Washington Elementary School

4835 Michigan Avenue
Schiller Park, IL 60176
Phone (847) 671-1922
www.sd81.org



Welcome to Washington School

CONNECT * EMPOWER * INSPIRE
Building relationships with tomorrow's leaders
We are SD81

Student Handbook

2026-2027

At Washington School we believe that building relationships is key, and we look forward to getting to know and working with our students and families. This handbook sets standards for parents/guardians, students and teachers to achieve success in a positive environment throughout the school year. We believe that lifelong success depends on learning to make responsible choices. We believe students have rights and responsibilities. The most important right every student has is to learn. In order for learning to be maximized, we believe that students must feel both safe and secure. It should be noted that we do not tolerate violence, aggression, or intimidation at Washington School.

An understanding of school rules designed to protect the learning environment enables students to function at a high level intellectually, socially, and emotionally. We are dedicated to working with parents to provide a positive, nurturing environment for every student.

Washington School strives to be a violence-free zone. A violence free zone is a safe place for children. Bullying will not be tolerated. Bullying is an “imbalance of power” from the aggressor to the other student. Bullying behavior is defined as harassment, intimidation, or physical and/or verbal aggression that places another student or staff member in reasonable fear of harm to his/her personal property or self. Each classroom will have rules to prevent bullying, and counseling intervention might be utilized for those students in need of additional positive behavior support.

This handbook is intended as a guide. It includes basic school rules including those that protect students in the cafeteria, playground, and on the bus as well as within the school building. They are based on courtesy and common sense. Included are some expectations we hold based on the belief that all students can be successful. You may also refer to Board Policy #5114 which outlines prohibited student conduct for all students in District 81. Serious violations of school rules may result in a report to the Schiller Park police. Furthermore, parents and students must adhere to the rules/policies outlined in the District 81 Handbook.

Read this handbook and the District 81 handbook with your child. You and your child will need to sign the last page and return it to your child’s teacher stating that you have read and understand the rules and procedures of Washington School. Remind them that all of our rules protect their rights and safety. A copy of this document is on your child’s iPad and posted on our school website.

<u>This Discipline Handbook contains rules in addition to those in the District Handbook, specifically Board Policy 7:190. All rules and expectations contained in 7:190 are in effect.</u>

Washington All-School Norms

We will:

Be Responsible
Be Respectful
Be a Problem-solver

We will be responsible:

Students will...	Parents will...	Teachers will...
● Come to school on time ● Bring all materials to and from school ● Come prepared to learn and participate ● Complete and hand in homework on time ● Bring their iPad fully charged ● Only use the apps or websites that are teacher approved	● Ensure that students arrive to school on time ● Collaborate with school personnel as needed to support your child ● Provide an appropriate environment for school work ● Be an active participant in your child's learning	● Create a positive and engaging learning environment to all students ● Come prepared to meet the needs of all learners ● Model responsible behavior ● Collaborate with parents to support students ● Award Wonderful Wildcat tickets for demonstration of school expectations

We will be respectful:

Students will...	Parents will...	Teachers will...
● Be respectful in interaction and words with peers and adults ● Treat others the way they want to be treated ● Respect school property and the property of others	● Model respectful behavior and politeness to others and their children	● Model respectful behavior and politeness to others and the students ● Teach and facilitate respectful interactions among students and staff ● Award Wonderful Wildcat tickets for demonstration of school expectations

We will be a problem-solver:

Students will...	Parents will...	Teachers will...
● Think of positive ways to solve conflicts ● Choose an appropriate solution for conflict resolution ● Assess the situation and determine when to resolve it independently or when to seek adult support	● Discuss positive problem-solving strategies with their child ● Inquire about daily school activities and provide feedback and conversation with their child ● Model appropriate problem-solving skills	● Be available to students to help resolve problems ● Support students in problem-solving skills ● Facilitate class meetings to discuss problem-solving strategies ● Instruct and model appropriate interaction through Social Emotional Learning curriculum ● Award Wonderful Wildcat tickets for demonstration of school expectations

Social Emotional Learning

The *Caring School Community* program is a research-based program that improves the school community. It focuses on improving student motivation and building relationships among students, teachers, families, and administrators. The program is based on *logical consequences* to ensure student accountability for student choices. This program will create an environment safe for learning through class meetings, character education lessons, and problem solving.

The Social Emotional Learning program is enhanced with character traits which stress the essential concepts of honesty, human dignity, and mutual respect. The expected student behavior at Washington School will be the continuous development of the character traits listed below.

Month	Character Trait	Learned Behavior/Expectations
August/September	Friendship	Building a trusting relationship with peers.
October	Teamwork	Cooperating with others toward a common goal.
November	Integrity	Using appropriate behavior and following school rules.
December	Generosity	Sharing and helping with a positive attitude.
January	Respect	Treating others the way you want to be treated.
February	Caring	Showing compassion or concern for others.
March	Responsibility	Being accountable for one's actions.
April	Fairness	Treating others fairly, taking turns and sharing.
May	Trustworthiness	Being honest in your words and actions.

Wonderful Wildcat Tickets are used as a school-wide reward for students. Teachers and paraprofessionals can give students a Wonderful Wildcat Ticket for modeling positive character traits and being responsible, being respectful and being a problem-solver. At the end of each week a random winner will be selected from each homeroom, and winners will enjoy a prize from the administration.

Good News Phone Calls are awarded to students who have been recognized for going above and beyond the Washington School expectations.Teachers will recommend students to the administrators to call the parent/guardian to inform them of their achievement.

Discipline Policies

Criteria and Recommended Interventions

At Washington School teachers and students work together to support all school norms relating to safety, respect and learning. In some situations more formal interventions are required to help students assume their responsibilities of contributing to a safe, respectful learning environment. The following level system describes those interventions.

****Consequences are at the discretion of the principal and staff members depending on situation****

Criteria	Recommended Interventions
Level 1- Classroom Level • Disrespectful to self, staff members and other students • Incomplete homework • Disruptive behavior • Running, Pushing Shoving (1st offense) • Minor bus misbehavior • Inappropriate dress • Tardy (5 times a trimester)	• Teacher/and student meeting to discuss appropriate expectations and ensure student understanding • Phone call home • Behavior Think Sheet • Homework Think Sheet • CICO Mentor • Classroom homework policy consequences • Teacher, student and Parent/Guardian meeting
Level 2- Teacher and Administration • Cheating • Forging parent signature • Inappropriate student contact • Theft • Offensive language such racial slurs, degrading comments or language (including inappropriate jokes) • Any gross misconduct resulting in a School Suspension • Disrespect toward self, staff member or other students escalating to intimidation or physical or verbal threats • Damaging school property • Bullying as defined in the handbook on pg 2 • Possession of electronic devices during school hours • Violation of Acceptable Computer Use Policy • Possessing inappropriate materials • Physical assault • Running, Pushing, Shoving (Multiple offenses) • Tardy (more than 10 times a trimester)	• Administrator contact • Phone call to parent • In School Suspension or Out of School Suspension • Ineligibility for after school activities • Administrator(s) and team conference with students and Parent/Guardian • Behavior Plan • Loss of incentive field trip • CICO Mentor • Child Study Team • Any of the recommendations from Level 1 • 10 or more tardies will result in a scheduled meeting with a parent
Level 3- Administration • Any gross misconduct resulting in three or more Out of School Suspensions • Bomb Threat • Fighting/Assault (unprovoked, violent) • Gang representation- colors, graffiti, signs, etc • Harassment/Bullying (2nd or more offense) • Possession of a Weapon • Possession of or Distribution of Tobacco • Sexual Harassment • Stealing (or Possession of Stolen Property) • Under Influence or Possession of Illegal Drugs or Look-alikes • Under the Influence or Possession of Alcohol	• Parent, teacher, and administrator conference • Positive behavior support plan with student and Parent/Guardian • Administrator and students schedule ongoing conferences • Out of School Suspension • Conference with Administrators • Student receives support through outside community agencies • Referral to School Resource Officer • Referral to School Board • Expulsion • Any of the recommendations from Level 1 &2

School personnel are allowed to interview students without a parent/guardian present during the interview because school personnel stand 'in loco parentis' or 'in the place of the parent' at all times when students are at school. The doctrine of 'in loco parentis' is set forth specifically in the Illinois School Code. 105 ILCS 5/24-24.The doctrine of 'in loco parentis' also allows school personnel to ask students to show them their cell phones, etc. Just as a parent/guardian can ask to see their child's cell phone, school personnel can make the same request for purposes of maintaining student safety and a safe school environment. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Before a law enforcement officer questions a student under 18 on school grounds regarding a criminal act, the school will notify parents and ensure a parent or school mental health professional is present.

**Refer specifically to Board Policy 7:190 in the District Handbook, as 7:190 supersedes Washington's Handbook.

***Interventions may differ for students with IEPs

Safe School & Bully Free Zone

Washington School strives to be a safe place for students and a Bully Free Zone. Bullying will not be tolerated. Bullying behavior is defined as harassment, intimidation, or physical and/or verbal aggression that places another student in reasonable fear of harm. Bullying prevention will be addressed at the school, classroom, and individual level.

If a child is participating in any of the behaviors listed below, a parent-principal-teacher conference will be scheduled to determine the consequences and if counseling services are needed. The following behaviors may result in a suspension from school and the police may be called.

- ➔ Verbal, written and physical threats toward a staff member
- ➔ Repeated verbal, written and physical threats towards other students
- ➔ Physical aggression towards other students or staff
- ➔ Cyper-bullying
- ➔ Vandalizing school property
- ➔ Having a weapon in school will result in a suspension or expulsion from school as per board policy. Police will be notified if a weapon is found at school



General Information

District 81 is dedicated to maintaining a safe school environment. All doors to the school are locked. District 81 has security systems with outside cameras at the main entrances of the school that allow office staff to see anyone who enters the building.

All visitors, including parents and volunteers, entering District 81 schools must check in directly at the office by presenting a driver's license or state ID prior to receiving a visitor name badge. No exceptions will be made. The visitor badge must be worn at all times while in the building and returned to the office upon departure.

Animals are not allowed on school property. We have students who have allergies to dogs and others who are afraid of dogs. Dogs may be unpredictable in how they respond to people. We do not allow any dogs to be present on school property during arrival and dismissal time, or anywhere on school property while school is in session.

School Start and End Times and Procedures

Breakfast 8:00am - 8:15am

- Breakfast will be served in the cafeteria everyday
- Only students eating a school breakfast may come into the cafeteria in the morning.

Start: 8:15

- Students may not be dropped off before 8:00am.
- Morning supervision begins at 8:00am. Students will not be allowed in the building prior to 8:00am regardless of the weather.
- At 8:00am students will enter the building and proceed to their classrooms or the cafeteria.

End: 3:00pm (M, T, TH, F) 2:20pm (W)

- Bus students, walkers, and car riders will exit through the front door
- A note is not required for a student who wishes to walk home.
- After school, walkers are to go home.

After School Activities: 3:00pm - 4:00pm

- Monday- Band (5th grade only)
- Tuesday- Chorus
- Thursday- After School Programs

District 81 schools maintain a regular school schedule weekdays, except Wednesday. On Wednesdays, a shortened schedule is observed to allow for ongoing staff development.

Main Office Number: (847) 671-1922

Students are expected to follow a consistent mode of transportation home each week. In the event of an emergency, and you need to change your child's transportation home, please call the school office by NOON.

****If your child needs to leave school before the end of the day, please send a note with your child to the classroom teacher indicating the date and time of departure. If you email this message to the teacher, please

be sure to include the school secretary as a recipient. Please enter the school building and pick up your child at the school office. You will be asked to sign your child out of school.

Attendance Expectations

Regular school attendance is essential if students are to benefit from the educational opportunities the school offers. Regular attendance helps develop dependability and responsibility and contributes to academic achievement. Success in school requires regular attendance. All children are expected to attend regularly, unless they are ill or important family matters arise.

District 81, recognizes the impact of regular school attendance on educational performance. It is also important that the students have a good start to the school day by arriving on-time. To that end, the district has a truancy officer to monitor student attendance. The truancy process is begun when a student has been absent or tardy for more than 5% of school days. School Staff will work with families to help students and families with these issues. However, if these efforts are not successful, the truancy officer may involve police who may issue fines, or the matter may be referred to truancy court. For more information regarding truancy, contact the Building Principal. If students have 5% unexcused absences, they may not be eligible to participate in the graduation ceremony of their 8th grade year.

- We expect all students to arrive on time to school at 8:15 am. Students who arrive at school after 8:15 am will be tardy.
- We expect parents to ensure that students arrive on time and are ready to learn.
- If children are ill and will be absent from school, **we expect parents to call the school office** at (847) 671-1922 before 8:15am on each day of an absence.
- Parents should expect us to contact the home when children are not in school. If the school does not make contact with a parent/guardian the student will be considered unexcused for the day.
- If a child is absent for five (5) consecutive days, a doctor's note is required to return to school.
- Students absent from classes on the day of an extracurricular/after school event may not be allowed to participate in that day's activities or event.

Tardy/Late Arrival

We ask the assistance of all families in emphasizing responsibility to children of keeping to schedules and being on time for school.

When arriving after 8:15am, parents are asked to accompany the student to the office to check in and receive a tardy slip.

To help students learn about responsibility please help your child be on time. It is often difficult for a student to catch up from a lesson they have missed or enter a room when the day has already begun. Additionally, when tardy it is disruptive for the other students and their learning when a student arrives after school has started. Parents are responsible for getting their child to school on time. Your child's attendance and tardies are tracked daily. To assist students and parents who may experience excessive tardies, a sequence of interventions is followed. These range from calls home, Level Forms, parent letters, and conferences at school to create a plan to help get students to school on time.

Chronic Absenteeism

A student is considered chronically absent by ISBE if they miss 10% or more of the school year regardless of whether absences are excused or unexcused. A student missing more than 18 days in a school year for any reason will be considered chronically absent. Exceptions include only student hospitalizations and deaths in the immediate family. Student absences are reported on each student's report card and are maintained within each student's permanent record.

Truancy

Definition:

1. The School Code of Illinois (105ILCS5,Illinois Revised Statute), Section 26-1 provides that any child between the ages of seven (7) years and sixteen (16) years shall attend school in the district where the child resides, with the exception of those attending a private or parochial school.

2. A "truant" is defined in Section 26-2a as a child subject to compulsory school attendance, who is absent without a valid cause from attendance for a school day or portion thereof.

3. A "chronic truant" is defined in Section 26-2a as a child subject to compulsory school attendance who is absent without a valid cause from attendance for 5% (9 days) or more of the previous 180 regular attendance days.

4. Note: The determination of excused vs. unexcused absences is the responsibility of the school. The school may decide, based upon a Parent/Guardian's calls to school, whether the absence is excused or unexcused. After numerous call-ins from specific Parents/Guardians, the school may decide to require a doctor's note to excuse future absences.

A child absent from compulsory school attendance without valid cause will be considered truant. A truancy letter will be sent home from the school to notify parents of excessive absences. Habitual truants are subject to legal action consistent with state law.

In the event that your child will have an unexpected, prolonged absence, please notify the building administrator.

Attendance & Truancy Intervention Plan

Schiller Park School District 81

BUILDING RELATIONSHIPS WITH TOMORROW'S LEADERS
WE ARE SD81

ATTENDANCE & TRUANCY INTERVENTION PLAN

PREVENTION

- Clear attendance policies & procedures as set forth by the district and school handbooks
- Parents and students sign that they have received and reviewed handbooks
- Clear attendance procedures for teachers
- Attendance incentives

AFTER 5TH UNEXCUSED ABSENCE

Administration contacts family by phone call

IDENTIFICATION & DATA COLLECTION

- Clear attendance policies and procedures
- Parent contact to identify cause of non-attendance
- Review of student academic progress and impact of absences Student achievement negatively impacted by absences or tardies

AFTER 7TH UNEXCUSED ABSENCE

Family receives email reminder and phone call from administration

INTERVENTION

- Student achievement negatively impacted by absences or tardies Support for guardians to develop an appropriate plan for increased
- attendance
- Counseling services for student
- Health services

AFTER 10TH UNEXCUSED ABSENCE

Family participates in a problem-solving meeting with school administration

MEDIATION

- Referral to School Resource Officer (SRO) for citation
- Pre-hearing with school personnel to review intervention services according to stautory requirements.

AFTER 15TH UNEXCUSED ABSENCE

District refers case to School Resource Officer; district may conduct a well-check/home visit with law enforcement

COURT REVIEW

- Truancy hearing conducted by Truancy Officer

General Building/ Classroom Expectations

District 81 requires that all students respect school property and the property of others. We expect families to support this concept. The care and participation of all of us are needed to maintain the appearance and safe conditions of our schools.

Our schools are privileged to have high-quality spaces and instructional materials. We ask that students treat all school property with care and take precautions to avoid damaging any district property.

While we understand that materials and equipment do not stay new forever and that normal use results in normal wear and tear, students and parents/guardians may be held financially responsible for damage to furniture, equipment, and other materials if the damage is intentional or if student negligence is involved.

All students are expected to:

- Enter the building with a quiet inside voice and walk at all times inside the school
- Treat the school with respect and make good decisions while using shared spaces, bathrooms, cafeteria, playground, etc…
- Inform a teacher if they see a mess or area is being mistreated.
- Treat others with respect and be responsible for their own actions.

Student Supply Expectations

- Student supply lists can be found on the school website.
- Students will be assigned a locker and an area in the classroom to keep their supplies

School Owned Property Expectations

- Students are expected to take care of books and all other school property including, but not limited to, iPads and accessories.
- Parents are responsible for damage and loss.
- A student is not allowed to take school property without permission; students who do so will be referred to law enforcement.

Locker Expectations

- Students will be assigned a locker.
- Lockers may be open and do not have locks, therefore valuables should not be kept in them.

Hallway Expectations

- Students should:
    - Walk quietly through the halls and shared spaces and be respectful to other classrooms
    - Face forward
    - Keep hands and feet to self
    - Refrain from running
    - Walk directly to their location

Slide Expectations

- Student should:
    - Always go feet first
    - One person on the slide at a time
    - No climbing on the slide

Bathroom Expectations

- Student should:
    - Use good bathroom manners
    - Clean up after using the bathroom
    - Remember to wash their hands

Lunchroom Expectations

- Student should:
    - Walk to and from the lunch tables
    - Use appropriate table manners and quiet voices
    - Remain seated during lunch unless given permission by the lunchroom aides to leave their seat
    - All students are responsible for cleaning up their area and throwing away all garbage
    - Raise hand if help is needed
    - Students are not allowed to trade or share food
    - Students may not bring energy drinks containing caffeine, as they are not recommended for children under 18 years of age.
    - Wait for the lunchroom aides to excuse them from the table to line up after lunch
    - Students should remain quiet while waiting for teachers in the hallway
    - All students are to eat lunch, unless fasting for religious reasons. If a student does not bring lunch from home, they will be given a school lunch.

A hot lunch menu is sent home monthly, offering a USDA aligned daily meal offering, which includes milk. There are also extra fruits and vegetables to choose from. Students may also choose a grilled cheese sandwich instead of the hot-lunch choice for the day. Students have 20 minutes to eat lunch. Students may bring a healthy lunch from home and should be encouraged to eat their dessert or treat last. The school office will not receive outside food deliveries for student lunches (ex: GrubHub, Doordash, Ubereats, etc).

Shared Space Expectations

- Student should:
    - Use the furniture in the space appropriately.
    - Use a clipboard/whiteboard under their work when writing on a soft surface

Dress Code Expectations

Students' 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. This includes all extra curricular activities and events, including dances, as well as sporting events that take place in the school building after regular school hours.
Students in violation of the school Dress Code will have three options;

1. Students will be asked to put on their own alternative clothing, if already available at school.
2. Students will be provided with temporary school clothing, if available.
3. If necessary, the student's parents will be called to bring alternative clothing for the student to wear.

Specific guidelines concerning school dress code include but not limited to:

- Hats, bandanas, sweatbands, sunglasses, or any other head coverings shall not be worn in the building. Any headcoverings brought to school shall be removed before entering. The only exceptions are religious reasons, and school spirit days (as approved by the principal).
- Garments that depict substances or activities that would be illegal for students are prohibited.
- Garments that contain inappropriate messages, words, phrases, graphics or symbols are prohibited.
- Clothing that is considered revealing is prohibited. Such clothing includes, but is not limited to, bare midriffs, holes, rips, tears in clothing, low-cut tops(crop top),tube tops, spandex shorts, short skirts, and short shorts (relaxed arms at sides should touch mid-thigh), underwear showing, pants worn below waist
- Sleeve length and opening must be appropriate for school setting. Sleeves/straps on tank tops should be no less than three fingers wide.
- No pajama pants or slippers (Unless approved by the school administration).

Physical Education Dress

- For the safety of all students in physical education classes, socks and proper gym shoes must be worn.

Playground and Recess Expectations

Playground

- All students are expected to:
    - Keep their hands and feet to themselves
    - Follow the directions of the recess teachers.
    - Inform a teacher if someone is hurt, has a problem or needs help.
    - Include others in games and activities.
    - Play Fair, safe and show good sportsmanship. Bullying, “play fighting” or any disruptive behavior is not allowed.
    - Remain inside the playground area. If equipment(ie. ball) goes outside the playground area, students should notify a teacher.
    - Use the playground equipment appropriately and return all equipment to the cart when the whistle blows.
    - Students should not jump off the swings or slides.
    - Only enter the building when given permission
    - Line up when the whistle is blown
    - Enter the building in a quiet and orderly manner

Indoor Recess

- Students will stay in a neighborhood
- iPads should not be used during indoor recess unless directed by teacher
- Games and toys brought from home are the students responsibility and must be put away after recess

Bus Expectations

Students are responsible to behave appropriately on the school bus and to follow the bus safety rules each time they ride the bus, whether they ride regularly, occasionally, or on a class field trip.

Bus Assignment

- Students may only ride the bus for which an application was made. If a change in bus assignment needs to be made, then a parent must let us know and the office staff will fill out a bus change form
- Students may not ride the bus home with a friend or be transported to another stop without the proper paperwork filled out at the school office.
- Students who do not have a bus application on file may not ride the bus.

Bus Stop

- Students are to be at the bus stop 5 minutes prior to their scheduled pick up time.
- Students are to line up, off the street, and wait for their bus. Students and parents must stay out of the danger zone next to the bus. Take at least five giant steps (10 feet) away from the bus until you can see the driver and the driver sees you. Never crawl under a bus or run back to the bus if you dropped or forgot something.
- Students are to show respect for private property – lawns, shrubs, trees, etc. Stay out of garages.

Bus Rules

- Students are expected to uphold the school rules on the bus. Negative student behavior that occurs before or after the students are on/off the bus will not be disciplined at school. These incidents will be referred to our school resource officer.
- Students must keep their iPads in their case and in their book bags on the bus.
- Cell phones, iPads or other electronic devices may not be used on the bus.
- Students are to remain seated facing forward on the bus. They may NOT stand, switch seats, or kneel on the bus. <u>If a student is assigned a seat by the driver, he/she must sit in that seat</u>.
- Students must keep their hands and heads inside of the bus windows. They are not to touch the bus windows at all. The windows may not be opened or closed without permission from the driver. Nothing is to be thrown inside of the bus or out of the windows.

- Students may not damage or deface the bus in any way. *Parents are financially responsible for vandalism to District property.*
- Students may not eat or drink on the bus.
- Students that do not follow the bus rules may be suspended from the bus. Parents of suspended students have the responsibility of arranging transportation to and from school.
- Students are expected to use appropriate language on the bus.
- All students will be provided a bus tag. If your child misplaces their tag, please reach out to the office so we can make another one.
- Audio/video cameras may be used on school buses as necessary in order to monitor conduct and to promote and maintain a safe environment for students and employees. Students are prohibited from tampering with the audio/ video cameras. Students who violate this policy shall be disciplined in accordance with the District's discipline policy and shall reimburse the District for any necessary repairs or replacements. If the content of the recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding
- Additional District bus rules may be found in the District Student Handbook.

The consequences for failure to follow the rules listed above may result in an assigned seat near the driver or suspension of bus privileges.

Parents of suspended students have the responsibility of arranging transportation to and from school. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to make up work for equivalent academic credit. It is the parent/guardian's responsibility to notify the school if no other transportation is available

Health and Wellness Information 2026

The following guidelines are common symptoms of childhood illnesses from the Illinois Department of Public Health. Please notify the school if your child has a communicable disease, medical condition, serious injury, illness or hospitalization.

Fever: A fever is a warning that something is not right with the body. A child with a fever greater than 100 degrees should be kept at home, and not allowed to return to school until he/she has been fever free for 24 hours-without using fever-reducing medicines such as Tylenol or Advil. Call your doctor for high fevers or fever lasting over 24 hours.

Stomach Aches or Flu: If your child has a persistent stomach ache and/or abdominal pain, keep them home for 24 hours until they are better. If a child has vomiting or diarrhea, also keep home for 24 hours until from onset. Although a child may feel better, children are to stay home 24 hours or more from the last time of vomiting or diarrhea. If your child continues with these symptoms for more than 24 hours, call your doctor.

Common Colds: A child who complains of a sore throat, headache, or has a continuous cough, excessive runny nose, chills, fever, painful neck glands, they need to stay home.

Strep throat: Strep throat is caused by a bacteria that lives in the nose and throat. Symptoms are headache, sore throat, pale, fever, congested, cough and stomach aches. **Strep needs to be treated with antibiotics.** Please notify the school if strep is diagnosed and turn in the doctor's note confirming strep throat.

Eyes: If your child's eyes have discharge, red eyes, itchiness, swelling or pain from one or both eyes, they need to stay home and contact your doctor before using any eye drops. Please notify the school if pink eye -conjunctivitis- is diagnosed and turn in the doctor's note confirming diagnosis.

Rash: If your child develops a rash, keep them home to be watched. A rash may be the first sign of childhood illnesses, infection or an allergic reaction from an allergen or medication. Call your doctor if your child's rashes do not go away. **A note from the doctor must be presented upon returning to school after a rash.** Please notify the school if your child has a rash or is being seen by the doctor for a rash.

Chicken pox: Chicken pox can still occur If your child has not been vaccinated they are at risk of infection. Chickenpox causes a red, itchy, blistering rash all over the body. Other symptoms include fever, sore throat, headache, loss of appetite, and body aches. Please notify the school if your child has a rash or is being seen by the doctor for a rash.

Medical conditions or skin conditions; If your child has any **Medical conditions or a** s**kin condition** please notify the nurse.

Communicable Diseases: Students presenting with symptoms of communicable illnesses will be sent home. Illnesses such as **Covid,** influenza, strep throat, pink eye, rash, persistent cough, hand foot and mouth disease-HFMD- and Fifths Disease are common childhood diseases. They need to be reported to the nurse and classroom notifications of contagious conditions will be sent home.

Covid-19 virus: Currently for any Covid related cases or exposures in your home or family, you must still notify the school office. Students who are positive will isolate themselves at home for five days and will return to school wearing a mask for five more days. Please inform the office for all Covid cases.

Picking Up Sick Children from School: Sick children need to go home as soon as possible. Emergency contacts should be updated with available people to pick up your child when sick or injured.

For Medications at School:

A **Medication Authorization form must be filled out by the physician and parent** before any medicine can be given to your child. All prescription items like inhalers, epi-pen and benadryl or non-prescription over-the-counter medications, like Tylenol, cough drops, allergy tabs, eye drops, nasal sprays, ointments and antibiotics must also have this form completed. The form must be for the current school year and renewed yearly by the physician. **All medications must be in the original package with the label or prescription label.**

The **Prescription label** must include; the child's name, medication name, the dosage, the time to be given, the current date and in the original pharmacy container. Medications must be brought to the school by a parent or responsible adult. Any medication not picked up at the end of the school year will be disposed of.

All medications will be kept in the health office except for some emergency medications upon special request by the parents.

Emergency Action Plans (EAP) forms are for medical conditions requiring medication in case of emergency. The doctor will complete and sign the form with a parent signature. Emergency action plans are required for conditions like; food and bee sting allergies, asthma, seizures and diabetes. The plans are available online at D81 Site. They are called; Allergy Anaphylaxis Plan, Asthma Action Plan and Seizure Action Plan. For Diabetes-called the Doctor's School Plan, the Diabetic Management Plan and an Emergency Action Plan for hypoglycemia. The Illinois State Board of Education requires an Emergency Action Plan for these severe conditions.

Health office visits: Students come to the nurse for a variety of reasons. At each visit they are checked by the nurse and their care is documented. If your child becomes ill or injured you will be contacted immediately. For health related issues or when minor health care is given, parents/guardians are not notified daily.

Head bumps; Parents will be called for anything more than a light head bump and a head bump care letter will be sent home.

Head Concussions: A concussion resulting from a head injury is serious. Concussion signs/ symptoms are; a worsening headaches, problems with concentration or vision, poor memory, confusion, walking imbalance or not walking right, also nausea or vomiting, increased sleepiness, not alert and slurred speech. Contact your doctor for any of these symptoms.A severe sign would be; not easily awakened, loss of consciousness or a seizure.
Please contact the nurse after a concussion is diagnosed. The concussion protocol called “Heads- Up”is followed by in all Illinois schools.

Procedures for Head Lice: If a student is found to have live lice, parents will be called to pick up the student for treatment. When they return they will be checked by the nurse. Some nits may be present after treatment but all nits need to be removed. Treatment kills live lice right away. The eggs or nits of lice hatch in 10 to 14 days and the cycle may repeat itself every 3 weeks. Lice are found around the ears, base of the neck, or any area of the scalp. Children often complain of an itchy scalp. Transmission only occurs by direct contact with clothing, hats, hoods, scarves, bed linens or hair accessories. Treatment includes; washing clothes, sheets and vacuuming carpets on the same day of the shampoo treatment and all household members and siblings should be checked. Siblings will be checked in school. Classrooms will be checked when cases are found and a notification letter will be sent home. Head lice is a nuisance but cannot spread disease. Personal hygiene or cleanliness in the home or school is not the cause of getting head lice.
Information regarding hair and household treatment for lice is online at **https://www.cdc.gov/parasites/lice/head/index.html** or call the school health office.

Returning to School after an Illness or Injury: Any student returning to school with a cast, crutches, or from a serious injury or illness requiring physical limitations, must see the nurse and have a doctor’s note indicating use of crutches, elevator, any limitations, and when they can return to normal activities such as recess and physical education (PE class)

PE excuse; A student will not be excused from PE without a note from the parent, physician or school nurse for a limited amount of time. A parental note is acceptable for two days, thereafter a note from a physician is required.

Medical notes; A doctor's note stating that the child may return to school is needed when a child has been absent from school for **five or more consecutive days.**

Health Requirements: All students must have a physical examination form and up-to-date immunization record. **Students entering Pre K, Kindergarten and 6th grade must provide a new physical examination form and up-to-date immunization record by October 15th of t**he school year or within 30 days from registration date if registering late.

Preschool and Kindergarten: The physical examination and up-to-date immunization record completed on the Illinois Certificate of Child Health Examination form, must be signed and dated by a physician or nurse practitioner and the parent portion completed and signed.

Sixth grade Requirements: A new physical examination on the Illinois Certificate of Child Health Examination form and immunization record with the TDap and Meningococcal vaccines, signed and dated by a physician or nurse practitioner and the parent portion completed and signed.

Dental Requirements: For all kindergarten, second and sixth graders;
A dental health examination performed by a licensed dentist and signed on the State of Illinois Proof of School Dental Examination Form, is due by May 15th of the school year.
When the mobile dentist visits your school this would fulfill this requirement. Permission forms for the mobile dentist will be sent home.

New students to Illinois Physical and Eye Exam Requirements: Students transferring from another state or entering the country for the first time must have a physical examination and immunization record on the Illinois Certificate of Child Health Examination form and a vision or eye exam is also required from an eye doctor on the State of Illinois Eye Examination report form. Both of these exam forms are due 30 days from registration date.

Vision/Hearing screenings:
Vision and hearing screenings are done at school in the fall by an IDPH certified technician or nurse.
Vision screenings are done for all pre-school, kindergarten, second and eighth grader levels, and for special-education.
Hearing screenings are done on all preschool, kindergarten, first, second, third graders and all special-education..
You will be notified if your child did not pass either of the screenings and a referral form will be sent home. An examination by a doctor as a referral will need to be completed. Please have the doctor complete the form and return it to the nurse.

Sports Physical Requirements:
Middle school students are required to have a current sports physical on file **before** trying-out or participating in interscholastic sports.

Sports physicals are good for 13 months and must be completed by a physician or ANP and include a parent portion and signature.
The 6th grade physical on the Illinois Child Health Certificate form does cover the sports physicals requirement for that year. Although Sports physicals are not accepted for 6th grade school physical.

Guidelines for Flu:

Influenza or "flu seaso**n" t**ypically runs from October through May.
Influenza is primarily a respiratory virus. Keep your child home for rest and medications and when he/she has any of these symptoms for 48 hours or 2 days after the flu.

Symptoms of the flu are:

Severe upper chest or head cold or a stomach-ache or diarrhea
Fever greater than 100 degrees, chills, headache, sore throat
Feeling tired, pain, weakness or muscle aches
Frequent cough, congested or a croupy cough
Increase nasal discharge with frequent nose blowing

To help prevent the flu and colds from spreading, teach your children good hygiene habits;

Wash hands frequently
Do not touch eyes, nose or mouth
Cover mouth and nose when sneezing or coughing
Avoid close contact with people who are sick or when you have a cold
Keep your child well hydrated and continue with good nutrition to fight of the virus

Often when a child awakens with vague complaints (the way colds and flu begin) it is wise to observe your child at home before deciding whether to attend school.
Hand washing is your best defense from getting ill with a cold or stomach bug. 6/2023

School Procedures

Drop Off and Pick Up Procedures

Students who Walk or are Driven:

- Students will be picked up and dropped off in front of the school, in the car lane, off of Michigan. They will enter and exit through the front door.
- All students and families should use the designated crosswalks
- Be aware of private property parking signs, as towing does occur on private property.
- Please be courteous and respectful to school personnel and each other. The safety of your children is our top priority and the rules we have in place are in your child's best interest.
- If your child is late to school and school personnel are no longer along the drop-off lane, please bring your child to the office to receive a tardy slip. The gate closes at 7:55am.
- Remember that there are NO CELL PHONES in a SCHOOL ZONE.

Entering the Building or Picking Up Students

The office will pay extra attention to those entering the building. Visitors of students in grades 4-5 should always use the main office entrance. Please realize that even if we know who you are, we will ask you to state

your name & purpose for visiting the school before being buzzed into the building. All visitors wishing to gain access to the school, whether to volunteer in the classroom, pay a cafeteria balance, or chaperone a field trip, will be asked to present a photo ID for a visitor's badge. There will be **NO** exceptions.

- When your student is to be picked up or go home with someone other than the usual, please send a note to the teacher. Anyone who picks up a student early will be asked to show a photo ID. The office will also check to see if that person is listed on the student's emergency contacts.
- If there is a change with how your child will go home, please call the office before 12pm.

Visitor & Volunteer Policy

Visitors

- Parents are welcomed and encouraged to visit school. Before visiting, please contact the teacher/principal to set up the visit and make arrangements. When you arrive at school you will be asked to show a form of identification (driver's license/state ID) and be run through the RAPTOR system. You will be issued a Visitor's Badge that must be worn at all times.

Volunteers

- We encourage parents/guardians to volunteer their time to enrich both the learning and the school community. Volunteering may include coming into the classroom to work with the students, help with special projects, or chaperone a field trip. It is of utmost importance that observations and experiences stay within the confines of the classroom. If questions or concerns arise, volunteers are directed to speak with the classroom teacher or building principal.
- Volunteers should refrain from bringing siblings when volunteering their time.

Chaperones

Chaperones are expected to support teachers during activities/field trips and provide supervision at all times. Students must be under adult supervision at all times. It is expected that chaperones reinforce rules and expectations in compliance with school policy to help ensure safety and cooperation.

Guidelines for chaperones to follow:

- Sign-in at the school office with a photo ID to receive a visitor's badge.
- Chaperones must be on a pre-approved list from the teacher.
- Chaperones must follow directions given by the teacher.
- Teachers will ask for a cell phone number in case there is a need to reach the chaperone for an emergency or to give information during the activity.
- Chaperones should refrain from purchasing toys/gifts for the children during the activity.
- No student is to be left alone without a chaperone. In case a student gets lost/sick please contact the teacher in charge or call the school office to report a lost student.
- Chaperones should help maintain school standards of behavior.
- Chaperones should refer any disciplinary issues and incidents to the teacher or administrator present.

- Chaperones are expected to take all necessary and reasonable precautions to protect students.
- Chaperones **MAY NOT** take pictures or videos of students other than their own.
- Chaperones should refrain from using their cell phone for personal use during the field trip

Birthday Celebrations

Every child's birthday may be celebrated at school (typically at the end of the school day). We encourage non-edible birthday treat bags (including items such as pencils, stickers, small toys, etc). Birthday celebrations will be limited to 5-10 minutes, as instructional time is valuable. The classroom teachers will ensure your child has a special birthday celebration at school. If you choose to send an edible item, it must be store-bought, individually wrapped with a nutrition label visible to parents. Items will be brought home for parents to inspect/decide if their child may eat the item(s).

To support an inclusive classroom environment, birthday invitations may only be distributed at school if every student in the class is invited. Invitations that do not include the entire class may not be passed out at school. Families are welcome to distribute invitations outside of school through personal means.

Personal Property

- Students should keep personal property (ie. electronic devices, video games, toys, keychains etc…) at home. Students should not bring toys, keychains, games, or sports equipment to school, unless instructed to do so (ie. class reward). If students bring these items to school please note that the school is not responsible for damaged, lost and/or stolen items brought to school.

- If you choose to bring personal property to school that becomes a distraction, any staff member has the right to take that item and return it at a time of his/her discretion (ECD's will have to be picked up by parent or guardian). The school is not responsible for damaged, lost, and/or stolen items brought to school.

Personal Electronic Devices

- Handheld devices including games are not permitted unless allowed for special occasions designated by the teacher. Electronic devices that are confiscated by a faculty member will be given to the administration and a guardian will be required to retrieve the device from the school office.
- Students may possess a cellular phone/GPS kids tracker/electronic watch at school only if it is **turned off** and stored in their assigned lockers. Please note lockers may be open and do not not have locks.
- Cellular phones should not be used on school property, including the bus, or during school activities, including field trips, unless allowed for special occasions designated by the teacher.
- Students who use their cellular phones during the school day will be referred to the principal for disciplinary action. Cellular phones that are confiscated by a faculty member will be given to the administration and a guardian will be required to retrieve the device from the school office.

Headphones

- No bluetooth enabled listening device (ex: Airpods) will be allowed in School. To ensure our students are on task and using their electronic devices appropriately, they will only be allowed to use plug-in earbuds or headphones. Plug-in earbuds or headphones will be required for all classes. The use of the plug-in earbuds/headphones is at the discretion of the classroom teachers. Students should never wear earbuds/headphones while walking throughout the building. If a student brings and/or uses bluetooth enabled listening device the following will occur; 1st offense: Teacher warning and will ask students to put them in their lockers. 2nd offense: Teacher will confiscate headphones and return to student at the end of the day. 3rd offense: Bluetooth device given to the office for the student to pick-up and parents informed. 4th offense: Parents will be required to pick up the bluetooth device from school.

Personal Items, Toys, and Fidgets

To maintain a focused and productive learning environment, students are asked to leave all personal toys, fidgets and non-essential items at home.

The Policy: All personal items, fidgets and/or toys are not permitted in the building, classrooms, hallways, or common areas. When these items are brought to school, they become a distraction, disrupt the learning environment and they can become damaged. When damaged some of these items are causing damage to school property and students belongings.

- **Storage:** If brought to school, these items must remain out of sight, powered off and remain inside the student's locker.
- **Confiscation:** Items seen or heard during the school day will be collected by staff and held in the main office for parent/guardian pickup.

Exceptions; We recognize that for some students, specific sensory tools are essential for focus. Fidgets or sensory items are **only permitted** if they are explicitly listed as an accommodation in a student's **Individualized Education Program (IEP)**, **Section 504 Plan** or have been approved by school personnel.

Prohibited Fidget Types: There are certain types of fidgets that are prohibited even for students with an IEP, 504 Plan, or school approval. Certain fidgets are prohibited for school/student safety, protection of school and student property and to create a positive learning environment.

- **No Liquids or Gels:** Fidgets containing liquid, gel, or "goo" (e.g., NeeDoh, stress balls with liquid centers, or water-filled bladers) are **not allowed**.
- **The Reason:** These items are prone to leaking or bursting, causing significant damage to school property, books, clothing, etc.

Approved Fidgets: Students with approved accommodations should use solid sensory tools, such as textured strips, silent tactile rings, or marble-and-mesh fidgets. The fidget must fit in the palm of the students hand, should make minimal noise and can't disrupt others. The fidget can not be shared with

other students in class and at no time should the fidget become a distraction to the educational environment.

Lost and Found

- We maintain a lost and found area at school. Students should look in the cafeteria if they are missing items.
- Jewelry, keys, glasses and other valuables are kept in the front office rather than in the lost and found area.
- Putting the student's first and last name on their personal items will help the item get back to the correct person.
- Unclaimed items are periodically donated to local charities.

Personal Transportation Devices

The use of motorized (Electric or Gas powered) bikes/vehicles, rollerblades, roller skates, skateboards, scooters, Heelys, and other items determined to be dangerous are prohibited on school property. If found in a student's possession, the items will be kept in the school office until picked up by a parent/guardian.

Parent Square Notification System

School District 81 utilizes ParentSquare, a mass notification system to communicate with all parents/guardians and staff by telephone, email, text messaging, and app notification. We need to have your current phone number and email address in our student information system(s), PowerSchools, and ParentSquare to ensure accurate and prompt delivery of urgent messages such as school closings and emergency situations. It is the parent/guardian's responsibility to update or make any changes in phone numbers or email addresses in ParentSquare or with their school office.

Emergency School Closing

Schools may occasionally close due to extreme weather. The decision will be based on the ability to safely transport students and staff to schools on time.

You will receive an automated phone call from the Superintendent announcing the closing of schools. Every effort will be made to send the announcement the evening before the closing but weather conditions may require a later decision. You will receive a phone call via our automated system after the decision is made to close school. The automated phone system will call your home phone and the cell phone numbers that you provide at registration.

Families may also check the District 81 website (www.sd81.org) for closing information. Local radio and TV stations will also be informed and announcements should be made over the following radio and television stations (Check with District Office for confirmation)

Student Information

It is very important that every student maintain an up-to-date address, telephone numbers, email, emergency contacts, etc… at the school office. Please notify the office immediately if there is a change of information for your student, or change the information in PowerSchools.

Correct information is necessary for communication between home and school especially in the event of a health emergency.

Please remember that your child can only be released to someone that is listed in the emergency contacts and they will need to show a photo ID.

Student and School Safety

Weapons

- Weapons are defined as, but not limited to: knives, guns, slingshots, matches/lighters, etc
- Weapons are never allowed in school, on the bus, or at the bus stop.
- Students are to report any weapon they know about to the office or other school adult immediately.
- Students who bring any type of weapon to school will be recommended for expulsion and the Schiller Park Police Department will be contacted.
- Toy weapons are not allowed in school; students who bring such items to school will be suspended and expulsion will be considered.

General Building/Classroom Expectations

District 81 requires that all students respect school property and the property of others. We expect families to support this concept. The care and participation of all of us are needed to maintain the appearance and safe conditions of our schools.

Our schools are privileged to have high-quality spaces and instructional materials. We ask that students treat all school property with care and take precautions to avoid damaging any district property.

While we understand that materials and equipment do not stay new forever and that normal use results in normal wear and tear, students and parents/guardians may be held financially responsible

for damage to furniture, equipment, and other materials if the damage is intentional or if student negligence is involved.

Behavior Policy
Tier 1: School norms and Second Step lessons
Tier 2: Check In - Check Out (CICO)
Tier 3: Individualized behavior plan

Behavior Think Sheets Criteria

- Be Respectful
- Be Responsible
- Be a Problem Solver

Behavior Think Sheets - CICO Referral Process

- 3 = phone call from teacher
- 4 = phone call from principal
- 5 = CICO referral

Check In - Check Out (CICO)

- If student has 5 or more behavior think sheets, he/she may be assigned a CICO mentor
- The mentor will be a member of the staff that will check in and out with the student at the beginning and end of the day
- The CICO mentor and student will set goals and the student will exit CICO when he/she meets his/her goal consistently
- Students may be assigned a CICO mentor at the discretion of the RTI committee

Homework Policy

Homework

- 3 days of missing assignments = note home
- 5 days of missing assignments = phone call from teacher
- 7 days of missing assignments = phone call from principal
- 10 days of missing assignments = individualized homework plan

Field Trips

Curricular

- Field trips are planned throughout the school year to align with the curriculum. Students are encouraged to attend these field trips.

Incentive

- Field trips are considered a privilege. Students must be in good academic standing to attend. Academic and behavioral student goals will be set for incentive field trips. If the student does not obtain their goal, they will not be allowed to attend the field trip. Students who do not attend field trips will still be required to attend school that day.

Extra Curricular Activities

Band

- Students in 5th grade may sign up for band.
- Band twice weekly: during school and after school on Mondays from 3:00pm - 4:00pm
- School norms should be followed during band lessons.
- Band students are responsible for making up any missed work and assignments

Chorus

- The chorus is open to all students.
- School norms should be followed during chorus

After School Programs

- Various after school activities will be offered after school on Thursdays throughout the school year.
- Permission slips will be sent home with your child with the schedule and dates.

Student Honors

Character Awards

- Every month a Social Emotional Learning (SEL) trait will be highlighted. One student per class who exhibits the SEL trait will receive an award at the end of the month.

Character Honor Roll

- Students will be recognized for showing excellence in personal skills and growth. Students who receive all pluses in personal skills will qualify for Character Honor Roll at the end of every trimester.

Wonderful Wildcat Tickets

- Students can be rewarded Wonderful Wildcat Tickets from any Washington School staff member while demonstrating our school norms. At the end of each week, student names will be drawn from the Wonderful Wildcat Lottery and recognized.

Technology Use / Criteria & Interventions

iPad Usage

Students will be issued an iPad at the beginning of the school year. Students should carry their iPad from class to class and use the appropriate app or tool determined by the classroom teacher, to record the assignments given in class. Students will be able to access their assignments by taking their iPad home or by using the Internet at home. Paper copies are available upon request. Students will leave their school issued iPad chargers at home. Students should arrive at school with their iPad charged to 100%. In the event a student comes to school with their iPad uncharged, they will rent a charger from the office. The student will be required to leave a form of collateral (ie: cell phone) and will be charged a $3.00 rental fee.

ACCEPTABLE USE OF TECHNOLOGY AND SOCIAL MEDIA

Schiller Park School District 81
6:235-AP1

Instruction

Administrative Procedure - Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

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

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

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
c. Downloading of copyrighted material for other than personal use;
d. Using the network for private financial or commercial gain;
e. Wastefully using resources, such as file space;

f. Hacking or gaining unauthorized access to files, resources, or entities;
g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
h. Using another user's account or password;
i. Posting material authored or created by another without his/her consent;
j. Posting anonymous messages;
k. Using the network for commercial or private advertising;
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
m. Using the network while access privileges are suspended or revoked.

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

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

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

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

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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

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

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

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

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

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is almost assured if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.:No Child Left Behind Act, 20 U.S.C. §6777.

Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhances Education Through Technology Act of 2001, 20 U.S.C §6751 et seq.
Harassing and Obscene Communications Act, 720 ILCS 135/0.01.

DATED: July 1, 2012

Washington School Technology Use Criteria and Interventions

- Food, drink, gum/candy are not allowed while near and/or using technology.
- Only use your username and password
- iPads are only for school approved work/projects **not** to play games on the Internet
- Headphones will be issued at the start of each school year (included in the technology lease). If they are broken or lost, they will be to be replaced at the cost of $10.00

At Washington Elementary School, teachers and students work together to support our school values of safety, respect, and learning. In some situations more formal interventions are required to help students assume accountability for their actions. The following level system describes those interventions as they relate to computer and technology use.

Criteria	Recommended Intervention
Level 1 ▪ Activities that result in the wasteful use of resources, such as file space ▪ Using technology to play games or other activities that are not directly related to education.	▪ Meeting with teacher ▪ Administrator Contact ▪ Parent Contact ▪ Detention ▪ Suspension of user privilege
Level 2 ▪ Using technology while access privileges are suspended or revoked. ▪ Downloading software regardless of whether it is copyrighted ▪ Posting authored or created by another without his/her consent. ▪ Using Technology to participate in any type of chat rooms, any type of electronic messaging, and/or email unrelated to school activities. ▪ Repeated level 1 offenses	▪ Meeting with teacher ▪ Administrator Contact ▪ Parent Contact ▪ Detention ▪ In School or Out of School suspension ▪ Suspension of user privilege
Level 3 ▪ Using the technology for any illegal activity, including violation of copyright or other contracts of transmitting any material in violation of any U.S., State, or local regulations	▪ Meeting with teacher ▪ Administrator Contact ▪ Parent Contact ▪ Detention ▪ In School or Out of School suspension ▪ Suspension of User Privilege

▪ Using the technology to view inappropriate materials. ▪ Using the technology to participate in email cyber-bullying ▪ Repeated level 2 offenses	▪ Police or law enforcement involvement

Instruction

Exhibit - Keeping Yourself and Your Kids Safe On Social Networks

For students:

- Put everything behind password protected walls, where only friends can see.
- Protect your password and make sure you really know who someone is before you allow them onto your friend's list.
- Blur or morph your photos a bit so they won't be abused by cyberbullies or predators.
- Don't post anything your parents, principal or a predator couldn't see.
- What you post online stays online - forever!!!! So ThinkB4UClick!
- Don't do or say anything online you wouldn't say offline.
- Protect your privacy and your friends' privacy too...get their okay before posting something about them or their pics online.
- Check what your friends are posting/saying about you. Even if you are careful, they may not be and may be putting you at risk.
- That cute 14-year old boy may not be cute, may not be 14 and may not be a boy! You never know!
- And, unless you're prepared to attach your blog to your college/job/internship/scholarship or sports team application…don't post it publicly!
- Stop, Block and Tell! (don't respond to any cyberbullying message, block the person sending it to you and tell a trusted adult).
- R-E-S-P-E-C-T! (use good netiquette and respect the feelings and bandwidth of others).
- Keep personal information private (the more information someone has about you, the more easily they can bully you).
- Google yourself! (conduct frequent searches for your own personal information online and set alerts … to spot cyberbullying early).
- Take 5! (walk away from the computer for 5 minutes when something upsets you, so you don't do something you will later regret).

And for parents:

- Talk to your kids - ask questions (and then confirm to make sure they are telling you the truth!)
- Ask to see their profile page (for the first time)…tomorrow! (It gives them a chance to remove everything that isn't appropriate or safe…and it becomes a way to teach them what not to post instead of being a gotcha moment! Think of it as the loud announcement before walking downstairs to a teen party you're hosting.)
- Don't panic…there are ways of keeping your kids safe online. It's easier than you think!
- Be involved and work with others in your community. (Think about joining WiredSafety.org and help create a local cyber-neighborhood watch program in your community.)
- Remember what you did that your parents would have killed you had they known, when you were fifteen.
- This too will pass! Most kids really do use social networks just to communicate with their friends. Take a breath, gather your thoughts and get help when you need it. (You can reach out to WiredSafety.org.)
- It's not an invasion of their privacy if strangers can see it. There is a difference between reading

their paper diary that is tucked away in their sock drawer…and reading their blog. One is between them and the paper it's written on; the other between them and 700 million people online!

- Don't believe everything you read online - especially if your teen posts it on her blog!

DATED: October 2014

BUILDING RELATIONSHIPS WITH TOMORROW'S LEADERS
WE ARE SD81

Dr. Melissa Kartsimas
Superintendent
9760 Soreng Avenue
Schiller Park, Illinois 60176
(847) 671-1816 FAX (847) 671-1872
www.sd81.org

Dear Parent(s)/Guardian(s):

This letter is being sent as part of the District's continuing effort to educate parents and students about privacy protection and Internet use.

The Children's Online Privacy Protection Act gives parents control over what information websites can collect from their children. Many companies, however, are not providing information about what data a mobile app collects, who will have access to that data, and how it will be used. Allowing your child access to games and other seemingly harmless applications on a smartphone or computer risks his or her exposure to intrusive marketing and access to personal information.

A recent survey of apps for children by the Federal Trade Commission found that 10 percent of apps with social networking services did not disclose their presence; 17 percent of the apps allowed children to make purchases without parent/guardian consent; and 58 percent contained constant advertising, while less than 20 percent disclosed that advertising would appear.

The following suggestions may help keep children from being bombarded by unwanted advertising, from making unwanted purchases and from disclosing personal information and location:

- Be choosy about the applications that you let your child use. Try the app yourself to check for advertising messages and/or social networking and purchase options before allowing your child access.
- Select activities that do not require access to the Internet or an application, such as looking at family pictures or listening to preselected music, screened and approved by you.
- Make certain that the ability to make purchases is password protected.
- Set up family rules and consequences explaining that all purchases made via a smartphone or computer must have parent/guardian consent.
- Caution children about the use of social networking and other sites and/or apps that can pinpoint locations.
- Monitor computer and smartphone use whenever and wherever possible.

For more information on the Children's Online Privacy Protection Act, please see the following links:

www.ftc.gov/opa/2012/12/kidsapp.shtm
www.ftc.gov/opa/reporter/privacy/coppa.shtml

Sincerely,

Melissa Kartsimas

Dr. Melissa Kartsimas
Superintendent of School

BUILDING RELATIONSHIPS WITH TOMORROW'S LEADERS

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Dr. Melissa Kartsimas
Superintendent
9760 Soreng Avenue
Schiller Park, Illinois 60176
(847) 671-1816 FAX (847) 671-1872
www.sd81.org

June 23, 2021

Dear Parents & Guardians,

Effective July 1, 2021, school districts will be required by the Student Online Personal Protection Act (SOPPA) to provide additional guarantees that student data is protected when collected by educational technology companies, and that data is used for beneficial purposes only (105 ILCS 85).

District 81 will annually post a list of all operators of online services/educational technology companies or applications used by the District, and the data elements that the school collects, maintains or discloses to any entity through Exhibit E agreements with online operators. These agreements can be found by visiting www.sd81.org and clicking on the SOPPA section on the homepage. In addition, District 81 will post data breaches within 10 days and notify parents of the breach within 30 days.

Parents and students have rights regarding SOPPA. Below is the process for how parents and students can exercise their rights to inspect, review and correct information maintained by the school, online operator/educational technology company, or the Illinois State Board of Education (ISBE):

- Requests will be granted within 15 school days (but no later than 45 calendar days) after the District receives the request. Parents/guardians should submit to the Building Principal (or appropriate school official) a written request that identifies the information that they would like to inspect, review or correct. (*The response may be extended by 5 business days if: (1) the records are stored in whole or part at other locations; (2) The request requires the collection of a substantial number of records; (3)The request is couched in categorical terms and requires an extensive search; (4)The requested records have not been located in the course of routine search (5) The request cannot be compiled without unduly burdening or interfering with the operations of the school district; or (6) There is a need for consultation with another public body or among school personnel.)* (105 ILCS 10/5(c)).
- The Principal will make arrangements for access and notify the parent/guardian of the time and place where the records may be inspected.

District 81 is committed to a high level of standard to protect student privacy and confidentiality. We will maintain transparency in our policies and procedures to support SOPPA.

Respectfully,

Melissa Kartsimas

Dr. Melissa Kartsimas
Superintendent of Schools

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Superintendent
9760 Soreng Avenue
Schiller Park, Illinois 60176
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Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act

Dear Parent(s)/Guardian(s):

If your child has an account on a *social networking website*, e.g., Facebook, Instagram, Twitter, ask.fm, etc., please be aware that State law requires school authorities to notify you that your child may be asked to provide his or her password for these accounts to school officials in certain circumstances. *Social networking website* means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

School authorities may require a student or his or her parent/guardian to provide a password or other related account information in order to gain access to his/her account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Please contact the school if you have any questions.

Sincerely,

Michelle Howlett

Building Principal

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Dr. Melissa Kartsimas
Superintendent
9760 Soreng Avenue
Schiller Park, Illinois 60176
(847) 671-1816 FAX (847) 671-1872
www.sd81.org

Dear Parents/Guardians:

At our school, bullying of any kind, by any person, is unacceptable. All students should be free from worries about being bullied. Students who bully others must be taught other, appropriate ways of interacting with peers. The purpose of this letter is to provide you with information concerning the School District's anti-bullying program and to encourage you to help us identify students who are being bullied.

The School Board policy on bullying begins with this goals statement:

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

Bullying is an aggressive or unwanted behavior, used again and again to isolate or harm another person. Bully is defined as following:

> Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:
>
> 1. Placing the student in reasonable fear of harm to the student's person or property.
> 2. Causing a substantially detrimental effect on the student's physical or mental health.
> 3. Substantially interfering with the student's academic performance.
> 4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
>
> Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

I asked our school staff members to respond immediately and with compassion to a student who reports bullying or school violence. After evaluating the situation to determine if an immediate referral to my office is needed, a staff member will give the student our form for reporting bullying, 7:180-AP1, E5, *Report Form for Bullying and School Violence*. I will inform you whenever your child is involved in

a bullying report.

I also asked our staff members for their feedback and concerns specifically regarding locations that may be bullying *hot spots* needing additional supervision or monitoring or if there are any known bullies or targets of bullying in our building. I want to ask you to do the same thing. Please inform me if you know of any bullying *hot spots* in or around our school, or if you are aware of a known bully or target of bullying.

Finally, I requested our staff members to intervene immediately to stop a bullying incident. They will immediately contact building security and or law enforcement if the incident involves a weapon or other illegal activity.
Below are some of the signs that a young person is being bullied:

- Does not want to go to school and refuses to explain the reason
- Talks about not having any friends
- Has unexplained bruises, cuts, scratches, or abrasions
- Has unexplained damage to clothing, possessions, books, etc.
- Frequently loses money or possessions
- Loses interest in school and/or has declining grades
- Becomes withdrawn and/or has stress or depression symptoms

These signs do not necessarily mean your child is being bullied, but if present, ask your child whether he or she is being bullied.

Please let me know if you have any questions or concerns.

Sincerely,

Michelle Howlett

Building Principal

Lincoln Middle School
9750 Soreng Avenue
Schiller Park, IL 60176
Telephone (847) 678-2916
Fax (847) 678-4059

George Washington School
4835 Michigan Avenue
Schiller Park, IL 60176
Telephone (847) 671-1922
Fax (847) 671-1972

John F. Kennedy School
3945 Wehrman Avenue
Schiller Park, IL 60176
Telephone (847) 671-0250
Fax (847) 671-0256

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Superintendent
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Schiller Park, Illinois 60176
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Notice to Parents/Guardians Regarding Section 504 Rights

Dear Parent/Guardian:

The Rehabilitation Act of 1973, commonly referred to as *Section 504*, is a nondiscrimination statute enacted by the U.S. Congress. The Act's purpose is to: (1) protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Dept. of Education (ED), and (2) assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who: has a record of having, or is regarded as having, a *physical or mental impairment* which substantially limits a *major life activity* as defined by 34 C.F.R. §104.3.

This notice describes the rights assured by Section 504 to those disabled students who do not qualify under IDEA. The intent of this notice is to keep you fully informed concerning decisions about your student and to inform you of your rights if you disagree with any decisions in reference to Section 504.

Please keep this explanation for future reference.
Parents/Guardians and/or students have the right to:

1. Be informed by the School District of your rights and procedural safeguards under Section 504 in an understandable language. 34 C.F.R. Parts 104 and 300. The purpose of this notice is to advise parents/guardians and/or students of these rights. 23 Ill.Admin.Code §§226.500, 510 and 610.
2. An appropriate education designed to meet a student's individual educational needs as adequately as the needs of non-disabled students are met. 34 C.F.R. §104.33.
3. Free educational services except for those fees that are imposed on non-disabled students or their parents/guardians. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 C.F.R. §§104.33 and 300.14; 23 Ill. Admin Code §22.240.
4. A placement in the least restrictive environment. 34 C.F.R. §104.34.
5. Facilities, services, and activities that are comparable to those provided for non-disabled students. 34 C.F.R. §104.34.
6. An evaluation prior to an initial Section 504 placement and any subsequent significant change in placement. 34 C.F.R. §104.34.
7. Testing and other evaluation procedures conforming to the requirements of 34 C.F.R. §104.35 as to validation, administration, areas of evaluation, etc. The District shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical conditions, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent/guardian observations, anecdotal reports and standardized test scores. 34 C.F.R. §104.35; 23 Ill. Admin. Code §226.110.
8. Placement decisions made by a group of persons, i.e., a Section 504 committee, including the parent(s)/guardian(s) persons knowledgeable about the student, the meaning of the evaluation data,

the placement options and the legal requirements for the least restrictive environment and comparable facilities. 34 C.F.R. §§ 104.34 and 104.35.

9. Periodic reevaluations. 34 C.F.R. §104.35.
10. A notice prior to any action by the District in regard to the identification, evaluation, or placement of the student. 34 C.F.R. §104.36.
11. Examine relevant records. 34 C.F.R. §104.36.
12. An impartial due process hearing regarding the student's identification, evaluation or educational placement including an opportunity for parental participation in the hearing and representation by an attorney. 34 C.F.R. §104.36.
    You must file a written *Parental Request for an Impartial Due Process Hearing* with the District Section 504 compliance coordinator or designee, if you disagree with the decision of the Section 504 committee. The request must be submitted to the District Section 504 compliance coordinator within 10 calendar days from the time you received the written notice of the District's Section 504 committee decision. The *Parental Request for an Impartial Due Process Hearing Officer*, is designed to assist parents in requesting an impartial due process hearing and is available online at: www.isbe.state.il.us/spec-ed/pdfs/dp_parental_19-86a.pdf.
    The hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time, and place for the hearing. The hearing will conform to the requirements of 34 C.F.R. §300.512 and Section 14-8.02a of the School Code (105 ILCS 5/14-8.02a.). 34 C.F.R. §104.36; 23 Ill.Admin.Code §226.625. The impartial hearing officer shall issue a written decision, including findings of fact and conclusions of law, within 10 days after the conclusion of the hearing and send by certified mail a copy of the decision to the parents/guardians or student (if the student requests the hearing), the School District, the Director of Special Education, legal representatives of the parties, and the State Board of Education. 105 ILCS 5/14-8.02a(h).
13. A review by a court of competent jurisdiction of the impartial hearing officer's decision. 34 C.F.R. §104.36. Any appeal must be filed in a court of competent jurisdiction within 120 days after the impartial due process hearing officer's decision is mailed to the party. 105 ILCS 5/14-8.02a(i).
14. File a complaint with the District's Section 504 coordinator or designee concerning Section 504 matters other than your student's identification, evaluation and/or placement. The Section 504 coordinator or designee will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
15. File a complaint with the Office of Civil Rights. The Illinois regional Office of Civil Rights is located in Chicago at:

Chicago Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 West Madison Street, Suite 1475
Chicago, IL 60661
Phone: 312/730-1560
Fax: 312/730-1567
TDD: 877/521-2172
Email: OCR.Chicago@ed.gov

If you would like more information about the differences between Section 504 and IDEA, see *Protecting Students with Disabilities FAQ about Section 504 and the Education of Children with Disabilities*, available at: www2.ed.gov/about/offices/list/ocr/504faq.html.

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Dr. Melissa Kartsimas
Superintendent
9760 Soreng Avenue
Schiller Park, Illinois 60176
(847) 671-1816 FAX (847) 671-1872
www.sd81.org

PARENTS RIGHT-TO-KNOW

Dear Parent:

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, Schiller Park School District 81 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

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

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact me at 847-671-1816.

Sincerely,

Melissa Kartsimas

Melissa Kartsimas
Superintendent of Schools

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Superintendent
9760 Soreng Avenue
Schiller Park, Illinois 60176
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SCHOOL DISTRICT 81 SCHOOL-PARENT COMPACT

School District 81 and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2026-2027school year.

School Responsibilities

Kennedy, Washington, and Lincoln Schools will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

1. The needs of each student will be met through differentiation of instruction in an inclusive school setting so that each student has access to the Illinois State learning standards and the opportunity to master the standards.

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. For the 2026-2027 school year, conferences will be held during the week of November 16th - November 20th, 2026.

3. Provide parents with frequent reports on their child's progress through letters sent home, telephone, and any necessary parent-teacher meetings, parent-teacher conferences in addition to progress reports and report cards.

4. Provide parents reasonable access to staff. Parents have the right to converse with teachers by telephone, email or in person at the school, in addition to parent-teacher conferences.

5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities during parent visitation days by making arrangements with the classroom teacher.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

1. Ensuring regular and punctual attendance.

2. Ensuring that homework is completed.

3. Participating, as appropriate, in decisions relating to my child's education.

4. Promoting positive use of my child's extracurricular time.

5. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

1. Attend school and be on time.

2. Do our assigned homework and ask for help when we need it.

3. Read at least 20 minutes every day outside of school time.

4. Give our parents or the adult who is responsible for our welfare all notices and information received by us from our school every day.

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Superintendent
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Schiller Park, Illinois 60176
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Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

The contact information for each School's Official Records Custodian is as follows:

Sara Grulke, Principal	Michelle Howlett, Principal	Brian Amsler, Principal
Kennedy Elementary School	Washington Elementary School	Lincoln Middle School
3945 North Wehrman Avenue	4835 North Michigan Avenue	9750 Soreng Avenue
Schiller Park, IL 60176	Schiller Park, IL 60176	Schiller Park, IL 60176
(847) 671-0250	(847) 671-1922	(847)-678-2916

This notice contains a description of your and your student's rights concerning school student records. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The District maintains two types of school records for each student: *permanent* record and *temporary* record.

The *permanent record* includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s).
2. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations, and the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System .
3. Attendance record.
4. Health record defined by the Illinois State Board of Education as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code."
5. Record of release of permanent record information that includes each of the following:
    a. The nature and substance of the information released
    b. The name and signature of the official records custodian releasing such information
    c. The name and capacity of the requesting person and the purpose for the request
    d. The date of release
    e. A copy of any consent to a release.
6. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12).

The *permanent record* may include:

1. Honors and awards received.
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records.
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8).
3. Completed home language survey.
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
5. A final finding report provided to the school by the Child Protective Service Unit pursuant to Section 8.6 of the Abused and Neglected Child Reporting Act. No report other than what is required under Section 8.6 of the Act shall be placed in the student record.
6. Health-related information, defined by the Illinois State Board of Education as "current documentation of a student's health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports."
7. Accident report, defined by the Illinois State Board of Education as "documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth … has followed through on that request."
8. Any documentation of a student's transfer, including records indicating the school or school district to which the student transferred.

The temporary record may include:

1. Family background information.
2. Intelligence test scores, group and individual.
3. Aptitude test scores.
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results.
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations.
7. Honors and awards received.
8. Teacher anecdotal records.
9. Other disciplinary information.
10. Special education records.
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973.
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education.

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

1. **The right to inspect and copy the student's education records upon request.**

The District must grant requests to inspect and copy education records within 10 business days of receiving the request. The degree of access a student has to his or her records depends on the student's age. Students younger than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have rights to access and copy both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges $0.35 per page for copying but no one will be denied their right to copies of their records due to inability to pay this cost.

These rights are not available to any person against whom an order of protection has been entered concerning a student, in accordance with 105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15).

2. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal, clearly identify the record they want changed, and specify the reason. When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA or the Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is:

- a person employed by the District as an administrator, supervisor, teacher, instructor, or support staff member (including health or medical staff and law enforcement unit personnel);
- a person serving on the School Board;
- a contractor or volunteer to whom the District has outsourced institutional services or functions that would otherwise be performed by school district employees, including a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, nurse, medical consultant, or therapist); or
- any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her records would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and

substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent:

- To an employee or official of the State Board with current demonstrable educational or administrative interest in the student, in furtherance of such interest.
- To any person for the purpose of research, statistical reporting, or planning, provided that no student or parent/guardian can be identified.
- Pursuant to a court order.
- To juvenile authorities, when necessary for the discharge of their official duties, who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court.
- Subject to regulations of the State Board, in connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
- To a governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the compulsory student attendance laws.
- To SHOCAP committee members who fall within the meaning of "state and local officials and authorities."
- To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
- To the State Board or another State government agency or between or among State government agencies in order to evaluate or audit federal and State programs or perform research and planning, consistent with FERPA.

In addition, disclosure is permitted to any person with the prior specific dated written consent of the parent designating the person to whom the records may be released. At the time any such consent is requested or obtained, the parent has the right to inspect and copy such records, to challenge their contents in accordance with Section 7 of the Illinois School Student Records Act, and to limit any such consent to designated records or designated portions of the information contained therein.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

Name;
Address;
Gender;
Grade level;
Birth date and place;
Parent(s)'/guardian(s)' names, addresses, electronic mail addresses, and telephone numbers;
Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and

athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs;
Academic awards, degrees, and honors;
Information in relation to school-sponsored activities, organizations, and athletics;
Major field of study;
Period of attendance in school.

Any parent/guardian or eligible student may prohibit the release of any or all of the above directory information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act.**
7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202

For additional information regarding student records, please contact your Principal or see Board Policy 7:340 and/or the administrative procedures at 7:340-AP1.

CONFIRMATION OF RECEIPT

FILL OUT THIS PAGE AND RETURN IT TO YOUR CHILD'S HOMEROOM TEACHER. REFER TO THE STUDENT HANDBOOK AS NEEDED.

Dear Parent/Guardian,

This page is a confirmation of receipt for the Washington Elementary School Student Handbook. The student handbook is located on the student's iPad or on the Washington Elementary School home page. If you need a paper copy, please let your child's teacher know. After you and your child have read the handbook please sign the bottom portion of this letter and return it to your child's teacher.

We look forward to working with you to create a safe and happy learning environment for all. We believe in a positive approach to managing behavior, and students who follow the rules and norms will receive verbal praise and recognition. Making students and parents aware of the rules and consequences helps the students make positive choices. We want to work together to help your child develop a sense of responsibility for his/her behavior resulting in intellectual, social and emotional growth and learning.

If you have any questions or concerns, please feel free to call or stop in to see us. We are looking forward to a very productive year.

Sincerely,
The Washington School Faculty and Staff

My child and I have read and understand the Washington School SD81 Student Handbook and District 81 Handbook regarding school and bus rules. We will follow these rules.

Parent Signature:_____

Printed Name of Parent:_____

Student Signature: _____

Printed Name of Student:_____

Room #:_____ Grade:_____ Date:_____