Kennedy School

3945 N. Wehrman Ave.
Schiller Park, IL 60176-2179
Telephone: 847-671-0250
www.sd81.org

Student Handbook

2026-2027

Welcome to Kennedy School!

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

This handbook sets standards for parents, students and teachers to achieve success in a positive environment throughout the school year. In addition to enforcing rules, we feel it is important to develop the life skills necessary for good decision-making. Each day the children will recite the pledge of allegiance and the school pledge together to start the school day. We must all work together toward these goals.

At Kennedy School, we believe that a positive learning environment depends on good-decision making. In order for students to learn, the environment must be safe. Therefore, Kennedy School strives to be a "Bully Free Zone."

Please read and discuss this 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 Kennedy School. Parents and students must also adhere to the rules/policies outlined in the District 81 handbook.

The 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.

Kennedy School Pledge

Today I promise to do my best.
I will be responsible with my actions.
I will be respectful to myself and others
And I'm ready to learn!

Kennedy School is committed to a partnership with parents to develop students who are respectful, responsible and ready to learn. Based on this commitment, we believe the following:

We will be responsible:

Students will.....	**Parents will.....**	**Teachers will.....**
* Be accountable for their actions. * Be at school on time. * Complete assignments with their best effort. * Be prepared for school with appropriate materials. * Demonstrate a positive attitude.	*Assure that students arrive by 7:55am. * Provide an area and materials so children can complete assignments at home. * Provide time and assistance for their child. * Model a positive attitude. * Assure their child brings requested materials to school. * Discuss concerns about their child with their child's teacher. * Pick up their child on time * Accept responsibility for actions and behaviors.	*Create a positive learning environment for all students. * Model responsible behavior. * Provide feedback to parents on student performance.

We will be respectful:

Students will.....	**Parents will.....**	**Teachers will.....**
* Treat others as you want to be treated. * Practice good manners by saying, "Excuse Me, Please, Thank You, I'm Sorry etc...). * Respect school property and the property of others.	* Model respectfulness and politeness toward others and their children. * Model truthfulness and honesty. * Accept responsibility for actions and behaviors.	*Model respectfulness and politeness toward others. * Be fair and consistent. * Listen to students and parents. * Model expected behaviors. * Model truthfulness and honesty. *Offer support and encouragement to others.

We will be ready to learn:

Students will.....	**Parents will.....**	**Teachers will.....**
* Be prepared for school. * Be a good student. * Demonstrate a positive attitude. * Work to make our school and community a better place.	* Assure that their child arrives by 7:55am. * Work to make our school and community a better place.	* Create a positive learning environment. * Be prepared to provide the best instruction for each individual student. * Do their share to make our school and the community a better place.

Social Emotional Learning

At Kennedy School we use research-based programs that improve the school community. They focus on improving student motivation and building relationships among students, teachers, families, and administrators. These programs are based on *logical consequences* to ensure student accountability for student choices. These programs will create an environment safe for learning through class meetings, character education lessons, and problem solving.

The Social Emotional Learning programs include character traits which stress the essential concepts of honesty, human dignity, and mutual respect. The expected student behavior at Kennedy 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.

Kenny Paws

- are used as school-wide rewards for students. Teachers and paraprofessionals can give students a "Kenny Paw" for modeling positive character traits.
- A random student who earned a Kenny Paw from each classroom will be selected in a drawing each week. Winners will take a picture with Kenny and receive a prize.

Good News Phone Call

- Students can be recognized for going above and beyond the Kennedy School expectations. Teachers will recommend students to the administrators to call the parent/guardian to inform them of their achievement.

With the adoption of the Second Step and Zones of Regulation social emotional learning programs, the discipline at Kennedy School will reflect these components.

****Consequences are discretional between principal, assistant principal, and staff members depending on situation**

Discipline Policies:

Inappropriate Behaviors	Consequences
Level 1: Profanity Minor bus misbehavior Minor recess misbehavior Name calling Bathroom or hallway misbehavior Use of personal electronic devices during school hours. Violation of Acceptable Computer/iPad Use Policy	* Student meets with teacher * Think Sheet sent home by teacher with parent signature required * Logical consequences based on inappropriate behavior. Example: A child is messing around in the bathroom, thus they are disrespecting the bathroom. The child will show respect for the bathroom by cleaning their mess.
Level 2: Chronic or severe level 1 behavior Leaving the classroom without permission Physical Aggression-"Play Fighting will be treated as Fighting" Bullying-1st Offense Verbal abuse Minor theft Temper tantrums/out of control behavior Tardy (5 times a trimester)	* Student meets with teacher * Think Sheet sent home by teacher with parent signature required * Call home from teacher * Logical consequences based on inappropriate behavior.
Level 3: Chronic or severe level 2 behavior Threats/ intimidation Chronic Bullying Significant damage to property Significant theft Physical aggression towards a staff member Severe Bus Behavior *Tardy (More than 10 times a trimester)	* Student & Parent meet with teacher * Call home from administrator or meeting with administrator, Think Sheet sent home by administrator with parent signature required, Meeting with SRO officer * In School or Out of School Suspension * 10 or more tardies will result in scheduled meeting with parent
Level 4: Chronic or severe level 3 behavior Possession of a weapon or an illegal substance Group violence Staff assault Other matters covered by law	* Family meets with administration and teacher * In School or Out of School Suspension * Possible expulsions * Referral to Law Enforcement or S.R.O. (School Resource Officer)

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.

SAFE SCHOOL & BULLY FREE ZONE

Kennedy 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 consequence 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
- Cyber-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



Day-to-Day Essentials

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 wants to enter 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 name 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 Hours

	REGULAR	WEDNESDAY	½ Days
K-3rd School Arrival	7:40-7:55am, Car lane open, gate on Scott St. will be closed at 7:55am		
AM PreK Arrival	8:30am		10:30am
AM PreK Dismissal	11:00am		
PM PreK Arrival	12:15pm		
K-3rd Dismissal	2:30pm	1:50pm	10:55am
PM PreK Dismissal	2:45pm	2:05pm	NO PM PREK

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) 671-0250

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 7:55 am. Students who arrive at school after 8:00 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) 671-0250 before 8:00am 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 7:55am, 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.

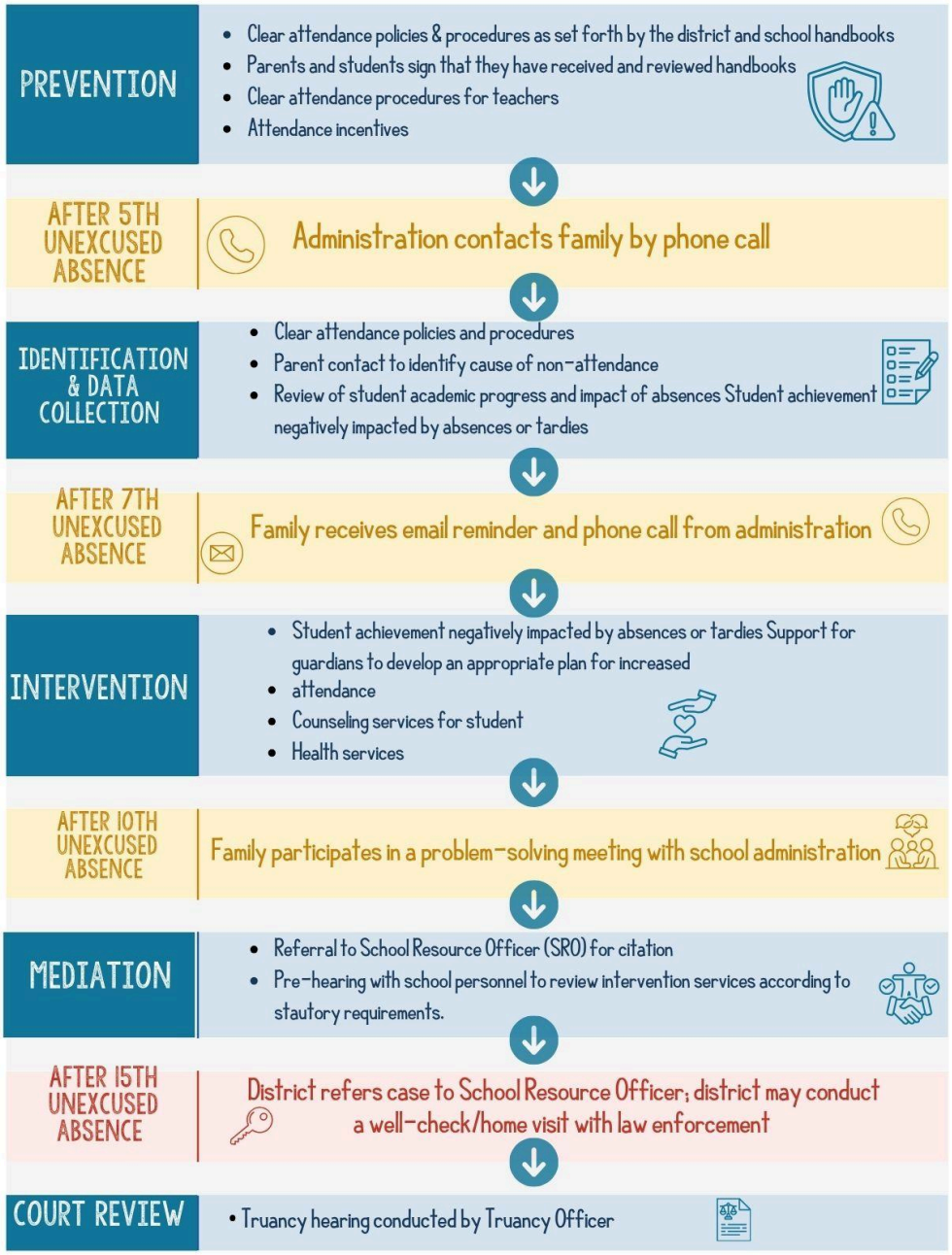
In the event that your child will have an unexpected, prolonged absence, please notify the building administrator.

Schiller Park School District 81

Truancy Referral Process

BUILDING RELATIONSHIPS WITH TOMORROW'S LEADERS
WE ARE SD81

ATTENDANCE & TRUANCY INTERVENTION PLAN



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.

Hallway Expectations

Each teacher will go over the rules about how to walk in the hallway before the class leaves the classroom.
All students are expected to:

- Face forward
- Have their hands at their sides
- Use quiet voices
- Refrain from running

Bathroom Expectations

All students are expected to:

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

Lunchroom Expectations

All students are expected to:

- 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
- While Kennedy School is not a peanut-free school, we provide an allergen-safe table in the lunchroom for students with food allergies. To help us keep all students safe, please ensure that any snacks sent to school include a nutrition label so ingredients can be verified.

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

All students are expected to:

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

Personal Appearance Expectations

All students are expected to:

- Choose clothing that is appropriate for school and the weather.
- Students that wear clothing that presents a distraction or is offensive will be provided with alternative clothing to wear for the day.
- 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.
- Have the proper clothing when the weather turns colder, children will go outside for recess if the temperature is at 30 degrees and above.
- Hat and hoodies should be removed/put down when entering the building.
- For the safety of all students in physical education classes, socks and proper gym shoes must be worn.

Playground Expectations

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

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.

1. Students are to be at the bus stop 5 minutes prior to their scheduled pick-up time.

2. All students will be assigned a backpack Tag. If a backpack Tag is lost please notify the school office so another tag can be given to the student. Students should board and exit the bus in an orderly manner and keep hands to themselves.

3. If there is a change in the student's day and they will **NOT** be riding the bus home please call the school office (847-671-0250) before noon so that we can notify the child's teacher regarding the change.

4. 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.

5. Students may speak quietly. There is to be **NO** shouting or name-calling.

6. 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 the bus or out the window of the bus.

7. Kindergarten students are required to sit at the front.

8. Students are to engage in proper school behavior on the bus. All school rules are in effect on the bus. Students must leave all personal property including cell phones in their backpacks and may not use them while on the bus. School iPads must be kept in their backpack while riding the bus and should not be used while on the bus.

9. Students are to wait for the bus in an orderly manner at school and at the bus stop. 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.

10. Students are to board and exit the bus only at the stop indicated on their bus applications.

11. Students are to follow the directions of the bus driver at all times.

12. Students may not damage or deface the bus in any way. Parents are financially responsible for vandalism to district property.

13. Kindergarten parents **MUST** be at the bus stop **on time** to pick up their children from the bus. If a parent/guardian is not at the bus stop the child will not be released and brought back to Kennedy School. It will be the parent/guardian's responsibility to pick up their child at school.

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 for common symptoms in childhood illnesses from the Illinois Department of Public Health and when to send your child to school or keep home. It is important to notify the school office if your child has a communicable disease, medical condition, injury, accident, serious illness, or hospitalization.

Fever: A fever is a warning that something may not be right with the body, or it can be a good sign that the immune system is working and the body is trying to heal itself. A child with a fever greater than 100.4 should be kept at home to rest and hydrate to observe for other symptoms. Students can not be in school or at school activities with a fever greater than 100.4 that day. They may return to school once they have been **fever-free for 24 hours without using fever-reducing medicines such as Tylenol or Advil.** Call your pediatrician for high fevers lasting over 24 hours. Illness from a fever may be an earache, sore throat, rash, or stomachache.

Stomach aches or vomiting: If your child has a persistent stomach ache or abdominal pain, keep them home until it is gone. If your child has vomiting or diarrhea two times in 24 hours, they must stay home for 24 hours. They may return if they are able to eat, the vomiting or diarrhea has stopped, and no longer has a stomach ache. If your child continues with these symptoms for more than 24 hours and a headache, call your pediatrician.

Common Colds: A child who has symptoms such as a sore throat, headache, frequent coughing, excessive runny nose, slight chills, fever or painful neck glands, they need to stay home until they have less symptoms and are feeling better.

Eyes: If your child's eyes are red, have a discharge, moderate itchy, swelling or pain, from one or both eyes, they need to stay home. Contact your pediatrician before using any eye drops. Please notify the office if pink eye or conjunctivitis is diagnosed and **send the doctor's note confirming the diagnosis to the office.**

Rash: If your child develops a skin rash, keep them home to be watched. A rash may be the first sign of a childhood illness, communicable diseases, an infection, a fever, an allergic reaction from an allergen or medication or something serious. Call your pediatrician for a rash that does not go away in 24 hours. Please notify the office if your child was seen by a doctor for a rash. **A note from the doctor must be presented upon returning to school after a rash.**

Communicable Diseases;

Strep throat: Strep throat is caused by a bacteria in the nose and throat. Symptoms are headache, sore throat, tired, painful neck glands, pale, sometimes fever, congestion, a cough and may have a stomach ache. **Strep bacteria should be treated with antibiotics. C**all your pediatrician and please notify the office if strep throat is diagnosed and **send the doctor's note confirming strep throat to the office.**

Chickenpox illness: Chickenpox or Varicella causes a red, itchy, blistering rash anywhere on the body. Symptoms start out as mild; aches, red rash, slight fever, runny nose, slight cough, then develop sore throat, headache, loss of appetite, cough and body aches. Please notify the office if a child is diagnosed with chickenpox or has a rash or being treated by the doctor for a rash. If your child has not been vaccinated for Chickenpox, they are at risk of getting the infection if exposed. A **doctor's note confirming chicken pox is required to the office.**

Hand Foot and Mouth disease-HFMD- is a common childhood illness caused by a viral infection that causes a blister-like rash on the hands, feet and in the mouth. It typically affects infants and children under age 5, but older kids and adults can catch it. It is caused by the Coxsackie Virus- an enterovirus. Please notify the office if your child has been diagnosed with HFMD. **A note from the doctor must be presented upon returning to school.**

Communicable Diseases are contagious: Students presenting with symptoms of communicable illnesses will be sent home. Common childhood communicable diseases are; strep throat, pink eye, hand foot, mouth disease-HFMD and Fifths Disease. Please notify the office if your child is diagnosed. Classroom notification letters will be sent home if an illness is present as required by IDPH.

Covid and influenza are common contagious illnesses. When your child has symptoms of repeated coughing and or extreme congestion they need to stay home and be treated and rest. Call your pediatrician when illness lingers. Please also report theses when calling the office for absence.

Medical conditions or skin conditions; If your child has any medical conditions or a skin condition, please notify the nurse.

Picking Up Children from the Nurse: Sick children need to go home as soon as possible. Emergency contacts should be updated with parents and with an available person's phone numbers for when your child is sick or injured and parents can not be reached. **Students may not use their cellphones in school to text parents when not feeling well.**

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 have this form. 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 and kept in the nurse's office.**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. **All medications will be kept in the health office** except for some emergency medications upon special request by the parents. **Any medication not picked up at the end of the school year will be disposed of.**

Emergency Action Care Plans 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 allergies, bee sting allergies, asthma, seizures and diabetes. The plans are available online at D81 site and at the doctor's office. They are; Allergy Anaphylaxis Plan, Asthma Action Plan and Seizure Action Plan. For Diabetes called the Physician's School Plan and Emergency Action Plan for hypoglycemia. The Illinois State Board of Education requires these forms for management of severe health conditions in school.

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 minor health related issues when basic care is given, parents/guardians are not notified.

Head bumps: Parents will be called for any head bump with the possibility of more attention needed with a "head bump care" letter sent home. For light head bumps after being checked, ice and observation is done.

Head Concussions: A concussion resulting from a head injury is serious. Concussion signs and symptoms are; a worsening headaches, problems with concentration or vision, poor memory, confusion, imbalance walking or not walking right, nausea or vomiting, increased sleepiness, not alert and slurred speech. Contact your doctor for any symptoms. Severe symptoms would be; not easily awakened, poor speech, loss of consciousness or a seizure and need emergent medical care. Please contact the nurse after a concussion is diagnosed. The concussion protocol called "Heads- Up"is followed 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 to get a treatment shampoo. (Nix, RID, Sklice at a drugstore) After a treatment shampoo has been given, they can return and will be checked by the nurse before heading to the classroom. Lice eggs (nits) may be present after the shampoo but must be removed by coming and pulling them off the hair. Treatment shampoo kills live lice right away but not all of the eggs. The eggs or nits of lice will 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 in the home for lice includes; washing clothes, sheets and vacuuming carpets on the same day the shampoo treatment is given. All household members and siblings should be checked and siblings will be checked in school. Classrooms will be checked 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 for 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 Injury or Illness: Any student returning to school with a cast, boot, sling, wrap, stitches from a serious injury or illness requiring physical restrictions, must see the nurse first with a doctor's note indicating the restrictions and when they can resume normal activities such as recess and physical education (PE class).
Parents please call the nurse to notify as well.

PE excuse; A student will not be excused from PE class without a note or call from their parents. Physician notes to the school nurse are required for a set 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 are required to have a copy of their last physical examination and up-to-date immunization record on file in the health office.

Students entering Pre K, Kindergarten and 6th grade must provide a **new physical examination form and up-to-date immunizations** received by October 15th or within 30 days from registration date. The physical examination and up-to-date immunization record will be completed on the Illinois Certificate of Child Health Examination form and signed and dated by a physician/ nurse practitioner **and the parent portion completed and signed.**

Kindergarten students: are required to have an eye exam on the State of Illinois EYE Examination report form.

Kindergarten, Second grade and Sixth grade students: are required to have a DENTAL exam less than 2 years old.

Sixth grade: A new physical examination on the Illinois Certificate of Child Health Examination form and immunization record and given a new TDap and Meningococcal vaccines. Also signed and dated by physician/ nurse practitioner and the parent portion completed and signed. **Sports physicals are not accepted for 6th grade school physical.**

If the physical exam and immunization forms are not received by October 15, your child will be EXCLUDED from attending school.

Dental Requirements: For all kindergarten, second and sixth graders;
A dental health examination performed and signed by a licensed dentist on the State of Illinois Proof of School Dental Examination Form, is due by May 15th of the school year.
The mobile dentist will visit your school and it will fulfill this requirement. Permission forms & notification will be sent prior to the mobile dentist coming in September.

New students to Illinois; A Physical & Immunization record and Eye Exam is due for new students to Illinois- Students transferring from another state or entering the country for the first time, must have a physical examination, immunization record on the Illinois Certificate of Child Health Examination form and a vision or eye exam on the State of Illinois Eye Examination report form due 30 days from registration date.

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

Guidelines for Flu:

Influenza or "flu season": typically runs from October through May.
Influenza is primarily a respiratory virus. Keep your child home for rest and give over the counter medications of Ibuprofen or Tylenol and have them drinking fluids. He or she may have symptoms for 48 hours or 2 days.
Symptoms of the flu are: A chest or head cold, a stomach-ache, diarrhea or vomiting.
Fever greater than 100.4 degrees, chills, headache, sore throat, feeling tired, pain or body aches, frequent cough or a croupy cough, chest or nose congestion, increased 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. 3/2025

School Procedures

Drop Off Procedures

- Students in grades K -3 should not arrive at school prior to 7:40am. There will be no supervision on the playground or common areas prior to this time.
- The driveway located on the South side of the building (entry from Scott street, exiting right only onto Wehrman) is for student drop-off and pick-up only. Please take advantage of the drop-off lane by remaining inside your vehicle while your student unloads in the drop-off lane. After your child exits your vehicle, please wait until the car in front of you moves before exiting the drive-through lane.
- When exiting the drop off lane, you may only turn right out of the school lot onto Wehrman Avenue. No **left** turns are permitted from the drop off lane.
- The South Parking Lot should **not** be used during arrival. The lot is available for visitor parking during the day.
- Should you choose to park and walk your child in, parking is available behind Kennedy School on Scott Street, on Hartford Court, Seymour, and on Wehrman (north of Seymour). Please be
- 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.



*The gate at the exit of the drop off lane (near Wehrman) will remain closed until 7:40am, when staff supervision begins.

Pick Up Procedures

Students in grades K - 3 will be dismissed at 2:30pm (1:50pm on Wednesdays). Students will wait in their assigned classrooms for a parent/guardian to pick them up outside a classroom or will be waiting for their cars in the drop off lane.

- Walkers will be dismissed out of the main entrance (Door #1)
- Students getting picked up by car will be dismissed via the car lane.
- When picking up a student by car, it is necessary that you always have your Car Rider Pro sign visible from the rear view mirror.

*The gate at the entrance of the drop lane (near Scott) will remain closed during school hours. The gate will be opened an hour prior to dismissal at the end of each day. When on our school property in the car lane, **please turn your engines off until dismissal begins.**. When waiting on the streets around Kennedy School prior to entering the pick-up lane, please be respectful to our neighbors by not blocking driveways.

Car Rider Pro

Car Rider Pro is a system that makes our dismissal process more efficient. The school will issue each family a car tag that you will hang from your rear-view mirror. The tag will have a barcode on it that will be automatically detected by readers located upon your car's entry into our pick-up lane. When the vehicle with the tag crosses the threshold, your child's name & photo will appear on the SMART board in the classroom where they are waiting, to signal they should be ready. This procedure helps expedite the dismissal of our students. Your cooperation by regularly utilizing the car rider pro tag is greatly appreciated.

Each family will be issued one car rider tag upon enrollment and can use this car tag for their entire duration as a Kennedy student. Additional tags are available for purchase in the main office for $3.00/each. Multiple children in the family, or children who go home together in the same vehicle will be configured in our system to use the same tag number; therefore, please communicate this information to our office.

Entering the Building or Picking Up Children

The office will pay extra attention to those entering the building. Visitors of students in grades K - 3 should always use the main office and visitors of preschool students should use door #22 by the pick up/drop off lane. 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 Policy

- Parents are welcomed and encouraged to visit school. Before visiting, please contact the classroom 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 get a visitor's badge.
- To minimize interruptions during the instructional day, it is requested that a prior contact be made with the classroom teacher when a visitation is desired. A visitation does not infer a conference. Should a conference be desired, an appointment should be made for a different time. While a visitor is in the classroom, the teacher's first priority is the children in that class.

Volunteering

- We encourage parents/guardians to volunteer their time to enrich both learning and the school community. Volunteering may include coming into the classroom to work with children, help special projects or chaperoning 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.

- 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/injured 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 child.
  - 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 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. Please tell your child to look in the cafeteria if he/she is missing mittens, a coat, etc. It is also extremely important to write your child's name with a permanent marker on all outerwear so that lost items can be returned if found.
- Unclaimed items are periodically donated to local charities. To facilitate the return of lost items, you are asked to clearly mark lunch boxes, supplies and outer clothing with the student's first and last name. Jewelry, keys, glasses and other valuables are kept in the main office rather than in the lost and found area.

Electronic Communication Devices

You may possess Electronic Communication Devices at school only if they are powered off and stored in your locker. ECD's that are confiscated by a faculty member will be given to a school administrator and a guardian will be required to retrieve the device. Electronic Communication Devices are considered "Personal Property". ECD's include but are not limited to: Cell phone,GPS kids tracker, and electronic watch

Students may possess a cellular phone/GPS kids tracker/watch at school only if it is **turned off** and stored in their backpack. Please note that student lockers do not have locks. Students who bring cellular phones or electronic communication devices to school are at their own risk for loss or theft. Students may not use their ECD's during school hours.

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.

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.

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

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!

For more information, visit www.WiredSafety.org; www.stopcyberbulling.org.

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 need to be replaced at the cost of $10.00.

At Kennedy 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 ▪ 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 ▪ Using the technology to view inappropriate materials. ▪ Using the technology to participate in email cyber-bullying ▪ Repeated level 2 offenses	▪ Meeting with teacher ▪ Administrator Contact ▪ Parent Contact ▪ Detention ▪ In School or Out of School suspension ▪ Suspension of User Privilege ▪ Police or law enforcement involvement

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 pre-selected 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

Superintendent of Schools

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

Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act

Re: Access to Student Social Networking Passwords and Websites for Violations of School Rules or Procedures

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,

Sara Grulke

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

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

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.

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

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

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

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

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

JOHN F. KENNEDY SCHOOL
3945 N. Wehrman Avenue
Schiller Park, IL 60176-1895
Ms. Sara Grulke, Principal
Ms. Kimberly Sendelbach, Assistant Principal
Ms. Stacey Fischels, Assistant Principal
(847) 671-0250

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 defined as follows:
An aggressive or unwanted behavior, used again and again to isolate harm, or control another person

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,

Sara Grulke

Principal

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

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 2026-2027 school 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 Common Core State 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.

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.

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

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

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
Kennedy Elementary School
3945 North Wehrman Avenue
Schiller Park, IL 60176
(847) 671-0250

Michelle Howlett, Principal
Washington Elementary School
4835 North Michigan Avenue
Schiller Park, IL 60176
(847) 671-1922

Brian Amsler, Principal
Lincoln Middle School
9750 Soreng Avenue
Schiller Park, IL 60176
(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

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.

Important!

Students who cooperate and follow the rules will receive verbal praise, recognition, awards and/or special privileges. Philosophically, we believe in a positive approach to managing behavior. Making students and parents aware of the rules and consequences helps the students to make positive choices.

It is in the children's best interest that we work together. If you have any questions, please feel free to stop in and see us.

Your cooperation is appreciated. We are looking forward to a very productive year.

Sincerely,
The Kennedy School Faculty and Staff

Please sign and return the neon CONFIRMATION OF RECEIPT flyer to your child's teacher indicating that you have read and understand the Parent Handbook.

KENNEDY SCHOOL HANDBOOK CONFIRMATION OF RECEIPT

Dear Parent/Guardian,

The Kennedy School Student Handbook has been emailed to you by your child's homebase teacher and can also be accessed on the Kennedy Elementary School home page (www.sd81.org/kennedy). Please read the handbook with your child, and sign below to acknowledge receipt of the Kennedy School Student Handbook.

If you have any questions or concerns, please feel free to call the Kennedy School office. We look forward to working with you to create a safe and happy learning environment for Kennedy students.

Sincerely,

The Kennedy School Faculty and Staff

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

Date: _____

Student Name: _____

Grade: _____ Teacher Name: _____

Parent/Guardian Signature: _____

Printed Name of Parent/Guardian: _____