.

The use of technology as educational material in a curriculum-based program is not a necessity but a privilege, and a student does not have an absolute right to use his or her electronic device while at school. Using technology as a study aid must always follow the established rules for the BYOT program. Using technology at all other times must always follow the established rules for cell phones and other electronic devices at school.

The School District is not responsible for the loss or theft of any electronic device brought to school.

Search and Seizure

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

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

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 the student's personal effects in the student's possession (such as purses, wallets, knapsacks, backpacks, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the 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.

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.

Bus Conduct

All students must follow the District's School Bus Safety Guidelines. 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:

- Prohibited student conduct as defined in School Board policy, 7:190, *Student Discipline*.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacing of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board 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.

Electronic Surveillance/Electronic Recordings on School Busses

Electronic visual and audio recordings may be used in schools and on school busses to monitor conduct and to promote and maintain a safe environment for students and employees. All Cicero School District 99 schools are equipped with video cameras. Notice of electronic recordings shall be displayed on the exterior of the bus'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.

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

Student Dress Code

All students in grades K-8 are expected to wear uniforms.

Effective Date: A two week grace period may be granted for any newly enrolled student (10 days).

Mandatory Dress: All students are expected to dress according to the following dress standards:

1. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students or others in the school nor interfere with or disrupt the educational environment or process.
2. Clothing, jewelry and other accessories shall not display lewd, vulgar, obscene or plainly offensive language or symbols. Dress, accessories, and grooming including but not limited to hair graphics, manicures, pedicures, eyebrow shavings shall not be contrary to the current curriculum goals and/or educational objectives in a manner such as advertising, promoting or picturing gang representation, alcoholic beverages, tobacco, drugs, sexual or violent behavior.
3. No clothing, jewelry, accessories or combination of colors affiliated with gang involvement may be displayed during the school day or at school related functions.
4. Hats, caps, sunglasses, sweatbands, bandanas and hair nets are prohibited inside the building. This includes picks/combs worn in hair.
5. Students shall wear a plain, solid, **gray** shirt with a collar, or **gray** collared shirt with district logo only. Shirts may be long or short sleeved.
6. Only plain gray or white undergarments may be worn underneath uniform shirts.
7. Plain, solid navy blue or gray sweaters or sweatshirts without hoods are allowed. Uniform shirt must be worn under these items and collar must be visible. All other outerwear must be kept in lockers during the school day with the exception of lunch period.
8. Students shall wear navy blue pants/slacks. Jeans, sweatpants and cargo pants are not allowed. Pants must be fitted properly for safety and worn at the waist. Pants that are too long or too baggy are not allowed. Rubber bands or any type of bands used on the bottom of the pant legs are not allowed.
9. Students may wear plain, navy blue skirts that are an appropriate length as deemed by the administration (generally mid-thigh or longer).
10. Students may also wear plain, navy blue shorts that are an appropriate length as deemed by the administration (generally mid-thigh or longer). Cargo shorts are not allowed.
11. If a belt is worn, it must be brown or black, and must be looped appropriately; the buckle must be plain with no markings on the belt.
12. Shoes must be solid black, gray, white, or brown or a combination of these colors. Athletic shoes (gym shoes) may be solid black, gray, white or brown. A brand logo may be visible if appropriate for a school setting. Both shoes must be of the same color. Shoes shall be worn appropriately with the tongue tucked inside the shoes. Flip flops and sandals are not allowed. Shoes worn must have a back.
13. Shoelaces must be worn appropriately. Shoelaces must be of the same color on each shoe. Tie shoes must have laces that are the same color as the majority of the shoe and must be laced in the traditional manner.
14. Socks must be of the same color on each foot. Only black, gray, navy blue or white socks may be worn.
15. Clothes should fit properly. Oversized clothing, extremely baggy clothing or improperly fitted clothing is not allowed.
16. Clothing shall not expose the chest, abdomen, genital area or buttocks, and shall be sufficient to conceal undergarments at all times. Clothing, such as transparent fabrics, low-cut tops, bare midriffs, tight-fitting or excessively short skirts or shorts are not allowed.
17. Certain exceptions to the dress code may be made by the administration on special occasions, such as a school sponsored picture day, dress-up day or a dance.
18. The administration may modify the dress code as the need arises.

Penalties for Violations

The District Dress Code is designed to prevent serious disruption to the orderly educational process of the school and to prevent gang-related activities. Consequently, a dress code violation may be considered an inappropriate behavior on the Cicero School District Disciplinary Report. A student who causes a serious disruption to the orderly educational process or wears clothing, accessories, or jewelry that displays affiliation with gangs will be subject to discipline in accordance with the Student Discipline Procedure.

Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

The Superintendent or designee shall develop and maintain a program that fully implements and enforces each of the following Board policies:

- a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.
- b. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
- c. 7:310, *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from: (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Full implementation of the above policies includes (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

1. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
2. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
3. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes (a) communicating the District's expectations – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
4. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
6. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
7. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
8. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.

Student Fund-Raising Activities

Only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fund-raising activities

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, Parent Organizations and Booster Clubs.

The Superintendent's implementing procedures shall provide that:

1. Fund-raising efforts shall not conflict with instructional activities or programs.
2. Fund-raising efforts must be voluntary.
3. Student safety is paramount and door-to-door solicitations are prohibited.
4. For school-sponsored student organizations, a school staff member must supervise the fund-raising activities and the student activity funds treasurer must safeguard the financial accounts.
5. The fund-raising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
6. The funds shall be used to the maximum extent possible for the designated purpose.

Community Use of School Facilities (Policy 8:20)

School facilities are available to community organizations during non-school hours when such does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures. Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no cost during regularly staffed hours. Facilities and grounds will not be made available to individuals for personal or social reasons or to business enterprises for commercial gain. All non-school sponsored groups, before using the facilities during non-regularly staffed hours, must provide a certificate of insurance naming the District as an additional insured or otherwise show proof of insurance. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the Board.

Restrictions on Publications and Written or Electronic Material

Authorization for Electronic Network Access (AUP)

We have the ability to enhance your child's education through the use of electronic networks, including the Internet. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource. Forms are distributed at individual schools on an annual basis.

School-Sponsored Publications and Websites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications and Web Sites Accessed or Distributed At School

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet that

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright; Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;

3. Is primarily intended for the immediate solicitation of funds; or
4. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District.

Accessing or distributing "at school" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Student-Created or Distributed Written or Electronic Material Including Blogs

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Food Services

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment to School Board policy 6:50, School Wellness. The type and amounts of food and beverages sold to students before school and during the regular school day in any school that participates in the School Breakfast Program or the National School Lunch Program shall comply with any applicable mandates in the Illinois State Board of Education's School Food Service rule and the federal rules implementing the National School Lunch Act and Child Nutrition Act.

The food service program shall restrict the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture in the food service areas during meal periods. All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

Community Eligibility Provision

District 99 has implemented the Community Eligibility Provision (CEP) in all its schools. CEP is an alternative to collecting, approving, and verifying eligibility applications for free and reduced price eligible students in high poverty local educational agencies (LEAs) for schools participating in the National School Lunch and School Breakfast Programs. All students enrolled in District 99 schools are able to receive breakfast and lunch at no cost.

School Wellness (Policy 6:50)

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

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See School Board Policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities

to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content*.

- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content*.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

Nutrition Guidelines for Foods Available in Schools during the School Day

1. Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall control food sales that compete with the District's non-profit food service in compliance with the Child Nutrition Act. Food service rules shall restrict the sale of foods of minimal nutritional value, as defined by the U.S. Department of Agriculture, in the food service areas during the meal periods and comply with all applicable rules of the Illinois State Board of Education.

Guidelines for Reimbursable School Meals

2. Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

3. The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:
 - An assessment of the District's implementation of the policy
 - The extent to which schools in the District are in compliance with the policy
 - The extent to which the policy compares and model local school wellness policies
 - A description of the progress made in attaining the goals of the policy

Community Input

4. The Superintendent or designee will invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and community.

Health and Related Information

On the first day of each school year, all students must have completed the health examination and immunization requirements for their grade level. Children not in compliance at the beginning of the school year may be excluded from school.

Examination and Requirements

Every student shall present proof of a health examination by a licensed physician and of having received the immunizations against and screenings for preventable communicable diseases as required by the Illinois Department of Public Health within one year prior to

- Entering Pre-K/EC
- Entering kindergarten or the first grade, whichever is the first
- Entering the sixth grade
- 6th, 7th, and 8th grade students, whichever is first this year, must have proof of one dose of Tdap.

Student Insurance

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parents/guardians and the company. Students participating in athletics, cheerleading, or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

Eye Examinations

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15th of the current school year that a student received an eye examination within one year prior to entry of kindergarten or 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 15th, the school may hold the student's report card.

Dental Examinations

All children in kindergarten and the second and sixth grades must present proof before May 15th of having been examined by a licensed dentist within 18 months prior to May 15th of the current school year. If a child in kindergarten, second or sixth grade fails to present proof by May 15th, the school may hold the child's report card.

Tuberculosis

A Mantoux tuberculosis skin test and results are required as a part of the physical examination prior to entry into Cicero School District 99 by the preschool or early childhood; kindergarten programs; sixth grade; and all transfers into Cicero School District 99. Results must be within one year prior to entrance into the above mentioned grades. Students who have a positive skin test result are required to present chest x-ray results and proof of treatment prior to entry.

Head Lice

Students may return to school after providing proof of treatment with a medicated shampoo specifically for pediculosis and an inspection by the school nurse that shows that attention is being given to the removal of nits.

Hearing and Vision Screenings

Vision screening will be completed, as mandated, for Pre-K/EC, kindergarten, second grade, eighth grade, special education, students transferring into District 99 and teacher referrals. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed a signed report within the previous 12 months and the report is on file at school. If a vision exam report is not on file at school, your child in the above mentioned grades will be screened.

Hearing screenings will be completed, as mandated, for Pre-K/EC, kindergarten, first grade, second grade, third grade, special education, students transferring into District 99 and teacher referrals.

Administering Medicines to Students

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

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian and person licensed under the *Medical Practice Act*. 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.

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

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

All medications, both prescription and non-prescription, which are necessary to maintain the child in school and must be given during school hours shall be administered according to the following guidelines:

- Medication will only be administered to students that provide a completed "Medication In School" form (available in the nurse's office) signed by both the physician and guardian. This form is effective for the school year in which it is granted and must be renewed yearly.
- All medication is to be brought to school in original containers appropriately labeled with your child's name on it.

- All medications shall be stored appropriately in a locked cabinet in the nurse's office.
- It shall be the student's responsibility to report to the nurse at prescribed medication times.
- Unauthorized medication in any school shall be confiscated and may be reclaimed only by the parent.
- Cicero School District 99 retains the discretion to reject a request to administer medications
- Please consult the nurse at your child's school if your child needs to take prescription or non-prescription medications during the school day.
- It is the guardian's responsibility to pick up any unused medication at the end of the school year. Medication that is not picked up will be discarded.

Medical Procedures in School

Students requiring medical procedures during school hours shall provide a completed "Request for Special Physical Healthcare Service" form (available in the nurse's office) containing both a guardian and physician signature. Orders shall include diagnosis, type of procedure, administration time, and frequency of health service needed. This form must be renewed yearly. Parent/Guardian shall provide all necessary personal and medical supplies.

Food Allergy Management Plans (Board Policy 7:285)

While it is not possible for the District to completely eliminate the risk of exposure to allergens when a Student is at school, a Food Allergy Management Program using cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions. The Superintendent or designee shall develop and implement plans, when needed, that fully implement the goals established in the Illinois School Code and follows the best practices specific to District needs in the Illinois Dept. of Public Health Publication: *Guidelines for Managing Life-Threatening Food Allergies in Schools* available at www.isbe.net/nutrition/pdf/foodallergyguidelines.pdf.

SAFETY

Security

Entrances to all schools and the district office will be locked during school hours. Parents and other persons who wish to enter the school need to go to the main entrance and ring the doorbell. A two-way, audio-video security system has been installed at each main entrance. Permission to enter the school will be given by school personnel.

Any staff member may request identification from any person on school grounds or in any school building. All visitors must wear a "visitor's pass" obtained from the main office.

Safe School Plans

Student safety is a high priority. District 99 implements a comprehensive safety and crisis plan which provides for yearly drills in bus safety, fire evacuation drills, disaster drills and severe weather drills.

Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/. Written notification will be given to employees, parents and guardians regarding asbestos inspections, response actions, and post-response action activities. Asbestos Management Plans are available at each school (refer to the directory at the beginning of the handbook) and at the Administration Building, 5110 West 24th Street, Cicero, IL.

Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board of Education has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student only if included in the student's individualized

educational program. The District may provide transportation to and from school-sponsored activities. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Bus schedules and routes shall be determined by the Transportation Director and shall be altered only with the Transportation Director's approval and direction. The pick-up and discharge points will be as safe and convenient for students as possible when routes are revised. No school employee may transport students in school or private vehicles.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and the Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting erratic driving reports. All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a post-trip inspection procedure to ensure that the school bus driver is the last person leaving the bus and that no passenger is left behind or remains on the vehicle at the end of a route, work shift, or workday.

Appendices

Waiver of Student Fees
Cicero School District 99 Disciplinary Report
Health Examination Requirements for Parents