LINCOLN MIDDLE SCHOOL

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www.sd81.org

STUDENT HANDBOOK
2026-2027

Lincoln



Lightning

Schiller Park School District 81

CONNECT * EMPOWER * INSPIRE

Building relationships with tomorrow's leaders

We are SD81

Mr. Brian Amsler, Principal
Ms. Christina Buelow, Assistant Principal

CONFIRMATION OF RECEIPT

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

Dear Parent/Guardian,

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

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

My child and I have received and reviewed the Lincoln Middle School Student Handbook for the current school year, which includes the LMS discipline procedures for 6th-8th grade. I understand that my child will be held accountable for the rules, regulations and policy contained within the handbook.

Parent Signature:_____

Printed Name of Parent:_____

Student Signature: _____

Printed Name of Student:_____

Room #:_____ Grade:_____ Date:_____

At the Heart of Everything We Do

At Lincoln Middle School students, teachers, and administrators have made a commitment to each other to invest in the building of relationships based on social and emotional standards. At Lincoln Middle School we hold each other accountable because we believe that creates a positive and successful learning environment for everyone.

The commitment at Lincoln to the development of learning centered relationships based on the social and emotional standards is so strong that they have been incorporated into our every day classroom language and are a part of our report cards. To establish and maintain a consistent and relevant shared means of communication at Lincoln Middle School we have established four Social Emotional Learning Standards. They are:

- **Self-Directed Learner**
- **Respectful Citizen**
- **Collaborative Worker**
- **Quality Producer**

At Lincoln Middle School we hope that everyone, students, family members, educators, and administrators, will commit to creating a learning environment where learning occurs in a school free of disruption, violence and aggression. We hope that this partnership allows for every person to be treated in a respectful manner by all. The members of the learning community agree to share in the creation of academic and behavior expectations to ensure fairness and due process for all.

The Illinois and Lincoln Middle School
Social Emotional Learning (SELS) Standards

Self-Directed Learner (SDL)

- **SEL Goal** - Develop self-awareness and self-management skills to achieve school and life success
- **SEL Goal** - Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts

At Lincoln, a SDL makes a commitment to:

In a classroom, literacy center, and gymnasium

- Take responsibility for his/her own learning
- Be on time
- Seek help when needed
- Bring necessary materials to class
- Use class time productively and engage in the learning process
- Set goals and works to achieve them
- Complete all work on time

In the halls, WOW space, and stairwells

- Use passing time appropriately, (No running, jumping, etc)
- Use appropriate noise levels

In the lunchroom/cafeteria

- Use time wisely
- Be on time
- Act appropriately
- Set a good example
- Follow instructions when given

Respectful Citizen (RC)

- **SEL Goal -** Use social-awareness and interpersonal skills to establish and maintain positive relationships
- **SEL Goal** - Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts

At Lincoln, a RC makes a commitment to:

In a classroom, literacy center, and gymnasium

- Accept responsibility for personal choices and actions
- Demonstrate care and respect for his or herself, others, and property
- Show honesty, kindness and courtesy towards others
- Display an appreciation and understanding of other's differences
- Cooperatively meet expectations of teacher and school community

In the halls, Wow space, and stairwells

- Be courteous and conscientious
- Help others to be and feel appreciated and successful

In the lunchroom/cafeteria

- Use space appropriately
- Keep area clean
- Be polite

Collaborative Worker (CW)

- **SEL Goal -** Use social-awareness and interpersonal skills to establish and maintain positive relationships
- **SEL Goal** - Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts

At Lincoln, a CW makes a commitment to:

In a classroom, literacy center, and gymnasium

- Work to set and achieve group goals
- Share time, talents, ideas and resources with others
- Listen actively and respects others thoughts and opinions
- Be responsible for his/her portion of assignments
- Work well in groups of various sizes
- Do his/her fair share of the work

In the halls, Wow space, and stairwells

- Work as a team to keep the halls clean and moving

In the lunchroom/cafeteria

- Work as a team to keep the cafeteria clean
- Work as team to keep the noise level appropriate

Quality Producer (QP)

- **SEL Goal** - Demonstrate decision-making skills and responsible behaviors in personal, school and community contexts

At Lincoln, a QP makes a commitment to:

In a classroom, literacy center, and gymnasium

- Approach new things with an open mind
- Invest time, effort and pride in work
- Produce work that is neat and organized
- Meet the requirements of assignments, projects, and activities
- Produce a product that demonstrates depth of thought and reflects understanding of concept(s)

In the halls, Wow space, and stairwells

- Make it a place worth being, this is the only school we have

In the lunchroom/cafeteria

- Keep the cafeteria looking nice by cleaning up around you
- If you see something on the floor pick it up and throw it away even if it isn't yours

Attendance

Regular attendance hours are 8:35am-3:35pm, Monday, Tuesday, Thursday and Friday. On Wednesdays students will attend school from 8:35-2:50. Students should be inside Lincoln only during regular hours or during school-sponsored activities.

In the morning, all students will enter the building at 8:25 am and go to their designated floors where they will be supervised by paraprofessional staff. Students who walk to school or are dropped off at school should not arrive before **8:25 am**. Once arriving at school, students must remain on school grounds.

All students should be out of the building by 3:45 pm unless they are with a teacher. After leaving the building, students may not re-enter unless accompanied by an adult. Students taking the bus home should remain in the bus boarding area. Once a student leaves school property after school, s/he may not return to take the bus. Students who are walking home should not loiter around the school. To participate in extracurricular activities or attend dances, etc., a child must be in school for three hours.

Tardy/Late Arrival

A student is TARDY if s/he arrives late to school unexcused and is not in their home-base by 8:40. If the student is tardy s/he must report to the office to receive a pass before going to their locker or class. Additionally, an after school detention will be assigned upon the third (and each additional) tardy of each trimester. Any student that is on time to school but tardy/late to their classes will be subject to the grade level discipline procedures.

A student is a LATE ARRIVAL if s/he arrives late to school but has a parent/guardian excuse. S/he must report to the office to receive a pass before s/he goes to a locker or a class. An after-school detention will not be assigned however; the student is still responsible for making up missing work.

Absences

Regular and prompt attendance at school is extremely important and required by state law. At Lincoln we ask that everyone make a personal commitment to be in school each day. However, we understand that things happen. If you are ill you should not be in school. If you are going to be absent, your parent/guardian must telephone the school before 8:30 am each day of the absence. The school telephone number is (847) 678-2916.

You are considered absent any time that you are not in school. The school reserves the right to determine whether or not an absence is excused or unexcused. A partial absence will be recorded if you arrive at school later than the start of the second period. If you are absent for at least five (5) consecutive days, a doctor's written release is required before you are allowed to return to school

REGULAR ATTENDANCE: Success in school requires regular attendance. All children are expected to attend regularly, unless they are ill or important family matters arise.

TRUANCY: 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 the 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.

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/Guardian’s, 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.

BUILDING RELATIONSHIPS WITH TOMORROW'S LEADERS
WE ARE SD81

ATTENDANCE & TRUANCY INTERVENTION PLAN

PREVENTION

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

AFTER 5TH UNEXCUSED ABSENCE

Administration contacts family by phone call

IDENTIFICATION & DATA COLLECTION

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

AFTER 7TH UNEXCUSED ABSENCE

Family receives email reminder and phone call from administration

INTERVENTION

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

AFTER 10TH UNEXCUSED ABSENCE

Family participates in a problem-solving meeting with school administration

MEDIATION

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

AFTER 15TH UNEXCUSED ABSENCE

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

COURT REVIEW

- Truancy hearing conducted by Truancy Officer

Learning Commitment

Field Trips

Throughout the year, day and overnight field trips will be planned by teachers to offer learning experiences, which complement class studies. You are encouraged to attend all field trips because they demonstrate your commitment to learning. However, if your parent/guardian chooses not to allow your participation you will still be required to be at school.

On the field trip you are expected to follow all school rules and rules of the facility you are visiting. In addition, we ask that you follow the directions of staff, chaperones and facility personnel. You represent Lincoln School at all times. Be a positive representative! If you demonstrate a pattern for making poor choices and your behavior becomes a concern you may be excluded from a field trip. You may also be excluded from a field trip if you present a potential danger to yourself or others. Also, any monies paid by the student or their guardian for the field trip may not be refundable.

Class Assignments

Class assignments are given regularly by individual teachers/teams and are an important part of your learning. Your parents/guardians should monitor your progress to ensure that the work is completed, but you are responsible for completing the work. Students are expected to complete classwork as assigned. If your classwork is not completed and has a negative impact on achievement, the teacher, student, and parent will develop a plan to help the student meet their educational expectations.

Students that don't complete class assignments during the school day will be required to complete them as homework. Students who have homework or choose to correct their work for a better grade, will have a 2 week window to complete the assignment. Two weeks prior to the end of each trimester, late work will no longer be accepted.
For additional academic support, students can attend **The Learning Center** on Mondays, Tuesdays, and Thursdays from 3:35 PM to 4:25 PM. Attendance can be voluntary or it may be assigned following a collaborative discussion between the teacher and a parent.

IPAD USAGE

Students will be issued an iPad at the beginning of the school year. As a Self-Directed Learner students should carry their iPad from class to class and use the appropriate app or tool determined by the classroom teacher, to record the assignments given in class. Students will be able to access their assignments by taking their iPad home or by using the Internet at home. Paper copies are available upon request.

Students should leave their school issued iPad charger at home. If a student chooses to bring their charger to school and it is lost or stolen, the student is financially responsible for the replacement. Students should arrive at school with their iPad charged to 100%. In the event a student comes to school with their iPad uncharged, they will rent a charger from the office. The student will be required to leave their student ID and will be charged a $3.00 rental fee. If a charger is not available to rent, a parent will be called to bring the student's charger to school.
Students will not be allowed to use their iPads during their lunch period. The iPad should remain in the students locker or classroom.

HEADPHONES

No bluetooth enabled listening device (ex: Airpods) will be allowed in School. To ensure our students are on task and using their electronic devices appropriately, they will only be allowed to use plug-in earbuds or headphones. Plug-in earbuds or headphones will be required for all classes. The use of the plug-in earbuds/headphones is at the discretion of the classroom teachers. Students should never wear earbuds/headphones while walking throughout the building. If students do not bring a pair of plug-in headphones, they will be required to purchase a pair for $5.00 from the main office. If students require a dongle to plug in their headphones, they will be required to rent one from the office for $3.00.. Students are responsible to return the dongle to the office before leaving school that day. If a student loses the dongle, they will be required to pay a fee of $5.00 to replace it.

If a student brings and/or uses bluetooth enabled listening device the following will occur;

1st offense: Teacher warning and will ask students to put them in their lockers.
2nd offense: Teacher will confiscate headphones and return to student at the end of the day.
3rd offense: Bluetooth device given to the office for the student to pick-up and parents informed..
4th offense: Parents will be required to pick up the bluetooth device from school.

Progress Reports

Progress Reports will be made around the halfway point of each trimester. Parents will be contacted by either phone, email, or letter notifying them of their child's progress.

Academic Achievement

Honor Roll

Lincoln's Honor Roll is divided into four categories:

1. High Honors Academic (core subject areas)
2. High Honors Performance (Exploratory classes)
3. Honors Academic (core subject areas)
4. Honors Performance (Exploratory classes).
5. Character Honor Roll

To be eligible for any of these honor roll, the students must meet the following criteria:

1. High Honors Academic – Students must attain 3.5 or higher and receive no 1's or 2's on their report card in Humanities, Math, & Science.
2. High Honors Performance – Students must attain a 3.5 or higher and receive no 1's or 2's on their report card in Physical Education, Art, Music & Explore.
3. Honors Academic - Students must attain 3.0 or higher and receive no 1's on their report card in Humanities, Math & Science.
4. Honors Performance – Students must attain a 3.0 or higher and receive no 1's on their report card in Physical Education, Art, Music & Explore.
5. Character Honor Roll - 90% Social Emotional Learning indicators should be marked as achieved in all subjects. Students may have no more than one (-) grades on their SEL for each trimester and students may not have any In-School or Out-of-School disciplinary suspensions.

Student Incentives

At Lincoln Middle School we offer a variety of student incentives to support the learning environment, boost student engagement, and encourage personal growth. The incentives are designed to motivate, recognize and reward students for their hard work, positive behavior and academic achievements.

Incentive Fridays - Designed to encourage students to create quality academic work that is turned in a timely manner. Students that meet the requirements are rewarded with two social periods. Students who don't meet the requirements must attend a study hall to help complete missing classwork.

Boltz Bucks - Students are rewarded and recognized for demonstrating our four learning qualities; Respectful Citizen, Self-Directed Learner, Collaborative Worker, or Quality Producer. Students displaying a quality can be rewarded with Boltz Bucks by staff members. This is Lincoln fake money that can be saved and spent in the school store, pay for school events, and pay for school trips.

Lincoln Middle School
Scholars of the Year

1. **American Legion Essay Award** (8th Grade Students Only)

2. **Outstanding Character Award**

   The Outstanding Character Award is given to the students, who have been consistent in practicing the SEL's (Collaborative worker, Quality Producer, Self-Directed Learner, and Respectful Citizen).

3. **Outstanding Student Award**

   The students being honored are the ones who stand out from the crowd. These students strive to do their best academically, and they represent our four social emotional learning standards. From their academics to their character, these students are simply outstanding.

4. **Exceptional Student Award**

   The exceptional student award goes to those students who go beyond what is asked of them and seek to learn more. They put in the hard work it takes to succeed and take responsibility for their education. These exceptional students set the standards high for themselves and do what it takes to reach them. These students have fought hard all year long to be successful. They were successful because they didn't let their challenges define them.

5. **Student of the Year - ELL**

   The purpose of the ELL award is to recognize students at Lincoln Middle school who have increased their English proficiency skills the most and are accomplished in two languages. The recipients of this award have demonstrated consistent work, time and attention to increasing vocabulary and grammar understanding and usage of English.

6. **Student of the Year - Math**

   The students that were chosen for the Math Student of the Year award not only showed great academic achievement in math, but also displayed all of the SEL standards we expect as well. These students were self-directed learners and offered help and assistance to other students in the classroom. They were also respectful to both teachers and students and produced quality work throughout the entire school year.

7. **Student of the Year - Science**

   The science award goes to students who continue to be curious about the world around them, change their understanding when they make mistakes and continue to ask the right questions to deepen their understanding.

8. **Student of the Year - Humanities**

   Our humanities curriculum blends literature, history, writing, and the arts in order to explore and learn about the human experience in our diverse world. Through the use of thematic units that incorporate technology, humanities provides students with a rich opportunity to become open-minded readers, writers, and thinkers. The Humanities Award goes to students who have taken the humanities curriculum and connected the experiences in the past to the world today.

9. **Student of the Year - Art**

   Students chosen for the Artist of the Year Award stand out because they are observant, eager to learn, exceptionally talented, yet extremely humble. These students let their voices ring loud and clear in the art that they create. These special students found ways to exceed all expectations because they were determined to make meaningful art.

10. **Student of the Year - Wellness**

    The concept of Wellness is not a 'one size fits all' scenario. It looks different for each individual. Challenging oneself physically, socially, and mentally are attributes to living a healthy lifestyle. The wellness award goes to students who are always working to achieve these qualities for themselves as well as encouraging the same for those around them.

11. **Student of the Year - Explore**

    The Explore award is for students who not only have demonstrated an understanding of the concepts and skills in Global Studies, Urban Development, or Intro to Business, but who have consistently shown a positive attitude about, and willingly helped others develop their understanding in, the course

12. **Student of the Year - Music**

    The Student of the Year awards for music goes to students that show creativity, an eagerness to learn music, and leadership within the classroom. These students excelled in performance on the piano and the guitar, created fantastic music technology projects, and encouraged others to always do their best.

13. **Athlete of the Year**

    This award recognizes a male and female student who is a well-rounded representation of what Lincoln Middle School student athletes should be. They combine academics and athletics and their involvement in activities with an emphasis on leadership. They are not only well known in the athletics department, but they are viewed as leaders in our LMS community.

14. **The Lightning Award**

    The Lightning Award honors a male and female student who embody the spirit of our school through extensive extracurricular involvement. Demonstrating exceptional commitment, these students participate in after-school clubs multiple days a week and actively support school-wide events. Through their leadership and consistent participation, they serve as foundational pillars of our school culture.

15. **Outstanding Academic Achievement**

The Outstanding Student Achievement Award is earned by those students who have worked toward their fullest potential and earned High Honors in both academic and performance subject areas in all 3 trimesters.

16. **Presidential Award: Academic Excellence (Gold)**

Educational Excellence Award (Gold) is awarded to students who are in the top 80th percentile on their last reading and math MAP test and earned Academic and Performance Honor Roll in 8th grade

17. Presidential Award: Educational Achievement Award (Silver)

This award is given to reward students who work hard and give their best effort in school. These students have shown tremendous growth, improvement, and commitment in their education.

Student Code of Conduct

School Sponsored Activities

All school rules, commitments and standards apply:

1. Everyone at Lincoln is expected to promote good sportsmanship and a positive environment. Please remember that all spectators are our guests. Visitors are expected to abide by our standards.
2. Anyone who does not support our standards and commitments may be denied admission or removed from the activity.
3. Once at a school sponsored activity, students may exit, but will not be allowed to re-enter.
4. Students must be in attendance at school a minimum of three (3) clock hours to attend.
5. All school-sponsored activities are a privilege and may be revoked if your learning standards do not reflect a commitment or your behavior negatively affects you or others.
6. Electronic Communication Devices may be used to call home for school sponsored activities. However, all calls need to be made from the school office.

Personal Appearance

Student's dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. This includes all extra curricular activities and events, including dances, as well as sporting events that take place in the school building or after regular school hours.

Students in violation of the school Dress Code will have three options;

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

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

• Hats, bandanas, sweatbands, hoodies, sunglasses, or any other head coverings shall not be worn in the building. Any headcoverings brought to school shall be removed before entering. The only exceptions are religious reasons, and school spirit days (as approved by the principal).

• Garments that depict substances or activities that would be illegal for students are prohibited.

• Garments that contain inappropriate messages, words, phrases, graphics or symbols are prohibited.

• Clothing that is considered revealing is prohibited. Such clothing includes, but is not limited to, off

the shoulder shirts, bare midriffs, holes, rips, tears in clothing, low-cut tops(crop top), tube tops, spandex shorts, short skirts, and short shorts (relaxed arms at sides should touch mid-thigh), underwear showing, pants worn below waist
• Sleeve length and opening must be appropriate for school setting. Sleeves/straps on tank tops should be no less than three fingers wide.
• No pajama pants or slippers (Unless approved by the school administration).
• No make-up, perfume, cologne, brushes, combs should be brought to school.

Our goal is to maintain a safe, focused, and respectful learning environment. Because fashion trends change rapidly, this list cannot cover every scenario. If an item of clothing falls outside these guidelines or disrupts the educational environment, the administration will work with the student and make a final determination on appropriateness.

Personal Property

To maximize everyone's learning potential it is important that school be as free from disruption as possible. We want everyone to concentrate on learning and bringing your personal property to school might conflict with that process. We hope that you will choose not to bring personal items to school that might distract you or others from learning. However, if you elect to bring personal property to school that becomes a disturbance 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 retrieved by parent or guardian). The school is not responsible for damaged, lost, and/or stolen items brought to school.
No bag other than a pencil case should be carried throughout the school building.
Students are not allowed to sell/trade any personal items in or on school property.
Students should not exchange Boltz Bucks for any goods or services

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**.

- **No Homemade Fidgets:** Anything made with ingredients are parts from home can not determine if the item is safe for our students.
- **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 student's 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.

Electronic Communication Devices

You may possess Electronic Communication Devices at school only if they are powered off and stored in your hallway 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. ECD's may be used to call home for after school activities. Students may use their EDC's for the first five minutes of the activity and the last five minutes of the activity. Electronic Communication Devices are considered "Personal Property" See previous section. ECD's include but are not limited to: Cell phone,GPS kids tracker, and electronic watches.

Student ID's

At the start of each school year, Lincoln Middle School (LMS) students will be issued a student ID card. The ID card will be used by students during the school day for the following purposes:

1. Student identification.
2. Cafeteria purchases.
3. Library transactions.
4. Utilize district transportation.

The student ID cards and district-provided lanyards must be visible to Schiller Park 81 school staff at all times when the student is at school.

In the event a student does not bring their student ID to school, a new one will be made and distributed to the student. Students should contact the school office to obtain a replacement card as soon as they arrive at school. Replacement costs will be $3.00. Students may pay with cash or the $3.00 will be added to their student fees/fines account.

Student Eligibility For Athletics, Extracurricular Activities, & School Events.

The following is a breakdown of the academic, attendance, and behavioral requirements for all students. These requirements will be reviewed at the six and 12 week point of each trimester. If a student fails to meet these minimum requirements they will be eliminated from participation in athletics, extracurriculars and school events.

Academics Requirements;

- Students must have a cumulative grade of 1.5 or higher in each of their core academic courses.
- Students must have a minimum of a 70% work completion in daily assignments in each academic course.
- Students must have a cumulative grade of 2.0 or higher in our SEL curriculum.
- Students can not have any 1's or lower on their progress report or report card during the trimester of participation.

Attendance:

- Students that have 4 or more unexcused absences in a trimester will not be eligible for athletics, extracurricular or school events in the next trimester.
- If you are absent or have less than 3 clock hours at school the day of event or activity you will not be allowed to participate.
- Any student having 5% or more unexcused absences, will not be eligible to participate in end of the year activities. This includes but not limited to Six Flags, grade level picnics. This equates to 9 unexcused absences.
- An unexcused absence is when your child does not attend a mandatory day of school without being excused by a guardian.

Behavior

Students must maintain reasonable behavior during the course of the school year. Students will be prohibited from participating in any school activities if one or more of the following occurs;

- Students assigned an Office Detention (OD) may not participate in any after school activity on the day the OD is served. OD's may not be rescheduled to accommodate
- Accrual of 5 or more discipline referrals per trimester. A referral is anytime a student is removed from the classroom after receiving multiple warnings for behaviors that impede academic learning.
- Accrual of 5 or more days of out-of-school suspension during the year.
- Accrual of 1 out-of-school suspension during the third trimester.
- Commitment of an act or acts that, in the collective opinion of the administration and middle school staff, warrants disqualification from activities outlined above.
- Teaching staff with the concurrence of administration may disqualify a student from participating in school activities and events, when, in their opinion, the student poses a safety issue to self or others
- If a student commits an expellable offense but only serves a out-of-school suspension, they will not be eligible for graduation.

8th Grade Eligibility For End of the Year Activities and Promotion Ceremony

The Eighth grade promotion ceremony and 8th grade activities throughout the year are important events at LMS. These activities are designed to honor all students, celebrate the year and acknowledge the accomplishments of all students. To fully participate in all the activities available to our 8th graders, students must meet minimum requirements. This letter outlines the minimum academic, attendance and behavior requirements needed to be eligible to participate in these activities. Eighth graders who cannot meet these minimum requirements will lose the privilege of participating in the following activities:

- **8th Grade Promotion Ceremony:** program to honor our graduates for their academic success at LMS before their family and staff members.
- **8th grade picnic:** designed to allow 8th grade students to "socialize" and enjoy the day with peers and their teachers.
- **8th Grade boat cruise:** designed to allow the 8th grade class to celebrate each other's accomplishments during the school year.
- **Six Flags Great America Field Trip:** another opportunity for our 8th grade students to "socialize" and enjoy the day with peers and their teachers.
- **Participating in school athletic programs:** designed to give students an opportunity to compete athletically in various team sports against peer groups from different schools.

The following is a breakdown of the academic, attendance, and behavioral requirements for all 8th grade students. These requirements will be reviewed at the six and 12 week point of each trimester.

Academics Requirements;

- Students must have a cumulative grade of 1.5 or higher in each of their core academic courses.
- Students must have a minimum of a 70% work completion in daily assignments in each academic course.
- Students must have a cumulative grade of 2.0 or higher in our SEL curriculum.
- Students can not have any 1's or lower on their progress report during Trimester 3.

Attendance:

- Students must meet minimum attendance requirements as outlined in the Student Handbook.
- Any 8th grade student having 5% or more unexcused absences, will not be eligible to participate in the promotion ceremony at the end of the year.
- This equates to 9 unexcused absences.
- An unexcused absence is when your child does not attend a mandatory day of school without being excused by a guardian.

Behavior:

Students must maintain reasonable behavior during the course of the school year. Students will be prohibited from participating in the promotion ceremony and activities if one or more of the following occurs during the 8th grade school year:

- Accrual of 15 or more discipline referrals. A referral is anytime a student is removed from the classroom after receiving multiple warnings for behaviors that impede academic learning.
- Accrual of 5 or more days of out-of-school suspension during the 8th grade year.
- Accrual of 1 out-of-school suspension during 3rd trimesters.
- Commitment of an act or acts that, in the collective opinion of the administration and middle school staff, warrants disqualification from activities outlined above.
- Teaching staff with the concurrence of administration may disqualify a student from participating in 1 or more of the 8th grade activities when, in their opinion, the student poses a safety issue to self or others

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.

Animals are not allowed on school property. We have students who have allergies to dogs and others. 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.

Cafeteria Rules

The cafeteria is an extension of the learning environment. It is an opportunity for you to eat with your friends in a safe environment. To maintain that safe environment you are asked to conduct yourself by rules of courtesy, cleanliness, and proper manners. Please help clear your eating area and place your trash in the proper containers.
While in the lunchroom:

- Students will follow the directions of the cafeteria supervisors.
- Students must have their Student ID to receive food from the main food line or ala carte line.
- Students will select a seat and table to remain for a six week period of time. New seats may be selected every six weeks.
- Students will remain seated.
- Students will talk quietly to the students at their immediate table.
- Students will obtain a pass to use the restrooms.
- Students will obtain a hallway pass to go to their lockers.
- The School Office will not receive outside food delivery for student lunches. (ie: Grubhub, DoorDash, Uber eats).
- Students may not bring energy drinks containing caffeine, as they are not recommended for children under the age of 18.
- Students wishing to bring treats to school for any celebrations will need to obtain permission from school administration . Treats have to be store-bought, individually wrapped with a visible nutritional label, and can only be distributed during homeroom.

Hallways, Stairwells and Wow Space Rules

These areas are an extension of the learning environment. It is an opportunity for you to socialize with your friends in a safe environment.

To maintain that safe environment you are asked to conduct yourself by:

- Using passing time appropriately (No running, jumping, throwing, etc)
- Using appropriate noise levels (there are students still in class when we are in passing times)
- Being courteous and conscientious of other students and other classrooms throughout the building
- Using the right side of the hallway and stairwell while moving from one place to another
- Using appropriate language and dialogue
- Refraining from eating or drinking

Bus Rules

Expectations for your behavior on the bus are the same as for any school setting. While on the bus stay seated, show respectful behavior, and keep your body parts inside the bus. Do not throw objects on the bus or out of the bus. For your safety and the safety of others, be quiet at railroad crossings and follow all directives of the bus driver. School iPads must be kept in their case while riding the bus and should not be used while on the bus. However, if you make an inappropriate choice while on one of our school buses, the school has the right to administer an appropriate consequence.

Bus Expectations

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

2. Students should board and exit the bus in an orderly manner and keep hands to themselves. While on the bus, students should remain seated. All students must have their student ID on their person at all times. If a bus driver requests to see your bus tag to verify your identity, the student must comply. If a Bus Tag is lost please notify the school office so another tag can be given to the student. There is a $3.00 replacement fee for lost bus tags.

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

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 the school.

A student suspended from the bus who does not have alternative transportation shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the parent's responsibility to notify the school if no other transportation is available.

Activity Bus

Any student participating in after-school activities or staying with a teacher may ride the activity bus. School iPads must remain closed while riding the activity bus and should not be used while on the bus. The activity bus departs Lincoln Middle School at 4:30.
NOTE: Destruction of property or risk of harm may lead to immediate termination of bus privileges.

Bus Safety Protocols:

Students must take at least five giant steps (10 feet) away from the bus and out of the 'danger zone' where the driver cannot see them. If crossing the street, wait for the driver's signal and cross in front of the bus".

Bikes, Personal Transportation Devices, Bike Rack

Students are permitted to ride bicycles to school. Students are to walk their bikes once they arrive on school property. Loitering at the bicycle racks is prohibited, and can result in loss of riding privileges. Bikes are to be perpendicular to the bike rack to allow space for other bikes. All bikes must be locked. The school does not assume responsibility for stolen or damaged bikes. It is recommended that students use bike helmets. 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.

Bully Free School Zone Resource

The Bully Free School Zone resource is a program designed to provide students an opportunity to anonymously report incidents of bullying in our school community. Students may provide information to the school via an app that can be found on the student's iPad called Safe2Speakup. Students may also send information by using the Bully Free School Zone resource on the school's webpage. When submitting a form via the ipad app or school's web page, students should provide as much information as possible to help in the resolution of the problem. To access the Bully Free School Zone resource students must log on to the Lincoln Middle School website, click the student tab, then click go to student resources, then click the Lincoln Middle School Resources, then click the Bully Free School Zone, lastly input your information in the space provided and press submit.

School Information and Announcements

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 school 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 parent square notification 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.

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.

Visitor Policy

All visits to Lincoln Middle School must be pre-arranged with the teacher/building administrator prior to the visit. When you arrive at school you will be asked for a driver's license/State ID. This ID will be run through the RAPTOR system. You will be issued a visitor's badge which must be worn at all times. Parents should return the ID badge to the school office upon departure from the school.

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 students, help with 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 administrator.

Chaperones

Guidelines for chaperones to follow:

- Sign-in at the school office with a photo ID to receive a visitor's badge.
- Chaperones must be on a pre-approved list from the teacher.
- Chaperones must follow directions given by the teacher.
- Teachers will ask for a cell phone number in case there is a need to reach the chaperone for an emergency or to give information during the activity.
- Chaperones should refrain from purchasing toys/gifts for the children during the activity.
- No student is to be left alone without a chaperone. In case a student gets lost/sick please contact the teacher in charge or call the school office to report a lost student.
- Chaperones should help maintain school standards of behavior.
- Chaperones should refer any disciplinary issues and incidents to the teacher or administrator present.
- Chaperones are expected to take all necessary and reasonable precautions to protect schools.
- Chaperones MAY NOT take pictures or videos of students other than their own child.

Health and Wellness Information

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: <u>If a student is found to have live lice, parents will be called to pick up the student to get a treatment shampoo</u>. (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 <u>may repeat itself every 3 weeks.</u> 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 **<u>https://www.cdc.gov/parasites/lice/head/index.html</u>** 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.

Sports Physical Requirements:

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

Sports physicals are good for 13 months and must be completed by a physician or ANP-no chiropractors accepted- and include the parent portion and signature.

The 6th grade physical does cover the sport physicals requirement for that year.

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.

Unacceptable Behaviors

Our goal is to provide and maintain a safe, positive, and appropriate learning environment where everyone is encouraged to learn. If your behavior conflicts with this goal we will help you make more appropriate decisions. Every member of our community is expected to be responsible for his/her actions, which may include consequences for poor choices. In our learning environment the following behaviors are not accepted:

1. **Tobacco/alcohol/drugs/Vapes - Use or Possession**

   At Lincoln Middle School, we feel that your health and safety is crucial to your growth and development. We believe that the use of or possession of alcohol, vape devices, tobacco or other drugs is not only illegal, but also is extremely harmful to your mind and body. We feel that by keeping our mind and body healthy and free of alcohol, tobacco and other drugs and by holding one another accountable for unhealthy actions, we can better our learning environment.

   If you do find yourself pressured into the use or experimentation with vape devices,tobacco, alcohol, or other drugs, or if you know someone who is experimenting with these drugs, we have caring and trained professionals that can help. Since the effects of alcohol, vape devices, tobacco, and other drugs are very harmful to your health, the health of others around you, and our school environment, the School Board has set a policy regarding illegal substances and paraphernalia to protect all of us.

   According to School Board Policy 7:190
   Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

   - Using, possessing, distributing, purchasing, or selling tobacco materials.
   - Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have alcohol in their possession.
   - Using, possessing, distributing, purchasing, or selling illegal or impairing drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions, and will be treated as possessing drugs.

2. **Bullying -** an aggressive or unwanted behavior, used again and again to isolate, harm, or control another person. Students who engage in bullying behavior including hazing, harassment, coercion, intimidation, or menacing will be subject to discipline. Students are responsible for reporting any bullying experienced or witnessed.

3. **Physical contact of a provoking nature -** Any type of unwanted or unexpected contact with a student or with student possession will be considered provoking. Play fighting and wrestling will be treated as real fighting.

4. **Verbal violence or disrespect -** (also known as harassment) directed towards anyone including any volatile, threatening, and/or hurtful language will not be tolerated.

5. **Sexual Harassment -** of any nature involving any students or personnel will not be tolerated.

6. **Gang activity -** any behavior which displays evidence of membership or affiliation with any gang. This includes both verbal and nonverbal communication (gestures, handshakes, earrings, etc.) as well as the wearing of any gang symbols, emblems or other items associated with gangs. Gang activity includes any effort to recruit, intimidate or any way interfere with the activities of a student on behalf of a gang.

   According to School Board Policy 7:190
   Disciplinary action will be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:
   - Being involved with any public fraternity, sorority, or secret society, by (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join,, promise to join, or be pledged to become a member.
   - Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
   - Two or more students engaged in criminal activity.

7. **Weapons/explosives -** the possession, use or delivery of any type of weapon, look-alike, or object intended to be used as a weapon or which could reasonably be considered a weapon, or explosive device, including fireworks, is forbidden. Additionally, the threat, either real or implied, of use of a weapon is unacceptable and will result in similar disciplinary action.

Discipline

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

Rights and Responsibilities
Criteria and Recommended Interventions

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

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

Criteria	Recommended Interventions
Level 1- Team Level • Disrespectful to self, staff members and other students • Disruptive behavior • Insubordination • Running, Pushing Shoving (1st offense) • Swearing/Profanity • Inappropriate dress • Possession of electronic devices during school hours • Violation of Acceptable Technology Use Policy	**Parents/Guardians will be contacted if behavior is severe.** • Parent/Guardian contact using the Contact Sheet • Student being sent to the office • Teacher/and student meeting • Student conference with team • Teacher, student and Parent/Guardian meeting • Detention • Refer to team discipline policy
Level 2- Team and Administration • Cheating • Any gross misconduct resulting in an In School Detention or Out of School Suspension • Disrespect toward self, staff member or other students escalating to intimidation or physical or verbal threats • Damaging school property • Bullying • Cutting class • Possessing inappropriate materials • Failure to serve detention • Physical assault • Running, Pushing, Shoving (Multiple offenses) • Tardy (5 times a trimester)	**For All Level Two Offenses a Parent/Guardian will be Contacted** • Student being sent to the office • Administrator contact • In School Detention/Suspension or Out of School Suspension • Ineligibility for sports, clubs and after school activities per the Extracurricular Handbook • Ineligibility of attendance of after school activities • Extended day • Saturday detention/school • Detention • Administrator(s) and team conference with students and Parent/Guardian • Behavior Plan • Loss of end of year activities • Child Study Team • Any of the recommendations from Level 1
Level 3- Administration • Any gross misconduct resulting in three or more Out of School Suspensions • Bomb Threat • Fighting/Assault (unprovoked, violent) • Gang representation- colors, graffiti, signs, etc. • Harassment/Bullying (2nd or more offense) • Illegal Use of Explosives • Possession of Inhalants • Possession of a Weapon • Possession of or Distribution of Tobacco • Sexual Harassment • Stealing (or Possession of Stolen Property) • Under Influence or Possession of Illegal Drugs or Look-alikes • Under the Influence or Possession of Alcohol • Tardy (More than 10 times a Trimester)	**For All Level Three Offenses a Parent/Guardian will be Contacted** • Behavior Plan with student and Parent/Guardian • Administrator and students schedule ongoing conferences • Out of School Suspension • Extended period of ineligibility for sports, clubs and after school activities • Extended Day • Saturday detention/school • 7:30 A.M. Detention • Conference with Administrators • Student receives support through outside community agencies • Referral to School Resource Officer • Referral to School Board • Expulsion • Any of the recommendations from Level 1 & 2

School personnel are allowed to interview students without a parent/guardian present during the interview because school personnel stand 'in loco parentis' or 'in the place of the parent' at all times when students are at school. The doctrine of 'in loco parentis' is set forth specifically in the Illinois School Code. 105 ILCS 5/24-24.The doctrine of 'in loco parentis' also allows school personnel to ask students to show them their cell phones, etc. Just as a parent/guardian can ask to see their child's cell phone, school personnel can make the same request for purposes of maintaining student safety and a safe school environment.

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

***Interventions may differ for students with IEPs

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.

In-School Suspension

If you have been issued an in-school suspension you have demonstrated inappropriate behavior and an unwillingness to modify the behavior(s). Your parent(s)/guardian(s) will be contacted. Suspensions become a part of your permanent school record. It is our hope that you will work with your teachers, school counselors, and administrators to remedy the behaviors that are conflicting with your learning. Your work is to be made up and turned into the appropriate teacher upon your return to the classroom. All tests, projects, etc. will be due in accordance with teacher expectations. If you are in-school suspended your attendance to any school day or extracurricular school functions will be at the school administrator's discretion. This includes dances, sporting events, field trips, and/or activities.

Out-of-School Suspension

An out-of-school suspension is removal from school. Your parent(s)/guardian(s) will be contacted. You will not be allowed on the school grounds for any activity. You will be held accountable for all assignments and your parent/guardian is to arrange for your work by contacting the school office. Your work is to be made up and turned into the appropriate teacher upon your return to school. All tests, projects, etc. will be due in accordance with teacher expectations. If you are out-of-school suspended, you are not allowed to attend any extracurricular school functions. This includes dances, sporting events, field trips, and/or activities. The building principal shall meet with any student returning from an out-of-school suspension or expulsion to support their success and provide a path for equivalent academic credit for missed work

Expulsion Policy

Behavior that results in you or any other person at school who is at risk of physical or emotional harm may result in a recommendation to the Board of Education for expulsion from school. Expulsion is the removal, by the Board of Education, of a student from school and all school events for longer than 10 days. If you are expelled from school, you are not allowed to attend any extracurricular school functions. This includes dances, sporting events, field trips, and/or activities. The building principal shall meet with any student returning from an out-of-school suspension or expulsion to support their success and provide a path for equivalent academic credit for missed work

Extended Day Detention

An Extended Day Detention is one that is served on a day when students have an Early Release. A student receiving an Extended Day Detention will stay at school from 11:40 A.M. until 3:30 P.M. on a half day of school. A student will stay at school from 2:50-4:30 on Wednesday early release days.

Detention

A detention is to be served with the issuing teacher at the established time or with the school office if so assigned. Failure to serve this detention will result in a parent/guardian phone call and the issuance of another detention.

Student Due Process

All students faced with disciplinary consequences have the right to due process. Due process includes the notification of the student and parent/guardian of the infraction and consequences and the opportunity for you and your parent/guardian to have a hearing.

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

Lincoln Middle School Technology Use
Criteria and Interventions

- Print only when you have staff permission
- Food, drink, gum/candy are not allowed while near and/or using technology.Only use your username and password
- Computers, printers, and other technology is only for school approved work/projects **not** to play games on the Internet
- Students must have permission to use the technology after school.

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

Criteria	Recommended Intervention
Level 1 ▪ Activities that result in the wasteful use of resources, such as file space, paper, toner, etc. ▪ 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

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.

Reprinted with permission from "Parry Aftab's Guide to Keeping Your Kids Safe Online, MySpace, Facebook and Xanga, Oh! My!" Parry Aftab, Esq., www.aftab.com.

Resources for Students and Parents

Resources for students:

Federal Trade Commission - Social Networking Sites: Safety Tips for Tweens and Teens
www.ftc.gov/bcp/edu/pubs/consumer/tech/tec14.shtm

Connect Safely - Social Web Tips for Teens
www.connectsafely.com/Safety-Tips/social-web-tips-for-teens.html (2008).

Life online (Girls Scouts and Windows) -
lmk.girlscouts.org/Online-Safety-Topics/Social-Networking/Is-It-Safe-/Test-Your-Knowledge-on-Social-Networking-Safety.aspx. Test for knowledge of networking safety.

Resources for parents:

Safety Web - Social Networking Safety Tips for Parents, Monitoring Social Networking of your Child www.safetyweb.com/social-networking-safety-tips. Great comprehensive article for parents.

Connect Safely - Social Web Tips for Parents www.connectsafely.com/Safety-Tips/social-web-tips-for-parents.html (2008).

National Cyber Security Alliance - Social Networking www.staysafeonline.org/in-the-home/social-networking (August 30, 2010).

National Consumers League - Social networking security and safety tips www.nclnet.org/technology/9-safe-computing/152-social-networking-security-and-safety-tips.

DHS U.S. CERT - Socializing Securely: Using Social Networking Services www.us-cert.gov/reading_room/safe_social_networking.pdf.

DHS U.S Computer Emergency Readiness Team - Staying Safe on Social Network Sites www.us-cert.gov/cas/tips/ST06-003.html (January 26, 2011).

Internet Safety: Social Networking Sites for Children www.privatewifi.com/internet-safety-social-networking-sites-for-children/ (March 30, 2011).

8 Safe Social Networks for Kids kommein.com/8-safe-social-networks-for-kids/ (Jan. 5, 2011). List of sites that are compliant with Children's Online Privacy Protection Act and have parental controls

DATED: October 2014

BUILDING RELATIONSHIPS WITH TOMORROW'S LEADERS
WE ARE SD81

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

Dear Parent(s)/Guardian(s):

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

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

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

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

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

For more information on the Children's Online Privacy Protection Act, please see the following links:
www.ftc.gov/opa/2012/12/kidsapp.shtm
www.ftc.gov/opa/reporter/privacy/coppa.shtml

Sincerely,

Melissa Kartsimas

Melissa Kartismas
Superintendent of School

BUILDING RELATIONSHIPS WITH TOMORROW'S LEADERS
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Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act

Dear Parent(s)/Guardian(s):

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

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

Please contact the school if you have any questions.

Sincerely,

Brian Amsler

Building Principal

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

George Washington School
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Schiller Park, IL 60176
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Fax (847) 671-1972

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

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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:

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

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

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

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

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

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

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

Sincerely,

Brian Amsler

Building Principal

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Dear Parents/Guardians:

At our school, teen dating violence is unacceptable. We are committed to providing our students with a school environment where they can learn free from worries about school violence. The purpose of this letter is to inform you of School Board policy, 7:185, *Teen Dating Violence Prohibited*, which is a component of the District's anti-bullying program.

Research has shown that teen dating violence can form lifelong, unhealthy habits during young adults' formative years. Educating parents/guardians, students, and staff about teen dating violence can help us identify incidents of teen dating violence at school or school-related activities. The Board's policy states that *teen dating violence* occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Students in grades 7 through 12 will receive age-appropriate instruction on teen dating violence including its warning signs and prevention. School staff will also receive training on handling the signs and incidents of teen dating violence. I have asked our school staff members to respond immediately and with compassion to a student who reports teen dating 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*.

Finally, I have requested staff members to intervene immediately to stop incidents of teen dating violence occurring at school. They will proceed under our District's procedures for responding to incidences of bullying and school violence.

Below are some warning signs that your child may be involved in teen dating violence:

- Name-calling and *put-downs*. Does one individual in the relationship call the other person names? Does he or she use insults to put the other person down?
- Extreme Jealousy. Does one individual in the relationship act incredibly jealous when the other talks to peers? Does one person accuse the other of flirting even when it's innocent conversation?
- Making Excuses. Does one individual in the relationship make excuses for the other? Does he or she have to apologize for the other person's behavior?
- Canceling or changing plans. Does one individual cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?

- Monitoring. Does one person call, text message, or check up on the other constantly? Does he or she demand to know the other person's plans or with whom the other person was with?
- Uncontrolled Anger. Have you seen one individual lose his or her temper? Does he or she throw things – or break things – when angry? Does one person in the relationship worry a lot about upsetting the other?
- Isolation. Has one individual in the relationship given up spending time with friends? Has that individual stopped doing activities that used to be important?
- Dramatic Changes. Have either of the individuals in the relationship had appearance changes? Has he or she lost or gained weight? Have his or her grades dropped? Does he or she seem depressed?
- Injuries. Does one person in the relationship have unexplained injuries, or does he or she give explanations that don't make sense?
- Quick Progression. Did the relationship get serious very quickly?

These signs do not necessarily mean that your child is involved in teen dating violence, but, if present, talk to your child about teen dating violence.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at:

www.cdc.gov/ViolencePrevention/intimatepartnerviolence/teen_dating_violence.html.

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

Sincerely,

Brian Amsler

Building Principal

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Notice to Parents/Guardians Regarding Section 504 Rights

Dear Parent/Guardian:

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

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

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

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

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

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

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

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

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

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

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

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

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

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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 Illinois State learning standards and the opportunity to master the standards.

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

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

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

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

Parent Responsibilities

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

1. Ensuring regular and punctual attendance.
2. Ensuring that homework is completed.
3. Participating, as appropriate, in decisions relating to my child's education.
4. Promoting positive use of my child's extracurricular time.
5. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Student Responsibilities

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

1. Attend school and be on time.
2. Do our assigned homework and ask for help when we need it.
3. Read at least 20 minutes every day outside of school time.
4. Give our parents or the adult who is responsible for our welfare all notices and information received by us from our school every day.

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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.
Requests will be granted within 15 school days (but no later than 45 calendar days) after the District receives 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.

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

June 23, 2021

Dear Parents & Guardians,

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

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

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

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

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

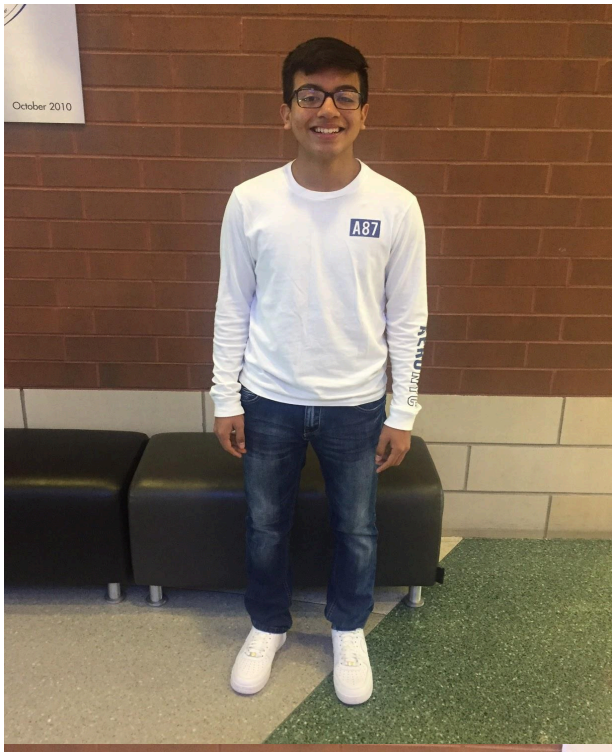
Respectfully,

Melissa Kartsimas

Dr. Melissa Kartsimas
Superintendent of Schools

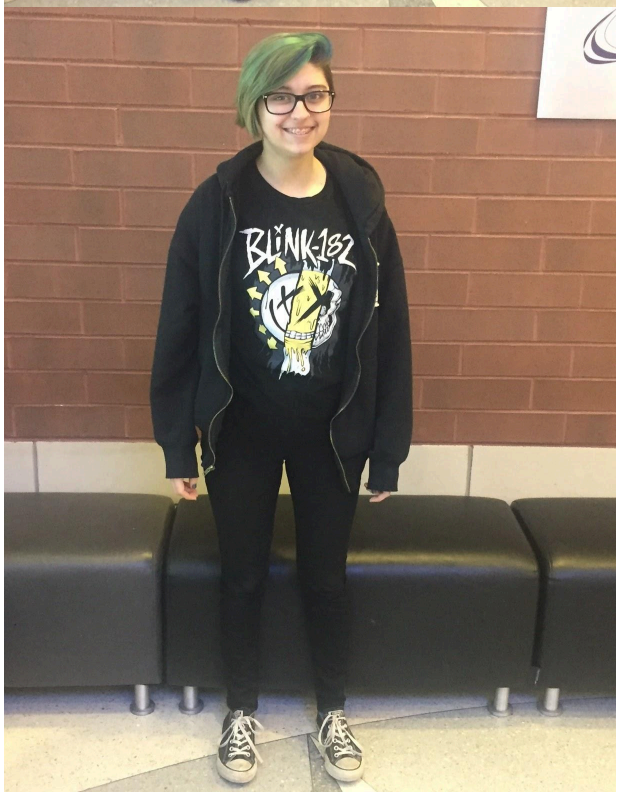
Appendix A

An Appropriately Dressed Middle School Student









(See Dress Code Section of this Handbook for information about appropriate dress for school)