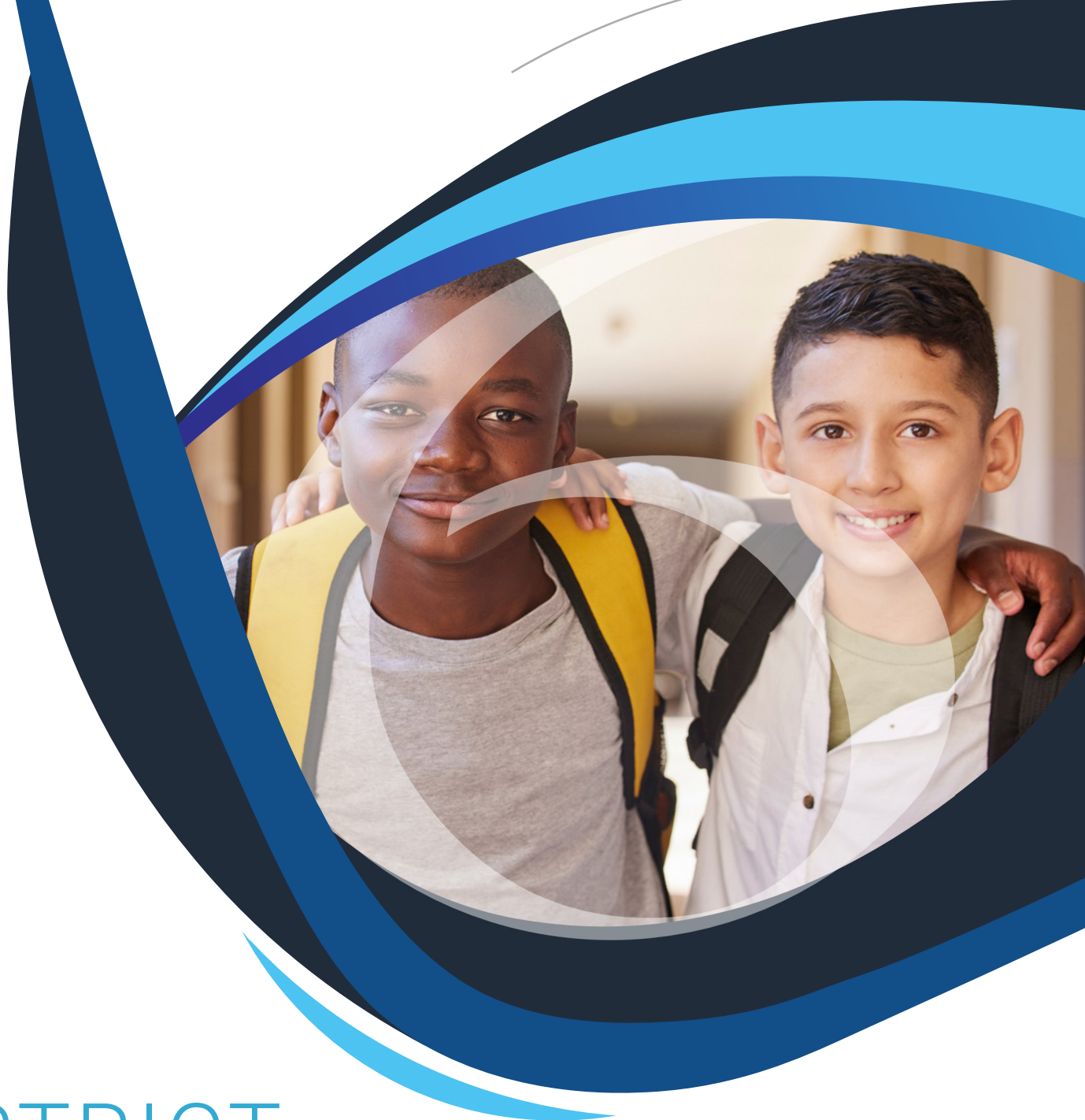




DISTRICT HANDBOOK

Empower Every Learner
To Achieve Excellence

In Partnership With Families And Community

We at Zion Elementary School District 6, strive to create a supportive, diverse, community where every learner grows, achieves their potential, and thrives in a safe and inclusive environment. With skilled staff and engaged families, we inspire a love of learning, foster resilience, and prepare students for success.

Belief Statements

Every person deserves respect.

Every student will learn.

High expectations promote achievement.

Enthusiastic, motivated, and highly qualified staff is fundamental to a quality educational program, and effective staff evaluation and support are critical to staff success.

An educated community is crucial to sustain a productive, competitive, and democratic society.

Literacy within our schools and community is vital to our collective success.

Readiness for school is critical for academic success, and preschool is a vital component of our district programming.

Progress requires shared vision, leadership, and communication.

Schools are accountable to the entire community.



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Beulah Park Elementary School
Grades K - 2

1910 Gilboa Avenue
847.746.1429



East Elementary School
Grades K - 2

2913 Elim Avenue
847.872.5425



Lakeview Elementary School
Grades PreK - 2

2200 Bethesda Boulevard
847.872.0255



Elmwood Elementary School
Grades 3-4

3025 Ezra Avenue
847.746.1491



West Elementary School
Grades 3-4

2412 Jethro Avenue
847.872.8222



Shiloh Park Intermediate School
Grades 5-6

2635 Gabriel Avenue
847.746.8136



Zion Central Middle School
Grades 7-8

1716 27th Street
847.746.1431



District 6
Administrative Center

2800 29th Street
847.3872.5455

SECTION 1: Introduction

Zion Elementary School District 6 (ZESD 6) encompasses a 7.18 square mile area in Lake County, Illinois. The District provides educational services and programming to students in grades PreK - 8, throughout seven buildings. The total educational program of our schools shall be directed toward preparing each student to live and work in the 21st Century and the process of seeking continuous improvement.

Our learning environment shall be conducive to the optimum development of each student's intellectual, emotional, social, and physical capabilities by focusing on the applications of learning, communication, working on teams, solving problems, using technology, making connections, and self-directed Learning.

The Board of Education (BOE), administration, and staff at ZESD 6 are dedicated to providing every student the best possible instructional program. Increased awareness among parents or guardians and students regarding ZESD 6's aspirations and operations allows for greater understanding, cooperation, and support for all parties. It is with a sincere desire to sustain and grow the aforementioned understanding, cooperation, and support that this handbook is prepared.

Within the following pages you will find some of our district's regulations, an explanation of various services we provide, as well as our expectations for the education of your student. This handbook serves as a summary of BOE policies governing the district, and may be amended during the year without notice.

We look forward to serving you and your student(s) throughout the coming year. If we can be of assistance, please do not hesitate to contact us.

SECTION 2: District Offices and School Building Information Contact

If you have a question or a concern about your school, your student's progress, or a problem, it is the policy in ZESD 6 to turn to the person closest to the situation.

If the concern pertains to your student, see the teacher first. You may reach out to the principal if you feel the issue has not been resolved.

If the concern is of a general nature and pertains to your student's individual school's operation, the principal will be the first point of contact. If your concern is not responded to adequately, you have the option to contact the appropriate ZESD 6 District Office Director, the Superintendent, and BOE in that order. School and District Office information is identified below.

SECTION 3: Board of Education [BOE]

Members

Margie Taylor, President	Netya Perez Rivera
Ken Fielding, Vice President	Jacqueline San Diego
Jazmine Crump	Robert Surano
Denise Lear	

Board of Education Meetings

The BOE represents and serves residents of our community in an effort to provide the best educational program possible for our students. BOE policy determines long-range performance goals, employs personnel to oversee ZESD 6 business, administers curriculum direction, adopts and oversees the annual budget, and maintains facilities. The ZESD 6 BOE has adopted policies that may be of public interest, and are available at the District Office, 2800 29th Street, Zion, IL or located on the School Board section of our District website at www.zion6.org/district/boe. These policies include, but are not limited to BOE policy 7:190 Student Discipline, 7:10 Equal Educational Opportunities, 8:70 Accommodating Individuals with Disabilities, 6:170 Title I, and 7:60 Residence.

BOE meetings are held at ZESD 6 District Offices, located at 2800 29th Street, Zion, IL. Meetings generally take place on the third Monday of each month and are held virtually if deemed necessary. BOE meeting details can be located on our website: www.zion6.org. The School Board President or any three members of the BOE may call a special meeting provided notice is given to the public and local media in writing stating the time, place, and the purpose of the meeting. Meeting times are posted on the district calendar and can be located at www.zion6.org.

Communicating with the Board of Education

The ZESD 6 BOE is not a forum, it is a deliberative body. Accordingly, the BOE may receive written and oral communications on matters relating to schools and schooling.

The BOE encourages citizens to be informed of ongoing deliberations and to bring information, viewpoints, or issues to the attention of the BOE.

The BOE encourages citizen communication in the following manner:

- Written communication may be sent to ZESD 6 teachers, principals, District Office staff, and the BOE
- Citizens may sign-up to comment at BOE meetings during the audience recognition time concerning items which are on the BOE agenda.

Guidelines for Presenting Oral Communications to the Board of Education

- During the audience recognition period, citizens wishing to speak are requested to state their name, address, who the citizen represents, and the general nature of the topic to be presented.
- Questions may be directed to the BOE as a whole.
- For clarification purposes, a BOE member may interrupt a speaker.
- The BOE is not required to answer audience questions.
- A time limitation may be imposed in consideration of all attendees.
- Speakers are requested not to present derogatory remarks or complaints against any individual employee of the school district. Complaints or charges against individual employees must be submitted in writing and referred to the Superintendent's Office for investigation.
- The President of the BOE, or by an affirmative vote of a majority of BOE members, may from time-to-time seek or allow impromptu remarks from the audience when such remarks are deemed appropriate to the BOE's discussions.
- Accommodations are available to assist parents or guardians with disabilities to attend BOE meetings. Please call the Superintendent's Office at 847-379-0118 to make inquiries.

SECTION 4: District-Wide Operational Policies and Parent or Guardian Right Notification

Non-Discrimination

ZESD 6 ensures equal educational and extracurricular opportunities are offered to students without regard to their sex, race, color, national origin, age, religion, or handicap, as required by Illinois PA 79-597 and Title IX of the 1972 Education Amendments.

Reports of discrimination or inquiries regarding compliance with the Illinois Sex Equity Rules and the Title IX Regulation should be made to the Superintendent's Office by calling 847-872-5455 or addressed in writing to Zion District 6 Superintendent, 2800 29th Street, Zion, Illinois 60099. Procedures for undertaking a discrimination grievance may be obtained from this office.

Sexual Harassment

The BOE will provide a learning environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Anyone who feels he or she is the victim of sexual harassment, or any teacher or administrator who is made aware of an alleged incident of sexual harassment, should take immediate action to resolve the matter by following the course of action provided in the 2:265 Title IX Sexual Harassment Grievance Procedure. Any student who sexually harass other students or staff are in violation of BOE policy.

Asbestos Management Plan

In compliance with the U.S. Environmental Protection Agency's Asbestos Hazard Emergency Response Act, ZESD 6 performed thorough inspections of each of the school buildings for asbestos containing building materials (ACBM) in 1985. The inspections' findings and Asbestos Management Plans have been on file in each school's administrative office since that time.

The U.S. Environmental Protection Agency requires the district re-inspect for ACBM every three years, and hold periodic reviews of the buildings in-between re-inspections. Accredited asbestos inspectors performed these re-inspections and an accredited management planner has reviewed the results, recommending appropriate actions ZESD 6 should take to remove ACBM. According to Federal Law, no asbestos containing building materials have been allowed to be used in the construction or renovation of any school since 1967.

Additionally, since 1985, significant portions of the identified ACBM have been removed by licensed professionals in accordance with the plans approved by the Illinois Environmental Protection Agency and the Illinois Department of Public Health. Please direct additional questions to your school principal.

ZESD 6 has implemented an asbestos response action plan recommended in each building's management plan and we will continue to abate ACBM in the facilities.

A copy of the asbestos management plan is available for review in each school building and in the District Office at 2800 29th Street, Zion, IL between the hours of 8:00 a.m. – 3:30 p.m. Please contact the Buildings and Grounds Department at 847-872-5455.

Pesticide and Herbicide Application Procedures

The District maintains a registry of parents or guardians of students who have requested to receive written notification prior to application of pesticides and herbicides to school grounds. ZESD 6 respects the concern for students who suffer from chemically-induced allergies while also recognizing that many students suffer when weeds are left to grow and multiply. The time of applications will occur during weekends, when students are not in buildings, to allow for a sufficient dissipation period. A notification shall be given at least two business days before applying pesticides or herbicides on ZESD 6 grounds and should identify the intended date of the application. To be notified before the application of herbicides to school grounds, please contact the Director of Building and Grounds at 847-872-5455.

ZESD 6 participates in integrated pest management. The system uses non-toxic methods of eliminating pests, using pesticides on an emergency basis only. To be notified prior to any scheduled insecticide sprayings, should they be necessary, please contact the Director of Building and Grounds at 847-872-5455, and ask to be placed on the notification list.

Teacher Qualifications

Title I funding requires school districts to notify parents and guardians of their right to request professional qualifications of their student's teachers. A school receiving Title I funding is also required to notify parents or guardians if their student has been assigned or been taught for four or more consecutive weeks by a teacher who is not highly qualified.

McKinney Vento Eligible Student's Right to Education

McKinney Vento Eligible: Children who lack a fixed, regular, and adequate nighttime abode are eligible for McKinney Vento services. In general, children or youth living in motels, transitional housing, shelters, street cars, abandoned buildings and other inadequate accommodations may be considered eligible for McKinney Vento Services.

The parent or guardian of a McKinney Vento eligible student has the option of either continuing the student's education in the school of origin for as long as the student remains eligible, or if the student becomes permanently housed, until the end of the academic year during which the housing is acquired, or 2) enrolling the student in any school that non-McKinney Vento eligible students who live in the attendance area in which the student or youth is actually living are eligible to attend. Contact Student Services at 847-872-5455 for questions relating to McKinney Vento eligibility.

Sex Offender Notification Law

Public Act 94-994 requires all public and private schools to notify parents or guardians of their right to access the public Illinois Sex Offender Registry, which is available for free on the Illinois State Police website at isp.illinois.gov/Sor/Disclaimer. Individuals may search by name, zip code or county.

Violent Offender Community Notification

Illinois State law requires that all school districts provide parents or guardians with information about violent offenders against youth. You may find the Illinois Statewide Student Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at isp.illinois.gov/MVOAY.

Medicaid Notice

ZESD 6 is an Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) Medicaid provider through the Illinois State Medicaid Agency and Healthcare and Family Services (HFS). EPSDT is a federal mandate for States to provide early intervention/ prevention services to students from birth through 18 years. The allied health care services are provided by the district's pupil personnel or by allied professionals under contract with ZESD 6. As an EPSDT Medicaid Provider, ZESD 6 is entitled to collect federal Medicaid funds to share in the cost of providing health care services to enrolled students.

Medicaid is a government funded program by the State of Illinois and the federal government. Medicaid coverage has no lifetime cap on benefits and contains no prior-existing condition clauses or limitations. Eligibility to participate in the State of Illinois Medicaid program is based upon a family's income, absence of health insurance, or limited coverage per a private health insurance plan.

ZESD 6 serves as an EPSDT Medicaid Provider, and administrative agent for HFS. ZESD 6 encourages parents or guardians to explore the benefits of Medicaid. Visit the HFS website for more information on Medicaid and its benefits: www2.illinois.gov/hfs/Pages

Please contact the Special Education Department at 847-872-5455 if you have any questions. View the Annual Medicaid Notification: www.zion6.org/medicaid-notification.

Pledge Of Allegiance/Student Pledge

The Pledge of Allegiance and the Student Pledge are recited daily. Students are asked to stand and recite these pledges with the entire class. Students opting not to recite are expected to stand quietly, not drawing unnecessary attention.

Student Records and Privacy

Local, state, and federal educational officials may access student records, for educational and administrative purposes, without parent or guardian consent. Student records shall be released without parent or guardian consent pursuant to a court order or subpoena, in connection with an emergency where the records are needed by law enforcement or medical officials, to meet a threat to the health or safety of the student or other persons.

When reasonably possible, parents or guardians will be notified prior to the release of student records in either situation. All other releases of information require the informed written consent of the parent or guardian or eligible student. In the event a student needs to transfer schools, records will only be forwarded once requested by said future prospective school.

The following is designated as public information and may be released to the general public, unless the parent or guardian presents a written request that any or all such information is not to be released:

- Student's name and address
- Grade level
- Birth date and place
- Parents' or guardians' names and address
- Information on participation in school sponsored activities and athletics
- Period of attendance in the school

Each building prepares and maintains a student listing, which includes the student's name, address, parent's or guardian's name and home phone. This listing is used by school employees for contacting parents or guardians for emergency situations. A parent or guardian must submit a letter in writing if they wish to opt-out of emergency notifications.

A parent, guardian, or student may not be forced, by any person or agency, to release information from their temporary record in order to secure any right, privilege or benefit, including employment, credit, or insurance. Full and complete copies of the laws, rules, and regulations regarding student records are on file with the Superintendent, the records custodian, and the principal of each building.

Student Records

Student records are defined as any writing or other information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche, concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored.

Teen Dating Violence Awareness and Prevention

The Board of Education has adopted a Teen Dating Violence Awareness and Prevention Policy in accordance with Illinois law (105 ILCS 5/27-23.3).

Teen dating violence is defined as physical, sexual, emotional, or psychological abuse in a current or past dating relationship. Such behavior is strictly prohibited on school property, at school-sponsored activities, or through electronic communications that substantially disrupt the school environment.

The District will:

- Provide education regarding healthy relationships.
- Encourage students to report incidents of teen dating violence.
- Respond promptly to reports.
- Provide appropriate support services to students.

The complete Teen Dating Violence Awareness and Prevention Policy is available on the District website within the Student Services Department.

Students who believe they are victims of teen dating violence, or who witness such behavior, should immediately report the matter to a teacher, counselor, building principal, or other school administrator.

Parents/guardians with concerns should contact the school administration or Student Services at 847-379-0106.

Sex Education Instruction

The Illinois School Code requires school districts to provide instruction in Family Life and the prevention, transmission and spread of AIDS in grades 6-8. Pursuant to Section 3 of the Comprehensive Health Education Act, "No pupil shall be required to take or participate in any class or course on AIDS instruction or Family Life if the pupil's parent or guardian submits written objection thereto."

Erin's Law Instruction

In accordance with Illinois Erin's Law, Article 27 - 13.2 of the Illinois School Code, ZESD 6 will provide instruction during the course of the school year to all Kindergarten through 8th grade students in recognizing and avoiding sexual abuse. The District provides age-appropriate instruction to students on personal body safety, recognizing unsafe situations, and how to seek help from a trusted adult.

Additional information about the District's Erin's Law instruction, including presentation details and instructional materials, is available on the District website at www.zion6.org/district/departments/health/erins-law. Families will receive advance notification prior

to instruction and have the right to review materials and opt their child out of participation. Any parent or guardian wishing to exclude their student from such instruction must submit a written objection to the building principal.

For questions, please contact your child's school office.

Suicide and Depression Awareness Prevention

According to Article 27 - 13.2 of the Illinois School Code, ZESD 6 will provide youth suicide awareness and prevention education annually to all 7th and 8th grade students and staff consistent with the requirements of Ann Marie's Law. According to 105 ILCS 5/34-18.7 of the Illinois School Code, ZESD 6 will provide training, at least every 2 years, to all school personnel and administrators who work with pupils in Kindergarten-8th grade in the identification of mental illness warning signs, suicidal behavior in youth, and various intervention techniques.

Crisis Support Resources:

Suicide Hotline: 988

Crisis Text Hotline: Text HOME to 741741

Safe2Help Hotline

Dial: 844-4-SAFEIL (723345)

Text: SAFE2 (72332)

Email: HELP@Safe2helpil.com

Accommodating Individuals With Disabilities

Pursuant to BOE policy 8:70 Accommodating Individuals with Disabilities, individuals with disabilities shall be provided an opportunity to fully participate in school-related programs, parent or guardian-teacher conferences and school BOE meetings.

Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of student abuse or neglect to the Illinois Department of Student and Family Services.

Animals on School Property

Animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability.

This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Private notes or working notes are defined as data collected for the sole use of the collector, which is destroyed by the collector at the conclusion of its use. Private notes or working notes become a part of student records if and when they are shared or made available to another person. All student records shall be factual and non-judgmental in nature and maintained in compliance with the state and federal guidelines. There are two types of information maintained, permanent records and temporary records.

Permanent Records

The student permanent record consists of basic identifying information, academic transcript, attendance records, accident reports, health records, record of release of permanent information, and other basic information. Permanent records will be kept by the school permanently.

Temporary Records

The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, disciplinary information, and reports of pupil personnel services.

Temporary records will be destroyed by the following schedule:

- Withdrawn or transferred student temporary records will be destroyed five years following June 30th of the year in which the student withdrew or transferred.
- Temporary records of special education students will be kept on file for a period of five years following the date the student officially left the District.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), affords parents or guardians and students over age 18 ("eligible students") certain rights with respect to the student's education records.

The parent or guardian or legal guardian has the right to:

- Inspect and copy any and all information contained in the student record during an appointment with the principal. This will insure that an appropriately trained professional, capable of accurate interpretation of the data, is available. If copies are desired, there may be a small charge, not to exceed 25 cents per page. This fee will be waived for those unable to afford such costs.
- Challenge the contents of the records by notifying the principal or records custodian of an objection to any entry, exclusive of grades, in the school student record on the basis of accuracy, relevance and/or proprietary. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will then be scheduled and conducted

by an impartial hearing officer. Detailed instructions concerning formal hearing procedures and right to appeal will be provided.

- Receive copies of records proposed for destruction. Upon graduation, transfer or permanent withdrawal from our District, temporary records, including special education files, will be destroyed after a lapse of five years.
- Copies of psychological evaluations, special education files, pupil personnel reports and other temporary information will be transferred, upon request, to the custody of the parent or guardian or eligible student upon a student's withdrawal from our District. After the five-year maintenance period, the complete special education file will be destroyed unless the parent or guardian or eligible student requests transfer of the record custody to them.
- Inspect and challenge information proposed to be transferred to another school in the event of a move to another school District.

All eighth-grade student records will be forwarded to Zion-Benton Township District 126, one week following promotion. If the parent or guardian challenges the content of the records, the contested records will not be released to the new school district until after the hearing procedures specified in the state and federal regulations have been completed.

Code of Ethics

Zion Elementary School District 6 complies with the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education (ISBE) as reflected in Policy 5:120 Employee Ethics: Code of Professional Conduct; and Conflict of Interest. The Illinois Educator Code of Ethics is available for public viewing on our district website, located under the Human Resources section at <https://www.zion6.org/district/departments/human-resources>.

SECTION 5: Student Registration, Transfers and Withdrawal

All students are required to complete registration each year. To begin the registration process residency documents will be required. Documentation requirements can be located at: www.zion6.org/residency.

Verification of Residency

The BOE has directed the administration to request verification of residence for PreK - 8 students at the time of registration for all returning and new students to the district. In an effort to improve and expedite the process for registering families, while also safeguarding our taxpayers from being burdened with the education

of students who do not reside within our district boundaries, the district may utilize a third party organization to assist in verification of student residency.

A person who enrolls or attempts to enroll in this school district on a tuition-free basis a student known by that person to be a non-resident of the District is guilty of a Class C misdemeanor, except as defined by State law (105 ILCS 5/10-20, 12b(e)). If a student is determined to be a non-resident of a District for whom tuition must be charged, the person(s) enrolling the student are liable for non-resident tuition from the date the student began attending a ZESD 6 school.

Returning Student Registration

Proof of residency is required for all returning students. Once residency verification has been completed, returning students will be provided a registration Snapcode, via email or paper copy, to complete their online registration. Students that have been placed in an out-of-district public or private setting must complete the registration process yearly.

New Student Registration

All students who are new to ZESD 6 must show proof of residency and a birth certificate at the time of registration.

Transfer Students from Another Illinois Public School

Students transferring from another Illinois public school are required to meet all registration requirements stated in the previous sections.

In addition, they must present an Illinois Student Transfer Form at the time of enrollment which can be obtained from your student's previous school office. Illinois public school students cannot be enrolled without their Illinois State Student Transfer Form. Please visit the Health Services section of this handbook on required health records needed for enrollment.

Students seeking to transfer who were not in good standing upon leaving their prior school district shall not be permitted to attend class at ZESD 6 until the transferring student has served the entire period of the suspension or expulsion that was imposed by the school from which the student is transferring.

At the time of registration, the enrolling school will have the parent or guardian sign a release of records giving permission for the student's previous school to send all permanent and temporary records which include all special education, health and discipline records.

Incoming Students From An Out-Of-State Public School

All students transferring into ZESD 6 must present a birth certificate and proof of physical examination and immunization as required by the State of Illinois along with proof of residency. For more information on specific immunization and required exams per grade level please visit the Health Services section of this handbook.

Middle of the Year In-District Transfers

ZESD 6 students are required to attend the school associated with their residential address as determined by school, not district, boundaries. Students who move outside of the boundaries of the school where they first registered in a given school year may remain at that school to finish out the school year provided that parents or guardians provide updated out-of-district address and transportation, and the students remain in good standing.

If a student fails to meet these requirements, they must transfer to the designated school associated with their residential address. At the end of the school year, all students who have moved must transfer to their new home school.

PreK

Any parent or guardian wishing to determine their student's eligibility for the PreK program must provide residency documentation prior to scheduling a PreK screening appointment. PreK screenings are scheduled throughout the school year. Placement is based upon highest need and determined through a screening process.

Visit our website at <https://www.zion6.org/registration> for PreK enrollment processes or call the Registrar's office at 847-872-5455 for more information or to set up an appointment.

Kindergarten

Illinois state law requires prospective students to be 5 years old, on or before, September 1 of that same year in order to begin attending Kindergarten. Students who turn 5 years old after September 1 must wait until the following school year to begin kindergarten. Additional information regarding early entrance to Kindergarten can be found on the Academic Enrichment page: www.zion6.org/academic-enrichment.

Withdrawals From School

If a ZESD 6 student should need to transfer to a different school district, the parent or guardian must notify their school office in advance. Students are required to return all ZESD 6 supplied textbooks, technology devices (if applicable), and empty their desks on the last day. An attendance report, current report

card, and the Illinois Student Transfer Form, if needed, will be provided to submit to the new school. Parents or guardians can also request a copy of their student's current IEP and case study or 504 plans to submit to the new school, if applicable. All permanent and temporary records including special education, health, and disciplinary records will be transferred upon receipt of a signed records release from the new school.

Advanced Placement/Early Entrance

Please visit the Academic Enrichment page: www.zion6.org/academic-enrichment

SECTION 6: Student Fees and Meal Costs

Fees, Fines and Charges; Waiver of Student Fees

Registration fees are determined annually and approved by the ZESD 6 Board of Education (BOE). Each year, the ZESD 6 BOE also determines which fees will be waived for all students. Fees that are not universally waived shall follow the district's established fee waiver guidelines. Regardless of waived fees, students remain responsible for charges and fines for lost or damaged books, locks, materials, supplies, equipment, and technology. See Board Policy 4:140.

Additional details relating to fees, fines, and charges along with waiver application resources can be located on our district website at <https://www.zion6.org/district/departments/business/fees-fines-and-charges>.

Our district does not permit discrimination, punishment, or penalization of any student due to an unpaid balance on a school account or because a parent or guardian is unable to pay required fines or fees related to lost school property.

Food Service Program

Zion Elementary School District 6 provides a *School Breakfast Program* and *National School Lunch Program* for all enrolled students. A monthly breakfast and lunch menu is available to students and can be accessed through the school's website under Resources.

Technology Device Liability

A student's account may be charged due to malicious damage.

- The district reserves the right to charge for the entire replacement cost if the device is maliciously damaged.
- The cost of a device replacement, charger or case will be added to a student's fees account.
- Detailed repair costs can be reviewed in Appendix B, Section 5 within the handbook.

SECTION 7: Transportation and Parking

Bus Transportation Eligibility

Bus transportation will be provided for all PreK - 8 students who live more than 3 blocks (0.3 miles) from their school as measured by the shortest route. Bus stops will be placed for students to walk no further than 3 blocks (0.3 miles) from their residence. Special education students whose programming outlined in their IEP is held outside their home school, or whose IEP team deems transportation necessary to access their individualized programming are also eligible for transportation. Parents have the option to opt out of transportation.

Students may ride ONLY the bus to which they have been assigned. Students may not ride the bus to a friend's house. Buses drivers are only authorized to transport students who are assigned to their specific route.

School bus riders, while in transit, are under the jurisdiction of the school bus driver. Students must obey the driver and ridership rules. The driver has the right to assign pupils to certain seats if necessary, to promote order on the bus. Proper behavior on buses is essential for the safety of all students. Violation of the rules of conduct on buses may result in suspension of bus riding privileges. Parents or guardians will be notified by note or a phone call if a student is reported for misbehavior on the bus.

For additional bus transportation information and eligibility, please call the transportation specialist at 847-872-5455 or email transportation@zion6.org.

Instructions to School Bus Riders

- Be on time at the designated school bus stop to help keep the bus on schedule.
- Respect the rights of property owners.
- Stay off the road while waiting for the bus.
- Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
- Do not leave your seat while the bus is in motion.
- Be alert to a danger signal from the driver.
- Remain in the bus in the event of a road emergency or until instructions are given by the driver.
- Keep hands and head inside the bus at all times.
- Do not throw anything out of the bus windows.
- Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident.
- Be quiet when approaching a railroad crossing stop.
- Never tamper with the bus or any of its equipment.
- Assist in keeping the bus safe and sanitary at all times.
- No eating is allowed on the bus.
- No animals on the bus.

- Keep books, packages, coats, and all other objects out of the aisles.
- Be courteous to fellow pupils and the bus driver, and help look after the safety and comfort of small students.
- Do not ask the driver to stop at places other than a predesignated bus stop. Drivers are not permitted to make unscheduled stops unless directed to do so by a school official.
- Other school rules of conduct apply to the bus including cell phone usage.
- Observe safety precautions at discharge points. If it is necessary to cross the street, proceed to a point at least 10-feet in front of the bus, on the right shoulder of the street, where traffic may be observed in both directions, then wait for a signal from the bus driver permitting you to cross.
- Observe the same rules and regulations on other trips under school sponsorship just as you observe rules and regulations as you travel between home and school. Respect the wishes of any chaperon appointed by the school.
- Students will not be permitted to ride a bus other than their assigned bus.
- All school rules of conduct apply to the bus.

Bicycle Safety

Students are permitted to ride their bicycles to school. For safety purposes, ZESD 6 encourages students to wait until third grade to bike to school. The decision about a student's readiness to ride a bike to school is ultimately up to parents and guardians. Students who choose to ride their bikes should chain and lock the bike to the designated bike rack located at each school. Students riding bicycles to school are expected to follow Bicycle Safety rules and the State of Illinois "Rules of the Road." At no time during the day may students go to the bicycle rack without permission from the office. For safety and security reasons, roller skates, roller blades, skateboards, and "heelys" are not permitted at any ZESD 6 schools.

Parking, Pick-Up and Drop Off

Parents, guardians, and other caretakers of ZESD 6 students are required to observe the parking restrictions, drop-off/pick-up procedures, and vehicle guidelines at each school. Students are never to be dropped off in a manner that requires them to exit a car toward the street, or cross a street unless using a designated crosswalk.

SECTION 8: Student Attendance

Illinois law requires the students between six (by September 1st) and seventeen years of age must attend school in the district in which the legal custodial parent or guardian resides, during the entire time school is in session, unless the student has already graduated from high school. Illinois law requires the legal custodial parent or guardian of an enrolled student shall assure that the student attends school during the entire time school is in session regardless of the student's age.

In order for students to learn, they must arrive at school on time and have good attendance; thus, Zion Elementary School District 6 takes attendance very seriously. Students may arrive to school 10 minutes before the school day begins. Students will be permitted to enter into the building earlier on days with inclement weather.

Student Absence

It is the responsibility of the parent or guardian to notify the school and health office in the event their student must be absent from school.

- Parents or guardians must notify their student's school office of an absence within 30 minutes of the start of the school day. Messages may be left on the school voicemail 24-hours a day. In the event a school is not notified of an absence within the first 30 minutes of the school day, the office will attempt to call home. If a parent or guardian cannot be reached at their main number provided, emergency contacts provided will be called.
- When calling-in a student absence, please provide the following information:
 - A. Student's first and last name
 - B. Name of the person calling
 - C. Reason for the absence
 - D. A phone number where you can be reached on the day of the absence
- Parents or guardians may be asked to provide documentation of medical professional appointments to the school health office. In the event of frequent absences, totaling or accumulating more than 5% of attendance days, the school may request to speak to the student's doctor to obtain further information regarding the student's absences.
- If your student has a contagious disease or other serious condition, please notify your student's school immediately. Certain diagnosed diseases or illnesses require the school send a letter to parents and guardians. The sooner parents or guardians notify staff of a contagious disease or condition, the sooner we can notify other parents and help reduce the spread of illness.
- In the event a student has a prolonged illness or is expected to be out of school for a prolonged medical period of time (two-weeks or more, concurrent, or intermittent), the student may be eligible for

homebound tutoring. Parents or guardians are required to submit a written, medically homebound, request that is signed by the student's physician. The process may be initiated by contacting the school nurse. Final approval of any homebound instruction must come from the Director of Student Services.

- Removing students from school for vacation is discouraged. Please notify your student's principal as soon as possible so that proper plans for keeping up with school work can be arranged.

Tardiness

Students are expected to be on time to school every day to avoid undue interruptions to the educational environment and the student's progress. A student will be marked tardy if they arrive after the bell. Students who are tardy to school due to a medical appointment should bring documentation from the doctor's office to ensure the tardy is excused. Chronic tardiness will result in a referral to the Attendance and Truancy Division of the Regional Office of Education. Arriving to school on time sets students up for success by ensuring they don't miss important learning and start the day ready to focus. Tardiness can disrupt their routine and impact academic progress.

Truancy

Students are considered truant if they are absent from school without just cause. Under the Illinois Every Student Succeeds Act only students "for whom a documented homebound or hospital record is on file during the student's absence from school" will count as an excused absence. Illinois School code defines students as chronic or habitual truants if they are marked as absent for more than 9 school days.

In the event a student is chronically truant, a parent or guardian will be invited to meet with their student's educational team to discuss barriers to the student's school attendance and discuss additional supports available to help improve attendance. In extreme cases, parents or guardians will be referred to the Zion Police Department and may be subject to tickets and fines if they do not ensure their student attends school on a regular basis.

Student Pick-Up

A parent or guardian should notify the school office in writing, or by phone, 15 minutes prior to end of the school day or time picking up their student. All ZESD 6 students must be signed-out in the school office, by an authorized adult, in order to leave school grounds before the official school day has ended.

An authorized adult is any person identified in PowerSchool as a parent or guardian, or emergency contact. The building principal or designee shall verify the identity of the person seeking the early release of

the student. If the principal or his designee are not satisfied with the identification provided by the person seeking an early release of a student, the release may be refused. If your student is under a formal custody, or parent or guardian agreement, please provide a copy of the agreement to the building principal. Without that agreement on file in the school office, we must allow either natural parent listed on the student's birth certificate to have access to the student.

Make-Up Work

Arrangements must be made with the classroom teacher(s) to obtain homework assignments for excused absences. Parents, guardians, and students are responsible for making arrangements with teachers to reschedule missed tests, quizzes, or homework assignments. Students are expected to complete, and submit, all missed assignments within a time equal to the number of days missed. Parents or guardians may call and request homework for their student after their 2nd day of absence. Requests that are made prior to 9:00 a.m. may be picked up at the conclusion of the school day. Requests made after 9:00 a.m. will be processed the following school day. Students will have the same amount of days marked absent to complete and turn in assignments for full credit.

SECTION 9: Student Health Services

Immunization, Health, Eye and Dental Examination Requirements

The State of Illinois School Health Law requires each student have a complete physical examination, including specific mandated immunizations upon entering PreK, Kindergarten and sixth grade. Sports physicals must be renewed every calendar year for participating students. The physical exam form is 2-sided (both sides must be completed) and requires 3 signatures. The signatures are:

- Immunization portion signed by health care provider.
- Health history portion signed by parent or guardian.
- Physical exam portion signed by physician, physician's assistant, or nurse practitioner.

Illinois State Code Health Law, Section 27-8.1, requires all students in Kindergarten, second, and sixth grades to present proof of having an oral examination by a licensed dentist. An eye exam is required for all students entering public school for the first time, Kindergarten students, and all students transferring from out-of-state or outside the U.S. Please visit the Illinois Department of Public Health (IDPH) website for immunization requirements at dph.illinois.gov/topics-services/prevention-wellness/immunization.

Physical exams, vision exams, and immunization records are due by October 15th each school year. Dental exams

are due on May 15th of each school year. Electronic forms are available for download and completion on our district website at: www.zion6.org/health-forms.

If required health records are not submitted by October 15th, the student may be excluded from all school programs until the Health Office has received the required forms. Please contact Student Services at 847-8723-5455 for additional questions regarding health exams and immunizations.

New students enrolling from in- or out-of-state: An out-of-state or out-of-country transfer student must present a health examination that was completed within one year prior to entry into an Illinois school on a comparable health form. All other transfer students will be expected to produce evidence that they have met these requirements at their previous school or they will be required to do so within 30-days upon entry into ZESD 6.

Prekindergarten/early childhood: A physical examination, for new students, which must include Lead Screening results and a record of all immunizations including the required Hepatitis B vaccine.

Kindergarten: A physical examination report must include Diabetic Screening, BMI, Lead screening, and a record of all immunizations. Immunization records must show proof of having two (2) doses of measles, mumps, and rubella, two (2) doses of varicella (chicken pox vaccine), and a booster dose of IPV (polio) and four (4) or more doses of DTaP. A dental examination and eye examination are also required.

Second-grade: A dental examination is required.

Sixth-grade: A physical examination including a record of all immunizations including one (1) dose of TDap, and one (1) dose of meningococcal vaccine, Diabetic Screening, BMI, as well as a dental examination are required. Physical examination forms are available at each school building.

Religious Exemption

A parent or guardian of a student may object to immunizations on religious grounds. If a religious objection is made, the Illinois religious exemption form must be completed and signed by the parent or guardian and the health care provider. Such forms are located under the registration portal of our district website and can be downloaded from our Health Forms page and submit to your school's health team member.

Medical Exemption

A medical objection to an immunization must be:

- Made by a licensed physician, advanced practice nurse, or a physician's assistant indicating the medical basis for the objection.
- Endorsed and signed by the physician on the certificate of health form and placed in the student's permanent record.

Should the medical condition of the student later indicate that immunization is no longer contraindicated to the health of the student, the immunizations requirements will then have to be met.

Vision and Hearing Screenings

Vision screening will be done at school, as mandated, for the following students: PreK, Kindergarten, second, and eighth graders, all special education students, transfer students (starting after the beginning of the school year), and teacher, parent, guardian referrals throughout the year. Vision screening is not a substitute for a complete eye exam. Students with a current eye exam on file will not participate in the vision screening.

Hearing screening will be done, as mandated for students, in grades kindergarten, first, second, and third, all special education students, transfer students, and upon teacher, parent, or guardian referrals throughout the year.

Student Illness

Our schools have a school nurse to assist with all health-related issues during school hours. Each building houses a health office that is well-equipped to take care of minor illnesses and injuries. In case of emergency, and in situations when a parent or guardian cannot be reached, emergency responders will be called. In order to facilitate communication, parent or guardians must notify the school with any changes of name, address, phone numbers, and emergency information to keep student records up-to-date.

Students who are attending school should feel well enough to participate fully in the activities of the school day including physical education and outdoor recess. If a student is not well enough to participate, has a temperature of 100.4 degrees or higher, or is vomiting, a parent or guardian will be contacted to pick-up their student from school. A student must have a normal temperature without medication for 24-hours before returning to school. A student must wait 24-hours without vomiting before they can return to school. After 3 consecutive absences, a doctor's note is requested.

Communicable Diseases

ZESD 6 will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- Parents or guardians are required to notify the school nurse if they suspect their student has a communicable disease such as measles, German measles, chickenpox, whooping cough, scarlet fever, diphtheria, pneumonia, poliomyelitis, ringworm, impetigo, conjunctivitis, meningitis, mumps, influenza, or COVID-19.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
- The school will provide oral/written information to the parent or guardian regarding treatment or recommended follow-up.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian provides a signed letter from a doctor student is no longer contagious or at-risk of spreading the communicable disease.

Head Lice

ZESD 6 will observe recommendations from the American Academy of Pediatrics.

- If your student has head lice, please notify the school nurse.
- If a student is at school and found to have head lice, they may remain at school for the remainder of the day.
- The school will provide written instructions to the parent or guardian regarding the appropriate treatment of head lice.
- After treatment, your student will be required to check in with the nurse to ensure all live lice have been treated prior to returning to class.
- If the student is not cleared, they will be sent home for further treatment.

Student Medication

It is the belief of the BOE that medication should be administered at home whenever possible. The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his or her education. In order to dispense prescription or over-the-counter medication, ZESD 6 requires a written letter from the parent or guardian, as well as the student's physician, indicating the school nurse is permitted to administer medication to the student.

If the student needs to take medication during the day, the parent or guardian must bring the medication to the nurse in the original container with the original label attached. Medication cannot be transported to or from school by a student. All medications dispensed at school will be kept in a safe location. Medication must be

administered in the nurse's office and it is the responsibility of the student to come to the nurse's office at the scheduled time.

If a student has asthma or a life-threatening allergy that requires carrying an inhaler or epinephrine auto-injector (epi-pen) on his/her person for self-administration as needed, a separate self-administration of medication form and an asthma/allergy action plan must also be signed and on file in the health office. A parent or guardian must sign a liability waiver for epi-pen administration.

Schools will notify parent or guardian after the administration of any epi-pen and will notify the prescribing doctor within 24 hours after the administration of any undesignated epi-pen. The student's parent or guardian shall remove any unused medication from the school at the end of therapy or the end of the school year. If the parent or guardian fails to remove the unused medication, the school nurse will appropriately dispose of medication in the presence of a witness. Please contact the school nurse if there are changes in your student's medical status, or emergency contact person during the school year.

Undesignated Medication

ZESD 6 maintains a supply of undesignated medication prescribed to the District and may be administered according to State law. A school nurse or trained personnel may administer/use in the event of a medical emergency wherein a student, visitor, or staff person is experiencing a severe reaction, distress, or overdose. Undesignated medications will be administered in such appropriate circumstances. If a parent or guardian does not want their student to receive an undesignated medication in emergencies, please submit a written request to the school that your child shall not be administered undesignated medications under any circumstances.

Care Plans of Students with Chronic or Serious Medical Conditions

A Medical Care Plan must be created if your student has a medical condition that requires assistance with managing this condition while at school and school functions. Parent or guardians are responsible for and must:

- Notify the school nurse immediately of the medical condition and possible implications for the student while at school.
- Obtain required forms from the school nurse to be completed by a physician and submit forms to the school once completed.

- Inform the school nurse in a timely manner of any change which needs to be made to the care plan.
- Inform the school nurse in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Provide all necessary medical equipment required to implement the care plan at school.

Anaphylaxis Prevention, Response, and Management Program

Attendance at school may increase a student's exposure to allergens that could trigger an anaphylactic reaction. Students who are at risk for anaphylaxis are supported by a Board of Education policy (7:285) that ensures a coordinated and planned response in the event of an emergency.

Anaphylaxis is a severe and potentially life-threatening allergic reaction that occurs rapidly after exposure to an allergen. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. Severe reactions typically occur within minutes, and in rare cases, can result in death. However, symptoms may also develop one to two hours after exposure.

While the District cannot completely eliminate the risk of exposure during the school day, it is committed to reducing risk through a comprehensive Anaphylaxis Prevention, Response, and Management Program. This program relies on collaboration among families, students, staff members, health care providers, emergency medical services, and the broader community to provide appropriate accommodations and ensure prompt, effective treatment in the event of an anaphylactic reaction.

If your child's allergies put them at risk for anaphylaxis and/or an asthmatic attack, please provide appropriate documentation on an annual basis, such as:

- An Individual Health Care Plan or Emergency Action Plan that includes written instructions from the student's health care provider for handling anaphylaxis.
- A completed Asthma Action Plan signed by your child's healthcare provider.
- A completed medication authorization form and any prescribed rescue medication needed during school or school activities.

These forms help staff respond quickly and appropriately if your child experiences a potential life-threatening allergic reaction. Please submit completed forms to the school nurse or main office. If your child's care needs change during the school year, please provide updated documentation. If you need assistance obtaining or completing forms, please contact the Student Services

Department at 847-872-5455. Students with severe allergies that meet the definition of a disability may require the development of a 504 Plan.

Student Accident Insurance

ZESD 6 carries limited insurance for accidents occurring during the school day or during school related activities. Information can be obtained from the Student Services Department at 847-872-5455.

SECTION 10: Parent or Guardian Participation and School Volunteers

Parent or Guardian Participation

As partners in the educational process, parents or guardians and other caregivers play a vital role. They are the student's first teacher and need to continue in that role as the student progresses through school. School programs may include such components as parent or guardian education, volunteer opportunities, home-school communication, mentoring, tutoring, parent- or guardian-student activities, and assistance in accessing resources in the community.

Parents or guardians can take an active role in supporting the school's efforts to maintain a positive school climate in the following ways:

- Engage in volunteer opportunities as possible.
- Support the implementation of PBIS.
- Be familiar with and review the school's behavior expectations and code of conduct.
- Reinforce positive behavior and acknowledge their student for demonstrating appropriate expectations.
- Cooperate with the school as a collaborative partner to address student's needs.
- Send student to school regularly, on time, and prepared to learn-with pencils, homework, and appropriate dress.
- Partner with school in correcting student's behavior when requested by teacher or building principal.

School Volunteers

ZESD 6 embraces the value of school volunteers. A school volunteer helps to expand and enrich the students' learning experiences by working under the direction of teachers and school staff. We are looking for volunteers who have a genuine interest in students, a professional commitment to your volunteer activity, regular attendance, a cooperative attitude, and flexibility. Those who are looking to volunteer in a school on a consistent basis are subject to a background check. Volunteer information can be located on our District website: www.zion6.org/volunteers.

Section 11: School Safety

School Visitors

The BOE and staff welcome and encourage parent or guardians and interested persons to visit the schools. For the safety of everyone, all exterior building doors are locked at all times. Entry to the building can only be gained through the main entrance of the district office and each school building. School BOE Policy requires visitors to check in at the school office upon entering the building. Visitors will enter their information in our kiosk located at each school to check-in prior to entry to the building. A photo ID can be used to expedite the school check-in process. Visitor badges are distributed at the time of check-in.

No outside doors are to be propped open at any time that would allow people to enter the building without permission. Parent or guardians are reminded that when visiting their student's classroom that teachers will not be able to discuss individual student progress and achievement. Please schedule an appointment with your student's teacher for an individual conference.

Safety Drills

Illinois School Safety Drill Act requires all schools in Illinois to conduct periodic safety drills throughout the school year. All students and staff are to follow instructions provided in the District's Emergency Preparedness Guide located in all classroom.

Fire Drill: State law requires several drills to be scheduled during the school year. Each school building must participate in three drills, one of which must include a fire official. A fire drill is a quick and orderly evacuation of the building in the event of an emergency. Everyone will exit the school immediately and meet in the designated areas. Emergency vehicles may be present during drills.

Shelter-in-Place Severe Weather Drill: State law requires at least one tornado drill be scheduled during the school year. During a tornado drill, students will move to a designated area of the building and will remain in the specified areas until directed otherwise by school administration.

Lockdown Drills: State law requires that a series of drills be conducted during the school year. During a soft lockdown, students prepared for what to do when a threat is outside the building. During a hard lockdown drill, students are prepared to move to a designated area of the building and will remain in the specified area until directed otherwise by school administration. Per the Illinois School Safety Drill Act all schools must conduct, no later than 90-days after the first day of each school year, a law enforcement drill that addresses an active threat within a school building. Information regarding this type of drill will be communicated to families prior

to the event. All students need to follow the direction of the supervising adult. A law enforcement official will be present during at least one of the lockdown drills.

Bus Evacuation Drill: State law requires this drill to be scheduled once each year at all ZDES 6 school buildings. During the bus evacuation drill, students practice exiting the bus safely during a simulated bus emergency.

Law Enforcement Drill: Information will not be provided to parents about specific time or day before the drill. Parents will be notified by the school a drill will take place 5 days prior and shortly after the drill has taken place.

School Emergencies

In addition to practice drills, schools may at times be asked by law enforcement to place schools in a soft lockdown or hard lockdown to protect the safety of our students and staff.

Whenever there is a situation where a school is placed in lockdown, parents or guardians will be notified through a phone blast and on the district website. During an emergency lockdown situation, we request parents and guardians please refrain from calling their student's school in order for ZESD 6 staff to effectively communicate with emergency responders. During both a soft and hard lockdown situation, no one is allowed to enter or leave the building for any reason until the emergency lockdown is lifted. Students will not be released to parent or guardians until the lockdown has been lifted by the proper authorities. ZESD 6 will make every effort to communicate information with parents as reasonably possible. Additional communication will be provided at the conclusion of the lockdown.

Soft Lockdown: A soft lockdown is primarily used when conditions exist outside of the school building that may potentially present a threat to the safety of the students and staff. During a soft lockdown, students and staff can continue normal classroom activities within the school building; however, no one will be allowed to enter or exit the building.

Hard Lockdown: A hard lockdown is used when a serious/volatile situation exists in the school's that could jeopardize the physical safety of the students and staff. During a hard lockdown, staff members will ignore all bells, phones, and fire alarms unless they receive verbal instructions from local emergency responders or the conditions (fire, structural damage, etc.) warrant the evacuation of the area. Students and staff are prohibited to move about the building; they will remain in the location with classroom doors locked and secured. Additionally, no one will be allowed to enter or leave the building until the hard lockdown has ended.

Emergency Closing Information

In case of a closure due to weather, parents or guardians will be notified as early as possible for planning purposes. School closing information will be given to local radio and television stations via www.emergencyclosingcenter.com. Parents or guardians will also be notified through a district-wide phone, email, and SMS/text message, as well as on the district website, mobile app, and ZESD 6 social media outlets. It is important parents or guardians keep their contact information updated with the school office.

SECTION 12: Curriculum, Programming and Student Progress

Core Curriculum

ZESD 6 embraces the Illinois Learning Standards as an opportunity to strengthen our curriculum. These standards, "provide a consistent, clear understanding of what students are expected to learn, so teachers, parents, or guardians know what they need to do to help them." The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills our young people need for success in college and careers. The curriculum of Zion Elementary School District 6 is research-based and undergoes continuous evaluation and revision, ensuring that it represents the very best thinking in education today.

Textbooks/Curriculum Resources

Students' textbooks/curriculum resources will be issued during the first week of school. Students must take care of their district-issued resources and bring them to class on a daily basis.

Field Trips

Field trips and school-sponsored off-campus excursions are designed to support district-adopted curriculum. Students participate only with the permission of their parent or guardian. When a trip is being planned, permission slips will be sent home for parents to sign and return to the school. All field trips or off-campus excursions include chaperones. Parents or guardians may be asked to assist the teacher as chaperones. School administration may place a restriction upon a student's participation in an out-of-school activity when, in their judgment, it is not in the best interest of the student to participate.

Summer School

ZESD 6 believes that summer school programming should focus on building skills from the current school year and into the next in order to maximize a student's ability to advance in learning. Summer school programming is subject to change year-to-year based on identified district-wide needs.

Student Assessment

ZESD 6 is committed to providing challenging and enriching experiences for all students. By doing so, we enable students to recognize, develop and utilize their individual talents and abilities to their maximum potential. Local assessments are developed to evaluate curriculum and provide student progress information. ZESD 6 participates in state-mandated testing prescribed by the Illinois State BOE.

Parents or guardians may not "opt-out" of their student's participation in state testing exams, however, a student may refuse to take a required state exam at time of test administration. Testing dates are listed on the ZESD 6 website.

Reporting on Student Progress

Homework: Completion and submission of homework when expected helps students practice skills and concepts, and learn time management and responsibility. While parent or guardian assistance is acceptable if needed, students are encouraged to complete homework independently. If you have concerns regarding the nature of your student's homework please speak directly to the teacher.

If a student experiences difficulty with homework there are several options to consider:

- Contact the teacher to request additional assistance.
- Visit the your student's MyPowerHub to view progress reports, report cards, and assignment status.
- Speak with a teacher, building administrator, or Teaching & Learning Department to obtain a list of private tutors (parent or guardians are responsible for the expenses incurred with private tutoring).

Grading System

ZESD 6 utilizes a standards-based, mastery grading system at the K-5 grade levels. The purpose of our grading system is to identify student mastery toward specific grade-level learning standards. These standards are categorized by domains. District report cards and progress reports aim to communicate student progress in mastering these learning standards through numerical indicators by domain.

Report cards provide detailed information about how your child is doing in each subject. You will see whether students need extra assistance in certain areas or when they need to be challenged even more. By using these clearly defined standards and domains, teachers and families can work together to ensure that students succeed.

To learn more about grading practices for K-2, 3-5, and 6-8 grade levels, visit our grading guidelines located on our website under Academic or www.zion6.org/grading

Academic Performance / Level for Proficiency	Standards Grading Indicators
[Extend] Demonstrates skill/concept development that exceeds the current grade level standards through application	4
[Master] Demonstrates skill/concept development that meets the current grade level standards	3
[Develop] Demonstrates skill/concept development approaching the current grade level standards	2
[Begin] Demonstrates skill/concept development significantly below the grade level standards	1
The student has not met the minimum requirements and/or insufficient data is available to assess	NA

Report Cards (PreK-8)

PreK: Parents receive a family conference form four times per year, which provides a customized summary of a child's strengths and opportunities for development.

K-8: The school year is divided into four grading periods. Students receive a report card at the end of each quarter.

Parent or Guardian-Teacher Conferences

Two parent- or guardian-teacher conferences are scheduled during the first and third grading periods. These conferences give parents or guardians an overall picture of student needs, progress, and problems. Parents or guardians with concerns or questions about academic performance may request a conference with teachers and/or administrators by calling the school at any time in the school year.

Promotion/Retention Policy

The success and education of each student is of the utmost priority for ZESD 6. Each student is regarded as an individual with his or her own unique circumstances. Therefore, retention should be considered as the last option for helping a student. The school intervention team will consider retention after all appropriate interventions have been attempted.

Teachers, support staff, administrators, and parents or guardians will work together to develop an action plan and assess the progress of students at risk of retention by January 1st of that school year.

Following implementation of the action plan, teams will reconvene with families no later than April 30th to review the student's progress and make a final recommendation for promotion or retention. Final decisions regarding retention are made by the superintendent or their designee.

Multi-Tiered System of Support

ZESD 6 uses a Multi-tiered System of Supports (MTSS) to meet the needs of all ZESD 6 students. The MTSS framework is a 3-tiered system integrating both the Response to Intervention (RTI) and Positive Behavioral Interventions and Supports (PBIS) programs.

Each building consists of cross-functional teams that plans for, monitors, and evaluates both the academic and behavioral needs of students. Together the teachers and support staff collaborate to analyze student data and make action plans to promote increased student achievement and behavioral success for students at varying intensities based on student need. Student action plans associated with the tiered system are progress-monitored frequently for effectiveness and amended as needed. Those who do not respond to this type of programming may be recommended for further evaluation for possible special education eligibility. Additional questions about MTSS should be directed to the building principal.

Multilingual Learner (ML) Programming

The Multilanguage Learners Department makes education accessible to students through the Transitional Bilingual Education Program and Transitional Program of Instruction, providing an engaging and nurturing environment, which promotes success in English language acquisition and high expectations for students' academic achievement. District 6 offers a full continuum of Bilingual and English as a Second Language programs to meet the needs of all district Multilanguage Learners in PreK, elementary, and middle schools.

Dual Language Programming

Dual Language education will be provided up to 7th-grade for the 2026-2027 school year. Instruction is taught in English and Spanish, and based upon a predetermined percentage per grade level.

PreK - Kindergarten: 80% Spanish/20% English

Grade 1: 70% Spanish/30% English

Grade 2: 60% Spanish/40% English

Grade 3+: 50% Spanish/50% English

Students switch languages based on the subject matter. For example, math is taught in Spanish, while special classes such as Art and Physical Education are taught in English. Learn more: www.zion6.org/dual-language.

Dual Language students are able to achieve the same educational goals as students who are not enrolled in this program, and expectations are the same no matter what language is being used. For information regarding the Dual Language program contact the district office at 847-872-5455.

Education of Students with Disabilities

Article XIV of the School Code of Illinois places responsibility on local school districts to provide and maintain appropriate and effective educational programs for students with disabilities who are residents of the district. Students may exhibit disabilities in the areas of health, vision, or hearing, or in social-emotional, achievement, motor skills, speech and language, or cognitive development. Services for students with disabilities are provided both through Section 504 and IDEA legislation.

504 Programs For Students With Disabilities

The District will attempt to identify and evaluate students who require special services or programs in accordance with Section 504 of the Americans with Disabilities Act. Such students may require special services or programs due to a physical or mental impairment that substantially limits one or more major life activity, including learning. Students will be eligible for such services or programs if found eligible through the Section 504 evaluation process. Further questions about evaluation and eligibility under Section 504 should be directed to the building administrator or Director of Special Education.

Special Education Programming

ZESD 6 offers a continuum of special education services and follows state and federal laws that establish criteria for special education eligibility. Individualized programs that align with each student's specific needs are developed with the goal of meeting each student's educational need in the least restrictive environment. Each school provides the services of qualified special education teachers. Classroom support is designed to assist students with disabilities and to provide specialized teaching suited to the student's individual needs.

Parents or guardians who suspect their student may be eligible for special education services under IDEA may submit their request for an evaluation in writing to the principal. The school has 14 school days to respond to the request in writing.

Related Services

Related services are additional supportive services offered district-wide that a student may qualify for through the evaluation process to help them benefit from special education which may include speech and language therapy, social work services, occupational therapy, or physical therapy.

Extended School Year

Extended School Year programming is summer school that is provided to eligible students with IEPs. The student's IEP team will determine eligibility for an extended school year at the student's annual review.

Early Childhood Programming

PreK students are found eligible to participate in district services through an identification and assessment process. The assessment of PreK students focuses on the expectations and growth of the student and the evaluation of developmental skills, which are the foundation for academic and social learning.

ZESD 6 provides PreK screenings on a regular basis throughout the school year. Three, four, and five-year old students who are not yet eligible for kindergarten and are residents of Zion Elementary School District 6, may participate in the district screening. Parents or guardians can contact the Registrar's office at 847-872-5455 for more information or to set up an appointment. Screenings are free of charge.

The screening process provides basic information about the student in the areas of cognitive, motor, social, and speech and language development. The PreK screening is designed to identify developmental deficits or areas of concern. Further assessment may be indicated from the results of the screening and conducted by the Early Childhood Assessment Team.

If the student qualifies for special education services as a result of the evaluation and team meeting, goals and objectives are written. An Individualized Education Plan (IEP) is developed, and program placement is determined. The IEP is reviewed on an annual basis, adjusted, and revised as needed.

PreK Special Education

ZESD 6 will meet the requirements of students who require an IEP, however, we may need to utilize alternative programming and support services.

K-8 Special Education Continuum of Services

ZESD 6 offers a continuum of placements where students with Individualized Education Plans (IEPs) are educated with students without disabilities, to the greatest extent appropriate. A student's educational placement is determined by an IEP team.

The Placement Continuum:

- General Education
- Resource
- Self-Contained
- Public Day
- Private Day
- Residential
- Home/Hospital
- Public, Private, and Residential Placements

ZESD 6 maintains membership with the Special Education District of Lake County (SEDOL). SEDOL is a cooperative educational system that serves students with physical, emotional, and other learning needs. Students who attend SEDOL programs require a separate public day school environment to best meet their individual needs. All placement decisions for SEDOL programs are made by an IEP Team.

Students who require intensive supports, interventions and related services that exceed the resources of ZESD 6's general school settings, may be considered for public, private, or residential placements. Prior to placing a student in an out-of-state special education residential facility, District 6 must refer to the student's parent/guardian the option to place the student in a special education residential facility located within Illinois, if any, that provides treatment and services comparable to those provided by the out-of-state facility. All placement decisions for public, private, or residential placements are made by an IEP Team.

SECTION 13: Student Conduct and Discipline

BOE Policy 7:190 states that "every student, PreK through adult, has the right to be educated in a safe, respectful, and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning." While at school, riding the bus, or attending school-sponsored activities, students are required to behave in an orderly and appropriate manner in accordance with the rules and regulations of the school district.

Each teacher, and any other school personnel when students are under their charge, is authorized to impose any disciplinary measure, excluding suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules of student discipline. Specific concerns relating to student infractions of the student code of conduct or disciplinary actions imposed should be directed to the building principal.

The philosophy of our discipline program can be summarized as follows:

- Students have a right to a safe learning environment.
- Teachers have the right to teach.
- Students have the right to learn.
- No student shall prevent a teacher from teaching or a student from learning.
- All students will behave appropriately.
- A student will accept responsibility for their actions.

It is the expectation of Zion Elementary School District 6, that all of its students and employees have an educational setting that is safe, secure, and free from bullying, harassment, or discrimination of any kind.

Building administration, school staff, parents, and students all play a vital role in the development of a school atmosphere that is free from bullying and conducive to academic success.

Retaliation Prohibited

District Policy 2:270: Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Positive Behavior

Promoting good character in our students continues to be a priority. ZESD 6 utilizes the Positive Behavior Intervention and Support (PBIS) program to promote positive behaviors and citizenship. PBIS is a 3-tiered system of support and intervention, based on indicative research which determined the most effective discipline systems use proactive strategies designed to prevent discipline problems.

Students are taught pro social skills through lessons plans implemented by staff. Appropriate behavior is labeled and acknowledged. Group and individual interventions are in place for students needing additional skill instruction.

Students in ZESD 6 are taught to be respectful, be responsible, be safe, and be kind.

Be Respectful

- Treat others in a manner that you would like to be treated
- Accept differences
- Use appropriate language
- Respect school property

Be Responsible

- Be on time and ready to learn
- Read and think critically
- Complete work as assigned
- Follow instructions

Be Safe

- Be aware and make good choices
- Seek help when needed
- Ask permission

Be Kind

- Say "Please" and "Thank you"
- Listen to others
- Help others

School Dress Code and Student Appearance

School BOE policy 7:160 states that a student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Student dress and grooming are the responsibility of the student and parent or guardian. Dress and grooming must meet reasonable standards of health, safety, modesty, decency, and may not be disruptive to the educational atmosphere of the school.

While respectful of individuality, the staff and administration of ZESD 6 maintain certain guidelines are necessary for the successful operation of the school. Under the guidelines of promoting a positive educational setting, the following rules of dress and grooming have been established:

- Dress which is extreme, exhibitionist, or of immodest fit or style, to the extent that it interferes with the instructional process, will not be allowed.
- Fishnet shirts, see-through blouses, spaghetti strap tops, and clothing that expose a bare back or midriff cannot be worn to school. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Knee length shorts and skirts are appropriate for the school environment.
- Pants and shorts must be of an appropriate size and must be worn above the waist at all times.
- Coats, jackets, and/or blankets are not appropriate classroom attire.
- Headwear is not to be worn inside the building unless required due to medical or religious reasons. Parent or guardians should submit a note to the Principal from their student's physician or religious leader.
- Disruptive symbols, logos, and obscene or vulgar language on pants, shirts, sweatshirts, or headwear is prohibited.
- Micro/Mini skirts, mini shorts, tank tops, jerseys, hoodies, coats and coat-like jackets, belly tops, and low cut tops exposing the mid-drift, house shoes, and sport sandals may not be worn at school.
- Articles of clothing with suggestive or inappropriate slogans, weaponry or acts of violence, and/or depictions of drug and/or alcohol use are not allowed in school.
- Sunglasses, chains, dog collars, spiked accessories, or combs/picks in hair may not be worn on school grounds.
- Backpacks are not to be brought into the classroom unless necessary in some elementary classrooms that do not have lockers.
- Appropriate footwear must be worn at all times.

- If there is any doubt about dress and appearance, the building administrator will make the final decision.
- Students wearing clothing determined inappropriate by the administration will be asked to change prior to going into the classroom. Refusal to comply with the administrator's request or to adhere to the dress policy may result in disciplinary action.

Student Discipline

In the event of misconduct, the appropriate use of consequences will be implemented. Ongoing monitoring shall be used to ensure that equitable school-based practices are implemented in a fair, non-discriminatory, and culturally responsive manner. Students are subject to appropriate disciplinary measures for unlawful or improper conduct and, upon demonstration of gross disobedience or misconduct, may be suspended and/or expelled from school. Students may be suspended and/or expelled from school for gross disobedience or misconduct whenever or wherever such action results in the disruption of the orderly conduct of the school program or the student's presence constitutes a clear and present danger to himself, other students, or school personnel.

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

Suspension and Expulsion of Students

The following process applies to a student who receives a suspension and/or is notified that an expulsion is being sought.

- The administrator will follow the student discipline procedures outlined by the District.
- Students will have the opportunity to share their side of the incident prior to disciplinary action being taken.
- The duration and type of suspension (in-school or out-of-school) will be appropriate to the student's age, level of understanding, and the type and extent of the misconduct. Expulsion will be considered for any student violations deemed illegal or for students with repeated gross misconduct.
- The student and parent or guardian will be provided the disciplinary action in writing, within 24 hours of the action being taken, and provided with their due process rights.
- The administrator may make a referral to the police for any misconduct that involves: weapons, physical attacks causing severe bodily injury, possession or use of a controlled substance, and gang involvement.
- An re-entry meeting will be scheduled between the school principal, parent or guardian, student, and relevant school personnel prior to re-entry into school.

- The administrator will convene the school's problem-solving team following multiple disciplinary infractions to develop strategies and interventions to help the student break a pattern of inappropriate behavior.

Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State BOE's Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of their disability, as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures. It is critical that the school IEP team meet to discuss the student's individualized plan and any changes that may be necessary to support the student.

Corporal Punishment

As a matter of BOE Policy, 7:190, District 6 does not use corporal punishment. 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 the defense of property.

SECTION 14: Student Technology Guidelines

The vision of ZESD 6 includes integrating technology into the lifelong learning process. ZESD 6 is committed to promoting the knowledge, skills, and attitudes necessary, to achieve self-directed learning, global awareness, respect for diversity, self-respect, and increased communication skills in the development of the whole student. Technology will be used to enhance instruction by providing every student with the skills necessary to meet the demand of the 21st century by providing worldwide access to resources and information.

The BOE recognizes that access to the internet and online services provide students and staff with valuable educational information and experiences. Use of the internet is a privilege, not a right. The internet is part of the ZESD 6 curriculum resources, and is not a public

forum for general use. Students who participate in internet activities are closely guided and supervised by the teachers and staff.

The District's policies for appropriate behavior and communications apply when using the internet. Prior to using the ZESD 6 network, students and their parent or guardian must submit a signed "Authorization for internet Access." Students who use the internet or other online services in a manner which is not consistent with the ZESD 6 vision, goals, curriculum, and standards may have their internet privileges suspended.

Photographs/Electronic Media/Social Media/Publications

Individual student photos are taken early in the school year. Photos are required by the school for permanent records. Families may purchase the photos. At times during the school year students may be recorded or photographed to be used in the following external and internal purposes: program displays, promotional material, ZESD 6 school, staff, and district websites, social media, online, television, radio, newspaper, or other media relating to the student, class, school, and ZESD 6. At all such events, students interacting with the media are closely monitored and protected by school staff. ZESD 6 also works to communicate student events and achievements through a few social networks in its dedication to transparency, including Facebook, Twitter, Instagram, the ZESD 6 website (zion6.org), individual ZESD 6 school websites, as well as ZESD 6 sanctioned or educationally-based websites and teacher or school YouTube accounts that are protected by being unlisted. On occasion student names (first name, last initial), images, or work may be posted on these media platforms. Information ZESD 6 releases is not sold or given to commercial or non-profit groups.

As technology advances and new tools to communicate are introduced, ZESD 6 will choose appropriate routes to take to enhance communication between parent or guardians and the community.

Photos/videos/electronic media may include a portion of, or one or more items, of the student's public directory information. Student directory information includes student's full name, birth date, dates of attendance, and/or enrollment status. Directory information associated with photo, media, or publication materials will be used only for appropriate and legitimate educational purposes.

Student directory information may be disclosed by the educational institution without parent or guardian permission. The parent or guardian may restrict access to their currently-enrolled students directory information, or may remove their information from public directories (yearbook, PTO directory, etc.).

Any parent or guardian can withhold their consent for release by sending a signed letter withholding consent for the news media, along with the ZESD 6 website and ZESD 6 school websites, in the current school year within the first thirty (30) days of school to the building principal. Parents or guardians should understand that if they withhold consent, none of the student's information would be released. This includes such examples as information/photograph for the school yearbook or memory book, award listings such as the honor roll in the newspaper, communication releases including but not limited to Facebook and classroom projects on ZESD 6-based teacher websites or links.

Student Access/Use

Technology is woven throughout our schools and comes in various forms. Students may have access to Chromebooks, iPad's and other technologies. The goal of technology use is to increase student achievement. Technology skills are incorporated throughout the curriculum to support student growth.

Students are expected to use technology resources appropriately and only for the use of school related homework/activities. Failure to follow these guidelines will result in loss of access to technology resources. The non-emergency use of cell phones is prohibited during the school day. Students may bring a cell phone to school, provided that it is turned off and kept in their locker, if available, or backpack.

Consequences for misuse of portable electronic equipment may result in confiscation of the equipment and parent or guardians will be required to retrieve the item from the school office.

All students are expected to follow the Student Technology Guide, and Acceptable Use Policy, located in Appendix A.

Student Social Media Privacy

The District respects student privacy. The District will not request or require a student to provide passwords or login information for personal social media accounts.

If school officials have reasonable cause to believe that publicly available social media content shows a violation of school rules, the District may review that information and follow established disciplinary procedures.

Students are expected to use technology responsibly. Online behavior that substantially disrupts the school environment or violates District policies may result in disciplinary action.

ACCEPTABLE USE POLICY (AUP)

Authorization For Student Electronic Network Access

Pursuant to School Board policies 6:235, 7:190, 7:310 and any other related policies, all users of the District's network and electronic equipment, for Internet access or any other purpose, shall abide by the District's policies and procedures, rules and regulations. A student and the student's parent(s) or guardian(s) must sign the Authorization for Student Electronic Network Access, acknowledging their understanding and consent to the terms of the agreement, before the District will authorize the student to have access to the District network or other electronic equipment of the District for Internet access for other purposes. A copy of the Board Policy on the Access to Electronic Networks may be obtained online or at the District administrative offices.

SPECIAL NOTE: All use of the Internet and technology resources should be consistent with the District's goal of promoting educational excellence and the District's curriculum. Due to the potential harms that may exist from improper use of technology resources and the Internet, below are several unacceptable and inappropriate uses of such resources to guide students to use technology and the Internet in a productive manner without violating the rights of others or disrupting the orderly operation of the District. The following represent some, but not all, of the inappropriate uses that are prohibited:

- Using the network for any illegal activity.
- Using the network to send/receive a message that is inconsistent with the school's code of conduct.
- Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination and use of information about anyone that is of a personal nature.
- Using another user's account or password.
- Posting material created by another without his/her consent.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Using the network for private or commercial gain.
- Using copyrighted material without permission.
- Creating a virus or other malicious program and placing it on the network.
- Using the network to send/receive messages that are sexually harassing or contain obscenities.
- Using the network to request home phone numbers and later making obscene phone calls to the numbers.
- Using the network to provide addresses or other personal information of myself or other students and staff.
- Using the network to gain unauthorized access to resources, entities, files, data or accounts.
- Using the network without authorization.
- Use of the network which incurs unauthorized charges or fees.
- Unauthorized downloading or sharing of media/music/software.
- Wastefully using resources, such as file space.
- Hacking or gaining unauthorized access to files, resources or entities.
- Damaging, altering, or modifying District owned software or hardware.
- Malicious intent of damage or destruction to district technology devices.
- Use of a technology device camera in a bathroom or locker room.
- Collection, creation, or AI generation of any inappropriate, illicit, embarrassing, or sexually explicit photos, videos, illustrations, or recordings taken from a personal or district-issued technology device.
- Using a cell phone or any other portable devices to do any of the above-mentioned activities

All users should be aware that the inappropriate use of electronic information resources could be a violation of local, state and federal laws. Violations can lead to criminal or civil prosecution. Please note that social media and web publishing outside of the school day that includes defamatory, inaccurate, abusive, obscene, profane, threatening and racially charged material, that causes material and substantial disruption in school may result in disciplinary action, including suspension and/or expulsion.

Student Use Agreement

ZESD 6 strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our district. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Zion Elementary School District 6 will make an effort to protect students and teachers from any misuses or abuses. However, all users must be continuously on guard to avoid inappropriate and illegal interactions.

Electronic Information Resource Contract

The following safety rules with respect to student Internet use should be discussed by parents with their students:

- (1) Students should not give out personal information;
- (2) Students should tell their parents, a teacher or an administrator about any information they encounter or receive that makes them feel uncomfortable;
- (3) Students should never agree to meet in person anyone they "meet" through the Internet without first checking with their parent/guardian;
- (4) Students should never send anyone their picture or any other item without first checking with their parent/guardian and
- (5) Students should tell their parent/guardian, a teacher or an administrator, immediately when they receive a request for personal information or to meet them in person.

Listed below are the provisions of this contract. If any user violates these provisions, Board policy, procedures, rules or regulations, access to the information services and resources may be denied access and students may be subject to disciplinary action.

SECTION 1: PERSONAL RESPONSIBILITY

I will follow the same school expectations (Respectful, Responsible, Safe and Kind) on the computer/electronic devices as I do in person. I am responsible for what I do on the computer/electronic devices.

As a representative of this school, I will accept personal responsibility for reporting any misuse of the network of which I am aware, to the appropriate school administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexual harassment, inappropriate language, threats, bullying, and other issues described below. All the rules of conduct described in board policy, rules or regulations, and in the district and school discipline plans apply when you are on the network.

Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar 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 and sending, uploading, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person, recording or videotaping, physical altercations, and/or distributing and/or uploading to any online site pictures/audio/video of any student, staff member or community member without their permission is strictly prohibited.

All cellular phones, smartphones, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless use of the device is provided in a student's individualized education program (IEP).

Any cellular phone or electronic device may be seized upon reasonable suspicion of inappropriate use that violates another person's rights. Any inappropriate or illegal use may cause a disciplinary action and/or an expulsion hearing with the Board of Education and possible referral to a local law enforcement agency. It is recommended that items of value be left at home. If there is a need to bring these items to school, it is recommended the items be left in the hall locker for security purposes.

SECTION 2: PRIVILEGES

If I do something inappropriate on a computer/electronic device, I will lose my computer/electronic device privileges.

Using a computer/electronic device is a privilege, not a right. The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation, revocation, or suspension of those privileges as well as possible legal or disciplinary action. The administration, staff, or faculty of ZESD 6 may request that the system administrator deny, revoke or suspend specific user accounts.

SECTION: 3 ACCEPTABLE USE

I will only use a computer/electronic device for school reasons. I will not break the law on the computer/electronic devices.

The use of my assigned account must be in support of education and research and with the educational goals and objectives of ZESD 6. I am personally responsible for compliance with this agreement and any applicable policy, rules, or regulations, at all times when using the electronic information service. Examples of acceptable and unacceptable uses include, but are not limited to, the following:

- Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- Use of the network or Internet or any illegal activity is prohibited, including violation of copyright or other contracts, or transmitting any material in violation of any United States or state laws or regulations. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use of District resources for commercial and financial activities for personal gain or for private institutions is not acceptable.
- Use of product advertisement or political lobbying is also prohibited.
- It is inappropriate to use the network or Internet in any way that would cause an invasion of privacy, compromise security, result in harassment, consume excessive system resources, or interfere with the operation of the District's equipment.

I am aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws.

SECTION 4: NETWORK ETIQUETTE AND PRIVACY

I will be polite on the computer/electronic devices and not do something to hurt others.

I will use appropriate language and respect the privacy of others. You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

BE POLITE. Never send, or encourage others to send, abusive messages.

USE APPROPRIATE LANGUAGE. Remember that you are a representative of our school and district on a non-private system. You may be alone with your computer/electronic device, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

PRIVACY. Do not reveal your home address or personal phone number or the addresses and phone numbers of students or colleagues.

ELECTRONIC MAIL AND SYSTEM FILES. There are no expectations of privacy with the use of the network or Internet when using District equipment and technology resources. Electronic mail (e-mail), messages, chats and system files are not guaranteed to be private. The Zion Elementary School District Administration may periodically or randomly monitor messages or files that record network and Internet use. Messages relating to or in support of illegal activities must be reported to the authorities.

DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others.

COPYRIGHT AND WEB PUBLISHING RULES.

Copyright law prohibits the re-publishing of text or graphics found on the web without permission. Students involved in web publishing should site resources and make reasonable attempts to gain permission.

SECTION 5: SERVICES

I am responsible for things I do on the computer/electronic devices and no one else. ZESD 6 makes no warranties of any kind, whether expressed or implied, for the service it is providing.

ZESD 6 will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Zion Elementary School District 6 specifically disclaims any responsibility for the accuracy of information obtained through its services.

SECTION 6: SECURITY

If I notice something that doesn't look right, I will tell a staff member.

I will not use the accounts of others. Security on any system is a high priority because there are so many users. If you identify a security problem, notify an administrator at once. Never demonstrate the problem to other users. Never use another individual's account. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.

SECTION 7: VANDALISM

I will not harm or create things that harm the computer/electronic devices.

Vandalism is defined as any attempt to harm or destroy data or programs of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of malicious files or viruses. Any vandalism will result in the loss of the device, disciplinary action, financial liability and legal referral.

SECTION 8: CONSEQUENCES OF VIOLATIONS

If I do not use the computer/electronic devices appropriately, I will get a consequence such as not using the device, suspension or another disciplinary action. The school can monitor what I do at any time. Zion Elementary School District 6 has the right to monitor user activity in any form that it sees fit to maintain the integrity of the network and restrict or terminate network and Internet access at any time for any reason.

Consequences of violations include, but are not limited to, the following: suspension or revocation of Internet access, suspension or revocation of network privileges, suspension or revocation of device access, school suspension, expulsion, or any other disciplinary actions, legal action and prosecution, financial liability for loss of network resources.

I understand and will abide by the provisions and conditions of this contract as well as all acceptable policies, rules and regulations. I understand that any violations of the above provisions, any unacceptable use, or misuse are grounds for revocation or suspension of Internet access privileges and may result in disciplinary action, the revocation of my user account, and appropriate legal action. I also agree to report any misuse of the information system of which I am aware to the appropriate school administrator. Misuse can come

in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexual harassment, inappropriate language and other actions described above. All the rules of conduct described in the district and school discipline plans apply when I am on the network. I understand and agree that I have no expectation of privacy with respect to any information I store on District network equipment, including files, e-mail sent or received, records of system or Internet use, and any other information on the system, and I consent to the retrieval, review and disclosure of such information, subject to student records confidentiality laws

SECTION 9: Parental Responsibility and Release of Liability

I accept full responsibility for supervision if and when my child's use of network/Internet resources is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

In consideration for the District's Internet Account for the student's use, I hereby release the Zion Elementary School District and its Board members, employees and agents from any claims and damages arising from the student's use, or inability to use the Internet or District technology resources. I agree to indemnify the District for any losses, costs, fees or damages incurred by the District relating to, or arising out of, any violation by the student of this agreement, District policy or administrative rules. I understand that it is impossible for Zion Elementary School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network.

Student Technology Guide

This guide outlines the procedures and policies for students and families in order to protect the district issued technology investment for Zion District 6.

During the online registration process, parents/guardians will complete the Electronic Device Program Agreement before a district device is provided to the student.

Students, and their parents/guardians, are reminded that use of ZESD 6 technology is a privilege and not a right. All actions on any district-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of ZESD 6 technology can result in limited or revoked computer use, disciplinary consequences and/or legal actions.

To understand the expectations of ZESD 6, students and their parent or guardians are responsible for reviewing the District's Student Acceptable Use Policy.

The superintendent reserves the right to establish additional rules and take appropriate actions to implement these expectations.

Technology devices are subject to inspection by ZESD 6 at any time without notice.

Receiving A Device

Students will be assigned a device from a classroom cart or issued a device with accessories designated for take home use, dependant on the school's deployment model.

Ownership of the Technology Device

ZESD 6 retains sole right of possession of the technology device provided to the student for educational purposes. Moreover, ZESD 6 administrative staff and faculty, retain the right to collect and/or inspect Chromebooks/iPads at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Returning A Device

All district owned technology must be returned before the last day of the school year or withdrawal from the district, unless other returns dates are designed by the ZESD 6. Any device not returned will be considered stolen property, law enforcement agencies will be notified, and appropriate charges will be applied.

The return condition of the technology device and all accessories will be evaluated by the school's technology staff and appropriate charges for malicious damage may be applied to a student's balance.

Technology Device Support

All repairs must be coordinated and completed by ZESD 6 Help Desk staff. Support services provided include:

- Hardware troubleshooting, maintenance, and repair
- Software troubleshooting
- User account support and password resets
- Coordination and completion of warranty repairs
- Distribution of loaner devices
- Electronic access to files and programming

Technology Hotline

847-379-0099

Support in English and Spanish is available.

Section 1: Acceptable Use

The intent of this section is to ensure that all uses of the ZESD 6 computer network are consistent with the district's mission statement, strategic plan, and Shiloh Park Intermediate School and Zion Central Middle School graduating criteria. Such access serves as a natural extension of the educational lessons learned within the classroom by:

- Providing access to educational resources and reference materials.
- Reinforcing the specific subject matter taught.
- Requiring the use of critical thinking skills.
- Promoting tolerance for diverse views.
- Teaching socially appropriate forms of civil discourse and expression.
- Students will have access to all available forms of electronic media and communication that are in support of education and research and in support of the educational goals and objectives of ZESD 6.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and device viruses.
- Any attempt to alter data, the configuration of a technology device, or the files of another user, or to use applications to bypass ZESD 6 forced extensions without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

This document does not attempt to define all required or prohibited behavior by users, but rather an operating framework for users to follow. Each user must exercise good judgement and appropriate conduct. For purposes of these expectations, the ZESD 6 "computer network" includes all ZESD 6 computers and peripheral equipment, the ZESD 6 local and/or WiFi network, and access to the internet through ZESD 6 computers or the ZESD 6 local and/or WiFi network.

Section 2: General Guidelines

Students are responsible for the general care of the device assigned by the school. Devices that are damaged, lost or stolen, must be reported to the Help Desk as soon as possible.

District owned devices MAY NOT BE TAKEN to an outside computer service for any type of repairs or maintenance.

Students must comply with the ZESD 6 Acceptable Use Policy and the Student Technology Guide when using their respective device.

- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in the ZESD 6 provided case, if provided.
- Devices should be kept away from food and drinks.
- Any cords, cables and removable storage devices must be inserted carefully into the device.
- Devices must remain free of any writing, drawing or stickers.
- Students may not attempt to install or use any operating systems or software not approved and installed by ZESD 6.
- Vents CANNOT be covered.
- Parents may contact the technology hotline at 847-379-0099 to report problems or make inquiries.

Screen Care

Device screens easily can be damaged and are particularly sensitive to damage from excessive pressure on the screen. Students should not:

- Lean or put pressure on the top of the device if it is closed.
- Place anything near the device or in a carrying case or backpack that will press against the device.
- Poke the screen with anything that will mark, scratch, or crack the screen surface.

Students may lightly wipe down the screen. Do not apply excessive pressure to the glass. Screens should be cleaned with a soft, dry microfiber cloth, an anti-static cloth, or electronic wipes.

Asset Tags

All devices are labeled with a Zion District 6 asset tag.

- Students may not attempt to remove or change the physical structure of the device including serial numbers and/or other identification tags.

Charging the Device

- In the event devices are sent home, students are expected to bring a fully charged device and power adapter to school each day.

Carrying the Devices

- Students should never carry a device without a protective case or in an insecure manner.
- Students should remove all technology accessories from the device ports before transporting
- Students should never transport a device with the power cord plugged in, nor store it in a case or backpack while plugged in.

Cleaning the Devices

- If connected to a charging cable, disconnect from its power source.
- Lightly apply the 70% Isopropyl Alcohol solution to a microfiber cloth (spray onto the microfiber cloth). Do NOT apply liquids directly to the Technology devices.
- Lightly clean the surface of the product, avoiding any connection points or ventilation holes.
- After the application, dry the product with a clean and dry microfiber cloth.
- Once dry, reconnect the charging cable if needed.

Device Left At Home

- In the event devices are sent home and a student does not bring their device back to school, the student may use a device from the school loaner system based upon availability and at the direction from their teacher.
- Students using loaner devices are responsible for any malicious damages incurred while in the student's possession.
- Loaner devices from ZESD 6 are available to students and must be returned by the end of the day.
- Repeat violations of the loaner policy may result in disciplinary action.

Section 3: Network Use, Managing Digital Work, and Communications

Account Access and Security

- Students are required to use their @zion6.org domain user IDs and passwords to protect their accounts and are required to keep passwords confidential.
- Students should only log in to their device and programs using their own district-issued @zion6.org account.
- Students should not enter chat rooms, send chain letters or use software in a way that allows for such activity. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Students should not open, use, or change files that do not belong to them unless assigned to do so in a collaboration.
- Students should not reveal any of the following data: full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Storage is not guaranteed to be private or confidential, as all technology equipment is the property of ZESD 6.
- Students who inadvertently access a website that contains obscene, pornographic or otherwise offensive material should exit and report the site immediately.

An inherent risk of making these global network resources available is that some users might encounter sources that could be considered controversial or inappropriate.

Because global information resources are transitory and uncontrolled, the school cannot predict or totally control what users may or may not locate.

The district has chosen, on a "best effort" basis, to limit access only to educationally appropriate resources to users whether they are on campus or off campus. This "best effort" basis would include, but not be limited to, the following:

- Staff supervision
- Security software
- Web filtering
- User training

ZESD 6 does not support or condone access to educationally inappropriate resources. Users must utilize good judgment when accessing global information resources and be wary of the integrity and content of such information resources, regardless of the source of the technology.

ZESD 6 may review all files, including electronic communications, that are created on, stored on or sent to, from, or via the computer network. The district reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the district's computer network. Evidence of illegal activity may be reported or turned over to appropriate authorities.

No use of the district's computer network is guaranteed to be error-free and totally dependable, therefore it cannot be held liable for any unforeseen difficulties that may arise. The district cannot be held accountable for information that is retrieved through the use of technology.

- Students should always use appropriate and proper language in their communications.
- Students should not transmit language and/or material that may be considered profane, obscene, abusive, or offensive to others.

Student Access To Files

- G Suite stores documents and files in the Google Cloud environment.
- With a wireless internet connection, documents and files may be accessed from any device at any time.
- All student files should be saved to Google Drive.

User Profiles

Inappropriate media may not be used as a profile picture, screensaver, or background.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols, or pictures will result in disciplinary actions.

Printing

- Digital sharing of documents is encouraged.
- Printing is not configured for student devices.
- Virus Protection
- All devices are managed through the district network and software is utilized for protection against malware and security attacks.
- All user files should be stored in Google Drive, so that there is no risk of lost work.

Copyright

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting illegally obtained media is against the Acceptable Use Policy.

- Users must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If unsure, students should ask a teacher or parent or guardian.
- Plagiarism is a violation of the Student Code of Conduct. Credit must be given to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use of hacking applications is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal laws may result in criminal prosecution or disciplinary action by the district.

Section 4: Protecting and Storing the Device

- At the end of the school day or classroom period, classroom devices should be returned to the classroom cart to their assigned slot.
- In the event devices are sent home, the devices should be returned, fully charged, to school the following day.
- Devices should not be left in an unsupervised area, including school hallways, unlocked classrooms, gymnasium, etc.
- Devices that are found should be returned to the technology department staff.

Section 5: Repairing/Replacing the Device

Device Replacement

If a student's device is inoperable, the Technology Department will replace the device. The student may not opt-out to keep an inoperable device to avoid class work due to loss or damage.

Device Warranty

ZESD 6 will repair or replace damaged equipment resulting from normal use. Damages that are due to the manufacturer defect or normal use will not be charged to a student's account.

- The technology device has a limited hardware warranty that covers normal use and replacement parts necessary to repair.
- The warranty does NOT warrant against damage caused by misuse or abuse.
- All device problems should be reported to the classroom teacher or Technology Support hotline.

Device Costs

A student's account may be charged for rates listed within the D6 Charges chart due to malicious damage.

The district reserves the right to charge for the entire replacement cost of the device or it's components if it is determined that the damage was intentional. If the device is stolen off school grounds, the student's parent/guardian is responsible for obtaining a police report. Please contact the Technology Department to receive device asset information for filing a police report.

Loaner Electronic Devices

From time to time, a student may need use a loaner device while in the classroom setting. When this occurs, the student will be responsible for the care of the device when in the student's possession.

Device costs can be located on the following page.

Device Repair Costs Costos de Reparación del Dispositivo

Damaged Screen Pantalla Dañada	\$100
Damaged Top Plastics Plásticos Superiores Dañados	\$30
Damaged Bottom Plastics Plásticos Inferiores Dañados	\$15
Damaged Keyboard Plastics Plásticos del Teclado Dañados	\$40
Missing Key Falta de Tecla	\$10
Trackpad Panel de Control	\$10
Damaged Motherboard Daños en la Placa Base	\$150
Liquid Spill Derrame de Liquido	To be determined Por determinar
Miscellaneous Misceláneos	To be determined Por determinar

Device Replacement Costs Costos de Reemplazo del Dispositivo

Chromebook Ordenador Portátil Chromebook	\$300
Chromebook Charger Cargador de Chromebook	\$25
Chromebook Protective Case Estuche Protector para el Chromebook	\$25
Carrying Bag Bolsa de Transporte	\$20

Assessed charges will begin on the student's first day of school.

Los cobros comenzarán el primer día de clase del estudiante.

Section 6: Statement of Responsibility

Before the last day of each school year, all students must return their district-issued technology device to the designated area.

School Responsibilities and Confidentiality

The district reserves the right to monitor and log the use of its technology and computer network, monitor network utilization by users, and examine user files and materials as needed. Therefore, users cannot expect absolute privacy from district personnel as it relates to the use of the ZESD 6 computer network. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files, by persons outside or from persons inside ZESD 6. Additionally, ZESD 6 reserves the right to deny individual users access to specific technology as a consequence of misuse.

ZESD 6 utilizes district approved programming for in-person and remote instruction; these are thoroughly vetted by the Technology Department prior to implementation on the ZESD 6 computer network.

- The school will provide internet access while at school and internet filtering of inappropriate materials as able.
- The school will provide network data storage areas.
- The school will provide access to a technology device to prepare and inspire students in their pursuit of academic success.

Student Data Privacy

ZESD 6 understands the importance of protecting the privacy of our student's data. The Student Online Personal Protection Act (SOPPA) took effect July 1st, 2021. This act has been developed to establish additional measures to safeguard student data and develop protocols in the event of a student data breach.

Please see the Student Data Privacy section of the District 6 website for more information.

Google Workspace for Education Agreement

During the registration process Parents and/or Guardians were asked to provide consent which allows students to access core and additional Google Services (Drive and Docs, Classroom, etc).

Zion District 6 may add additional Google applications or third-party services that integrate with Google Workspace.

Parent or Guardian Responsibilities

- Parent or guardians should review pertinent BOE Policy, disciplinary consequences as well as this document.

- Parent or guardians should talk with their students about values and the standards students should follow pertaining to internet use, just as they would on the use of all media information sources such as television, telephones, movies, and radio.
- Parent or guardians should monitor their students' internet activity and instruct them on proper digital citizenship.
- Parent or guardians should remind students to maintain the Chromebook as a personal learning tool in the pursuit of academic success.
- Student activity will be filtered and monitored when using ZESD 6 credentials on personal device.

User Conduct/Responsibilities

Guidelines for access to the district's computer network within this document apply to ALL students, administrators, faculty, staff, and other employees of the district.

These guidelines are not all-inclusive. A user who commits any act of misconduct not specified may also be subject to disciplinary action. Disciplinary actions are consistent with district policies governing such behavior, such as its policy on student behavior and staff contacts.

The district's computer network is part of the educational curriculum and not intended to be used as a public forum for general use. Access to the computer network is a privilege - not a right - and carries with it responsibilities. Exercising that privilege requires that the user accept the responsibility for all material they access, view, download, and/or produce, whether on or off campus. It is necessary for users to evaluate the validity of the information they access via the ZESD 6 computer network and acknowledge the source of information when appropriate.

ALL users of the district's computer network are representatives of ZESD 6 and are expected to abide by district policies and rules of behavior. Guidelines for acceptable use include, but are not limited to, the items listed below. Users will:

- Use appropriate language and avoid offensive or inflammatory dialogue.
- Adhere to copyright rules and assume that any software that they did not create is copyrighted (unless it is labeled "freeware" or "public domain").
- Not reveal any personal information (i.e., address, phone number, etc.) for themselves or others.
- Use technology only for legal activities.
- Be responsible at all times for proper use of their access privileges and avoid impersonation, anonymity, or unauthorized sharing of security measures, and/or their account(s).
- Take responsibility for any technology-related activities that are used under their account or password.

- Respect the rights of others to utilize technological equipment by not utilizing it for non-school purposes.
- Abide by any and all policies and procedures of networks, systems and information resources linked by and through school technology.
- Comply with general school rules concerning behavior and communication that apply to the device as outlined in this document, as well as all district policies, rules and procedures governing the use of technology.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This damage includes, but is not limited to, "jailbreaking" the device, or service interruptions caused by the student's own negligence, errors, or omissions.
- Help the school protect the computer network and devices by contacting a teacher or technology staff about any security problems that may be encountered.
- Monitor all account activity and keep passwords private and uncompromised, except for disclosure to school officials as required or allowed by district policies, rules, and procedures.
- Use technology resources in a responsible and ethical manner and secure the device to protect all work and information.
- Notify a teacher, school administrator or technology staff in the event a student receives any electronic message(s) containing inappropriate or abusive language, suspicious activity or if the subject matter is questionable.
- Misuse of the ZESD 6 computer network constitutes gross disobedience or misconduct and is unacceptable. Examples of this misuse are any that:
 - Disrupt the proper and orderly operation and discipline of the school.
 - Threaten the integrity or efficient operation of the ZESD 6 computer network.
 - Violate the rights of others.
 - Are socially inappropriate, or inappropriate for a student's age, or maturity level.
 - Are primarily intended as an immediate solicitation of funds.
 - Are illegal or for illegal purposes of any kind.

Consequences

Use of the ZESD 6 computer network for any unacceptable use may result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

The user in whose name a system account and/or device hardware is issued is responsible at all times for its appropriate use.

Non-compliance with the policies of this document or the Technology Use Expectations will result in disciplinary action.

Email, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Content of email and network communications are governed by Illinois laws and proper authorities will be given access to their content.

