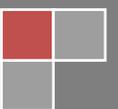


2016
2017

Franklin Park School District 84

Parent Handbook



**FRANKLIN PARK PUBLIC SCHOOLS
DISTRICT 84, COOK COUNTY**

ADMINISTRATIVE OFFICE
2915 Maple Street – 847/455-4230
FAX: 847/455-9094
www.d84.org

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Michael Special
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PREFACE

The Franklin Park Public Schools have always enjoyed fine cooperation and support from the community. Teachers and administrators appreciate this cooperation and fully realize its importance in providing the best possible education for every child.

This handbook is adopted annually by the Board of Education and is provided to ensure continued understanding between the home and the school. It is only a summary of Board policies and procedures governing the District; Board policies are available to the public at the Administrative Office. The handbook may be amended during the school year without notice.

MISSION STATEMENT

The mission of Franklin Park Public School District 84 is to provide all our children a quality education within a safe and nurturing environment that motivates them to be lifelong learners and morally responsible citizens.

PHILOSOPHY

The role of the District is to serve the children of Franklin Park by guiding their intellectual, physical and social development. The District best serves the community through the development of its future citizens by establishing a positive, challenging, and creative educational environment supported by highly qualified teachers. An education imparts to children the ability to think critically and to prepare them for secondary education. It inspires within students a desire for knowledge and creates an ambition which will direct them toward a successful and productive future. The school, the home, and the community share responsibility for the development of children. Working cooperatively, we help children become lifelong learners and morally responsible citizens.

SCHOOL BOARD

The public is invited to attend meetings of the Board of Education. Regular meetings of the board are normally held on the third Wednesday of each month at 7:00 p.m. at the Administrative Office, 2915 Maple Street. Citizens interested in addressing the board may do so. Ideally, citizens with concerns of general public interest should seek to place those topics on the agenda in advance of the meeting by contacting the superintendent. Individual concerns or problems of a personal nature should be directed to the school of attendance. If necessary, a school-level decision may be appealed to the superintendent. In the absence of guiding policy, the superintendent may review the matter with the Board of Education.

SCHOOL HOURS

Grade

| | |
|-------------|------------------|
| K through 5 | 8:30 – 3:10 p.m. |
| 6 through 8 | 8:23 – 3:20 p.m. |

Students are encouraged to avoid early arrival at school for their own safety. In the morning, kindergarten through 5th grade students should not be on the grounds before 8:25 a.m.; 6th through 8th grade students should not be on school grounds before 8:15 a.m. Students attending morning band, chorus, or other activities should not be on school grounds before 7:15 a.m. Any exception to regular school dismissal hours must be approved by the principal, who will release students at his/her discretion to parents or legal guardians only. Students may be required to remain after school for the purpose of making up deficiencies in work or because of hazardous weather. In the event of severe weather or other emergencies, a late start school schedule may be put into effect. Information about the late start will be distributed to District families during the school year and will be posted on the District's website.

ACADEMIC PROCEDURES AND INFORMATION

Access to District Records

Pursuant to the Illinois Freedom of Information Act (FOIA), the District will respond to all written requests to copy and/or inspect public records to the extent required by law. Such written requests should be addressed to the District's FOIA Officer, Dr. David H. Katzin, Superintendent, 2915 Maple Street, Franklin Park, IL 60131. More information, including copies of the District's policy and procedures governing responses to FOIA requests, may be obtained by request from the FOIA Officer.

Advanced Learner Program

Franklin Park School District 84 offers an *Advanced Learner Program* in order to identify and serve those students who demonstrate academic excellence beyond that of their chronological peers. Students identified for participation in this program will be pulled from their classrooms for 50 minutes daily to receive their mathematics instruction. Working in small groups, these students will engage in a deep, hands-on investigation of topics while moving through the curriculum at an accelerated rate.

Student identification for enrollment in this course is determined using a rubric incorporating student assessment scores, grades, and teacher recommendations. Hester Junior High School also offers accelerated courses at all grade levels to meet the needs of its advanced learners in the areas of Mathematics and English/Language Arts.

Assessment Program

The District's testing program consists of standardized achievement tests, cognitive aptitude tests, diagnostic tests, and teacher-made tests. Results of these tests aid the teacher in planning instruction to meet the individual needs of each student. Additional information regarding the district's assessment program can be found on the District 84 website (www.d84.org) under the "Parent Resources" tab.

Enrichment Program

District 84 believes that all children should be provided with enrichment experiences that enhance their learning. Enrichment experiences occur in all areas of the curriculum and across all grade levels. These experiences may include interdisciplinary units of study, special units of study, extracurricular programs, speakers, field trips, and projects.

Homework Policy

The amount of homework assigned to each student varies according to grade level. In grades one and two, homework may be assigned three to four days per week. Students in grades three through eight can expect homework five days per week. Students are also encouraged to read independently at home on a daily basis. If clarification is needed concerning homework assignments, a phone call to your child's teacher is recommended.

Honor Roll

Hester Junior High recognizes academic achievement by posting a High Honor Roll and Honor Roll list each trimester. All grades in all classes (including Specials, Physical Education, and Health) will count equally towards meeting the honor roll requirements. Eligibility for the honor roll will be based on a student's grade point average for the grading period with an "A" grade earning 4.0, or a "B" grade 3.0, and a "C" grade 2.0. Any student receiving a "D" or "F" grade in any class or in the Department grade for any class will not be eligible for either honor roll.

- High Honor Roll - All students with a grade point average of at least 3.5 to 4.0.
- Honor Roll - All students with a grade point average of at least 3.0 to 3.5.

Make-up Work Policy

When students are absent from school, work missed should be made up as soon as possible. If the absence is for only one day, the make-up work assignment can be obtained from the teacher the following day. Students are allowed the same number of days absent to make up any missed tests when they return. In many cases, it is best to take make-up tests as soon as possible.

When it is anticipated that the student's absence will be for a longer period of time, it is suggested that arrangements be made to obtain assignments and materials from school. If a parent/guardian calls the school office before noon requesting assignments for a child, the assignments may be picked up in the school office at the end of the school day. If the call is made after lunchtime, they may be picked up at the close of school on the following day. Please understand that make-up assignments cannot fully replace the instructional activities offered in the classroom

Parent Conferences

A conference is scheduled for each child in grades kindergarten through five. Conference time is provided for students in grades six through eight. Parents/guardians are encouraged to keep in contact with their children's teachers. These contacts should be made early in the year, especially if a child is having difficulty.

Parent/Guardian Rights Regarding Instructional Materials

Parents/guardians have the right to inspect, upon request, the following:

1. Any survey created by a third party
2. Any survey designed to collect personal information about a student
3. Instructional material used as part of the educational curriculum

Promotion Policy

Students in Franklin Park School District 84 shall not be promoted to the next higher grade level based upon age or any other social reasons unrelated to the academic performance of the student. Decisions to promote or retain students shall be based on successful completion of the curriculum, attendance, and performance on local achievement tests or state-mandated assessments.

Report Cards

Report cards are issued to the parents/guardians of children in kindergarten through grade eight. Elementary school report cards will be e-mailed or sent home on October 28th, January 13th, March 17th, and the last day of school. Band grades are issued in a separate report to parents in grade five. Junior high school report cards should be picked up by parents/guardians on November 9th & 10th and on February 17th. On the last day of school, report cards are sent home with the students at Hester Junior High.

Response to Intervention

Response to Intervention (RtI) is a general education initiative that is designed to utilize instructional interventions to meet the specific needs of children, both academically and behaviorally. Information about the RtI process may be obtained from the building principal and on the District's website, www.d84.org.

Parents/guardians may request an evaluation for their child if they believe their child is in need of special education services. The request for an evaluation may be made by a parent/guardian at any time, regardless of where their child is at in the RtI process.

Section 504 Plans for Students with Disabilities

Referrals for consideration for Section 504 eligibility may be made at any time. A referral must be made in writing and include the date the request is made and the reason for the referral. Referrals may be made by teachers, other staff members, parents, guardians, or other individuals responsible for the student's education. Referrals should be directed to the LASEC technical assistance supervisor for the District, the designated Section 504 Coordinator. The Section 504 Coordinator may be contacted at 2915 Maple Street, Franklin Park, Illinois 60131, phone number 847/455-4230, ext. 225.

Special Education

The Franklin Park Public Schools participate in a cooperative program of special education. By working together, Leyden Township schools aim to meet the specific educational needs of all eligible students ages three to twenty-one who are residents of the eleven cooperating districts.

A full continuum of instructional services is available with the help of the Leyden Area Special Education Cooperative, including placement in regular classes with modification, regular classes with resource assistance, and special classes in regular attendance centers. Also provided are home/hospital instruction, separate school classes, private day, and residential placements. The Cooperative endeavors to locate, identify, and evaluate all children ages birth to twenty-one who may be in need of special education and related services. The rights of all special education students are protected. A copy of these rights as well as a copy of the *Illinois Administrative Code Part 226 Special Education* is available by calling or writing:

Ms. Mindy McGuffin, Director of Special Education
Leyden Area Special Education Cooperative
10401 West Grand Avenue
Franklin Park, IL 60131
(847) 455-3143, ext. 1253

In addition to the special classes provided in the township cooperative program, District 84 provides speech therapy, individualized instruction, and social work services for students with particular needs. Parents/guardians are encouraged to contact the school if they have three or four-year-old children with special needs. These needs may result from conditions including deafness, visual problems, speech problems, physical impairments, or delays in intellectual development or language development. Parents/guardians may register 3-4 year old children with such special needs and request an evaluation by a special team and consideration for special education services.

Student Records - The Rights of Parents/Guardians and Students

State and Federal laws affect the way in which student records are handled by school districts. The law provides that parents/guardians and students must be annually notified of their rights in regard to student records. The school board has developed a policy and accompanying rules and regulations regarding student records. The complete policy regarding student records is available for inspection in the District's Administrative Office located at 2915 Maple Street in Franklin Park.

Student records are divided into two categories:

The student permanent record consists of basic identifying information, academic transcript, attendance record, and health record, record of release of permanent information, and other basic information. The permanent record shall be kept for sixty years after graduation or permanent withdrawal.

The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education records, teacher anecdotal records, accident reports, disciplinary information, health related information, and record of release of temporary information. The temporary record will be destroyed five years after graduation or permanent withdrawal.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) afford parents/guardians certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 15 school days of the day the District receives a request for access. Parents/guardians should submit to the principal a written request that identifies the records(s) they wish to inspect. The principal or designee will make arrangements for access and notify the parents/guardians of the time and place where the records may be inspected. The District charges \$.35 per page for copying, but no one will be denied the right to copies of records for inability to pay this cost.
2. The right to request the amendment of the student's education records that the parent/guardian believes are inaccurate, irrelevant, or improper, except not academic grades or references to expulsion or suspensions if the challenge is made at the time of a transfer. Parents/guardians may challenge the contents of school student records by notifying the principal or designated Records Custodian in writing of an objection to information contained in the record. Upon receipt of such notice, an informational conference will be

scheduled to discuss the matter within fifteen (15) school days. If the dispute is not resolved at this informal meeting, the parents/guardians have the right to request a hearing before an impartial hearing officer who shall be selected by the District but who may not be employed in the attendance center in which the student is enrolled. The hearing officer shall conduct the hearing within a reasonable time, but no later than fifteen (15) days after the informal conference unless the parties agree to an extension of time. At the hearing, each party has the right to (1) present evidence and call witnesses, (2) cross-examine witnesses, (3) be represented by counsel, (4) receive a written statement of any decisions by the hearing officer and the reasons therefore within ten (10) school days after the conclusion of the hearing, and (5) appeal an adverse decision to the Regional Office of Education within twenty (20) school days after the decision is transmitted. A final decision by the Regional Office of Education may be appealed to the circuit court of the county in which the school is located;

3. The right to challenge school student records does not apply to: (1) academic grades of the child, and (2) reference to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring.
4. The right to control access and release of personally identifiable information contained in a student's education records, except to the extent that FERPA or ISSRA authorizes disclosure without consent. Parents/guardians have a right to a copy of a record tracking the release of any information. The following individuals are entitled to access to student records without parental consent:
 - An employee or official of the District or State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
 - The official records custodian of another school district in which the student has enrolled or intends to enroll upon the request of that official, provided that the parent/guardian receives prior written notice of the nature and substance of the information proposed to be released and an opportunity to inspect, copy and/or challenge the records;
 - To any person for the purpose of research, statistical reporting or planning, provided that such person complies with FERPA's requirements;
 - Pursuant to court order, provided that the parent/guardian be given prompt written notice of the order and the nature and substance of the information proposed to be released and the parent/guardian has an opportunity to inspect, copy, and/or challenge the records;
 - To any person as specifically required by state or federal law, provided that the parent/guardian receives prior written notice of the nature and substance of the information proposed to be released and an opportunity to inspect, copy, and/or challenge the records;
 - 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;
 - To appropriate individuals in the event of an emergency. An emergency is an articulable and significant threat to the health or safety of a student or other individuals; in such circumstances, information may be released to appropriate persons if release is necessary to protect the health or safety of the student or other individuals. The parent/guardian must be notified no later than the next school day after the information is released. Factors to be considered in an emergency situation are: the seriousness of the threat to the health or safety of the student or other persons; the need for the records to meet the emergency; whether the persons to whom the records are released are in a position to handle the emergency; and the extent to which time is of the essence in dealing with the emergency;

- To the designated employee or agent of a governmental or social service agency in furtherance of an investigation of a student’s school attendance pursuant to the compulsory student attendance laws of this State;
 - To authorized SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee members for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of the Juvenile Court Act of 1987, and consistent with the Federal Family Educational Rights and Privacy Act, 20 U.S.C. 1221 et seq;
 - To the Department of Healthcare and Family Services as is required by the Illinois School Code and the School Breakfast and Lunch Program Act, 105 ILCS 125/10.
5. 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 Ave. S.W.
 Washington, DC 20202-4605

6. The right to receive copies of records proposed to be destroyed upon request. Records will be reviewed at the end of the fifth and the eighth grade years. Outdated or obsolete information will be removed at that time.

Directory Information

The District has designated the following as directory information:

- Student names, addresses, gender, grade level, birth date and place, and parents'/guardians’ names, mailing addresses, electronic mail addresses, and telephone numbers;
- Photographs, videos, or digital images used for informational or news-related purposes (whether by 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, except that:
 - a) No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student;
 - b) No image on a school security video recording shall be designated as directory information
- Academic awards, degrees, and honors;
- Information in relation to school-sponsored activities, organizations, and athletics;
- Major field of study; and
- Period of attendance in the school.

While the District uses discretion in its release of directory information, a parent/guardian has the right to request that such information not be released on his/her child. Parents/guardians have the right to request that this information not be released by informing the principal of their wishes on the “Release of Student Directory Information” form and submitting this form within fifteen (15) days after the start of the school year, or within fifteen (15) days of initial registration in the District. The “Release of Student Directory Information” form is available at each school office and at the District’s administrative office.

Student Surveys

Third party student surveys and questionnaires are those that are created by a person or entity other than a District official, staff member or student. Third party student surveys and questionnaires shall be administered at the discretion of the superintendent and only when they serve to advance the District's educational objectives. Notice will be provided to parents/guardians prior to the administration of third party surveys or questionnaires, and parents/guardians will, upon their request, be permitted to inspect the survey or questionnaire within a reasonable time of their request.

The District shall obtain prior written parent/guardian consent prior to administering any survey by the District, student, or third-party that reveals information regarding:

- Political affiliations or beliefs of the student or his/her parent/guardian;
- Mental or psychological problems of a student or his/her family;
- Behavior or attitudes about sex;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or his/her parents/guardians; or
- Income (other than required to determine eligibility for participation in a program or for receiving financial assistance under such program)

Prior to giving consent, parents/guardians will be given an opportunity to review the survey upon request. School staff shall not disclose the identity of any student who completes any surveys or evaluation regarding the above items.

Videotaping/Filming/Photography of Students

Videotaping, filming, or photographing students while participating in school activities, and the publication or release of student images, is permitted only as set forth below:

- Students may be photographed, videotaped, or recorded during classroom or extracurricular activities or otherwise on school grounds or at school-sponsored events for instructional, educational, or informational purposes.
- Vendors and/or non-district organizations must obtain permission from the superintendent before being permitted to videotape, film, photograph, or otherwise record students. However, events such as assemblies, plays, musicals, athletic events, or similar events which have newsworthy aspects, may be open to the public, including the media, and members of the public or media may take photographs or make recordings at such events unless otherwise directed by the District.
- This policy is not intended to address electronic video surveillance cameras or their recordings in public areas of school property, to the extent any may be used by the District for security or monitoring purposes.
- The identifiable voice, image, works, photographs, videos, and/or recordings of students may be used in various District or District-related publications, including without limitation school yearbooks, school newspapers, District publications and news releases, presentations at professional conferences and Board of Education meetings, and District television productions, as well as for authorized non-district uses. These publications are used to promote and share positive news of the District and our students.
- Release or publication of such student information will be consistent with the Illinois School Student Records Act ("ISSRA") and the Family Educational Rights and Privacy Act ("FERPA"). The District may release photographs, videos, or digital images described above as directory information consistent with ISSRA and FERPA requirements for such disclosures. The District will not release or publish any featured photographs, videotapes, or recordings that do not qualify as directory information where students are clearly identifiable (e.g. student alone or in a featured group where the student is identified, such as a school club or classroom) without the written consent of the identified students' parent(s) or guardian(s).

- The District may release or publish photographs, videotapes, or recordings where students are not featured but appear in the background, such as when a video camera pans the classroom. Parent/Guardian authorization is not required for the release or publication of such background shots of students. Similarly, parent/guardian authorization is not required for the release or publication of audience photographs, videotapes, or recordings at extracurricular activities, such as crowd pictures at a school athletic event. Whether taken by the District or others, videotapes, photographs, or recordings of students participating in extracurricular activities or events open to the public (e.g. athletic events, theatrical productions, musical concerts), which by their very nature involve exposure to the public, may be released or published without written authorization from parents/guardians. The District has no ability to restrict the use of student images where the images are obtained at an event open to the public and placed on a medium that is not sponsored by the District (e.g. a photograph taken by a journalist and published in a local newspaper).

ACCESS TO ELECTRONIC NETWORKS POLICY

Purpose

It is the policy of the Board of Education of Franklin Park School District 84 to encourage technology use that facilitates communication and the exchange of ideas and information in pursuit of the District's curricular, instructional, technological, and research goals. Use of electronic networks by students is a privilege. Usage is with teacher permission and guidance only. Misuse of electronic networks, i.e., destroying or altering other users' files, usage of inappropriate sites, etc., is punishable under school board policy and, if in grades 6-8, under the Hester Step System of Discipline.

The Opportunities and Risks of Technology Use

With access to computers and the Internet comes the potential availability of material that may not be of educational value in the context of the school setting, or that may be harmful or disruptive to students or the school community. The Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

1. any information that may be lost, damaged, or unavailable due to technical, or other, difficulties;
2. the accuracy or suitability of any information that is retrieved through technology;
3. breaches of confidentiality; or
4. defamatory material.

Internet Safety and Protection

In accordance with the Children's Internet Protection Act, the District installs and operates filtering software to limit users' internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such materials.

Privileges and Responsibilities

The District's electronic network is part of the curriculum and is not a public forum for general use. Users may access technology only for educational purposes. The actions of users accessing networks through the District reflect on the District; therefore, users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Users are responsible for their behavior and communications when using the District's computers and networks.

Users of District Technology **WILL:**

- Use or access District technology only for educational or administrative purposes.
- Comply with copyright laws and software licensing agreements.
- Understand that e-mail and network files are not private. Network administrators and other designated school officials have access to all e-mail messages and may review files and communications to maintain system integrity and monitor responsible use.
- Respect the privacy rights of others and maintain confidentiality of all personnel and student records stored or accessible by means of District technology.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, compliance with all required system security identification codes, and maintenance of confidentiality of all codes, passwords, and other confidential or protected information.
- Maintain the integrity of technology resources from potentially damaging messages, abuse, and viruses.
- Abide by the policies and procedures of the District and any outside systems linked by technology.
- Respect the rights of others to use equipment.

Users of District Technology **WILL NOT:**

- Access, submit, post, publish, display, or create any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, harassing, illegal, or other material unsuitable in the educational setting or unrelated to the District's educational program.
- Engage in acts of cyberbullying. For purposes of this policy, cyberbullying is defined as the use of electronic communication, including e-mail, instant messaging, chat rooms, pagers, cell phones, and other forms of information technology, to deliberately harass, threaten, or intimidate someone. Cyberbullying can include, but is not limited to, acts such as making threats, sending provocative insults, using racial/ethnic slurs, or attempting to infect a victim's computer with a virus.
- Interfere with or disrupt network use by other users, including creating and/or propagating unsolicited advertising, political lobbying, chain letters, pyramid schemes, computer worms, viruses, or other acts of vandalism. Vandalism is any attempt to harm or destroy data of another user, the Internet, the District's network or any other network and includes, but is not limited to, uploading, downloading, creating or knowingly transmitting computer viruses. If a user is uncertain whether his or her conduct is permissible, he or she should contact an administrator or the network specialist *prior* to taking action.
- Use another user's account or password.
- Distribute user passwords, copyrighted or plagiarized material, or material protected as a trade secret.
- Misrepresent themselves or others.
- Trespass in others' folders, work, or files, or gain unauthorized access to resources or entities.
- Post personal contact or other private information about a student or staff member, or otherwise invade the privacy of another individual. Such invasion includes violations of the Illinois School Student Record Act or the Federal Right to Privacy Education Act.
- Use District technology for non-school purposes, including for personal financial gain or any illegal purpose or activity.
- Forge or anonymously transmit e-mail or other electronic materials.
- Breach or attempt to breach security measures or to remove hardware/software, networks, information, or communication devices from the District's network or another network.
- Represent personal views as those of the District or post personal views in a way that could be interpreted as such.
- Use the network while access privileges are suspended or revoked.

Electronic Communication

The District recognizes that electronic communication may have pedagogical significance as to communications between teachers and students. The District expects students and employees to use electronic communication for instructional and communication purposes that are consistent with the goals and policies of the District. District employees are expected to communicate with students only through (1) District electronic accounts and applications, such as District e-mail accounts and district website(s); and (2) District-sponsored or District approved social networking websites, applications, devices, instant messaging programs, and text messaging programs.

Student-Created or Distributed Written or Electronic Material

A student engages in gross disobedience and misconduct and may be disciplined, including but not limited to suspension and expulsion, for creating and/or distributing written or electronic material, including through email, the Internet, social networking websites, mobile devices or applications, instant messaging, and text messaging, that causes substantial disruption to school operations or interferes with the rights of other students or staff members. Electronic material that causes a substantial disruption includes, but is not limited to, threatening, obscene, defamatory, and sexually explicit material, as well as material that promotes illegal drug use or constitutes bullying or cyberbullying.

Disciplinary Actions

Violations of this policy, or any administrative regulations and/or guidelines governing the use of District and non-district technology, may result in disciplinary action according to District policy, which could include loss of network access, loss of technology use, suspension or expulsion, or other appropriate legal or disciplinary action. Violations of local, state, or federal law may subject students to prosecution by appropriate law enforcement authorities.

No Expectation of Privacy

The District retains control, custody, and supervision of all computers and the network. The District reserves the right to monitor all computer and network activity by students and staff. Users have no expectation of privacy for information transmitted or received via the network or contained or stored on the District's computers, including, but not limited to, electronic mail messages and stored files. The District reserves the right to search, examine, and copy at any time and without cause or suspicion or notice the contents of any information stored on the District's network.

Additional Rules/Actions

The superintendent may establish additional regulations and guidelines, and shall take appropriate action to implement this policy.

ATTENDANCE

Attendance

The nurse and principals spend considerable time in the checking of attendance because of the important role good attendance plays in the learning process.

Permitting a child to be absent from school for vacation purposes hinders the child's learning and promotes a poor attitude towards school and responsibility. School time vacations are discouraged.

In general, children well enough to come to school are well enough to participate in all regular school activities, including recess periods and gym classes. If there are physical or health reasons keeping a student from participating, it is necessary to have a note from the doctor.

If early dismissal is deemed necessary, the parent/guardian must supply the school with a written statement explaining the request. The principal may approve or refuse this special request depending on its nature.

All District schools keep track of student arrivals and dismissals on daily time logs. The state requires us to verify that all students are in school for the required amount of minutes each day.

Procedures for Reporting Absence and Tardiness

On any day that a child cannot attend school, a parent/guardian must call the school office to excuse the child, stating the reason for the absence. This check on attendance also lets the school know that an absent child is safe at home and avoids the need for a note upon the child's return to school. Parents/guardians are encouraged to call the absence line to report a student's absence the evening before or the morning of the absence.

Please call the following numbers to report your child's absence:

- North Elementary (847) 678-7962
- Pietrini Elementary (847) 455-7960
- Passow Elementary (847) 455-6781
- Hester Junior High (847) 455-2150

In the case of an extended illness, it will not be necessary to call the school every day; however, the school may require verification from a physician.

If the illness exceeds two weeks, provision for continuing the child's instruction, including possible tutorial help, will be made. If a child is late for school, he or she must report to the office with a note from a parent or guardian.

A child absent from compulsory school attendance without valid cause will be considered truant. Habitual truants are subject to legal action consistent with state law.

Valid cause for student absences are: illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board of Education, and other circumstances that cause reasonable concern to the parent/guardian for the safety or health of the student.

EMERGENCY PLANS

Emergency Closing Information

In the event schools are closed due to winter weather conditions or other emergencies, District families will be contacted by the District's automated phone calling system. School closing information will also be announced on the local television and radio news programs. In addition, school closing information will be posted on the District 84 website, www.d84.org, and at www.emergencyclosingcenter.com. Please be advised that if your phone has a call blocking system in place, the automated phone call from our system may not be able to be completed.

Late Start Schedule

During poor weather conditions, the opening of school may be delayed by 90 minutes. If a late start schedule is put into effect, District 84 families will be contacted by the District's automated calling system. This same information will also be sent to the local radio and television stations and will be posted on the District 84 website. All student bus routes will also be delayed by 90 minutes.

Shelter/Evacuation/Code Red Drills

The District has emergency plans to follow during hazardous weather or if there is a fire or another emergency within a building. Specific procedures are followed at such times. Each staff member is assigned responsibilities. Students and staff practice emergency drills during the school year.

THE SHELTER DRILL is used in case of hazardous weather or under those conditions where students will be safer remaining in the building. Students are moved into areas which offer the most protection from glass and flying debris.

THE EVACUATION DRILL is used in case of fire or some other occurrence which makes it necessary to leave the building. If a building must be evacuated students will be taken to these designated shelter or assembly areas:

- North School to Hester Junior High
- Pietrini School to Hester Junior High
- Passow School to Hester Junior High
- Hester Junior High to North, Passow and Pietrini Elementary

* The designated shelter/assembly areas listed above may be changed, if necessary.

Students will be dismissed to their parents/guardians or held at the site until dismissal at which time transportation back to their home area will be arranged.

The protection and safety of students is the first concern during emergency situations. Practice drills are held at school, but help is needed in the home as well. Students should be reminded about the seriousness of emergency drills. If home and school work together, children will be safe and secure in any emergency.

Parents/guardians are asked not to call the school during severe weather watches or storms. The telephone lines become congested very quickly, and they must be kept open in case of emergency.

Parents/guardians are asked not to come to school or pick up their children during weather emergencies. Our schools provide safe shelters during a storm. In the event severe weather conditions occur at or near dismissal time, students will be held at school until weather conditions make safe dismissal possible.

Unanticipated school closings resulting from emergency weather conditions or malfunction of plant (power or water failure) will be announced on the radio. Parents/guardians will also be contacted via an automated calling system and e-mail. If a closing takes place during the school day, students will be held until the end of the morning or afternoon session unless other arrangements can be made.

The District maintains an independent communications system which permits radio communications with all District schools, school buses, police and fire departments. In addition, special emergency radios set to receive weather warnings are located in the administrative office and at each school.

THE CODE RED/CRISIS DRILL is used when a potentially dangerous situation necessitates that a school be secured for the safety of both students and staff. Students and staff will not be dismissed from school property until it has been determined by school authorities and emergency personnel that it is safe to do so. Students will be released from school property in accordance with District guidelines to ensure their safety and security. Only authorized school and emergency personnel will be allowed access to school property during a Code Red/Crisis Drill.

GENERAL INFORMATION

Asbestos

The District meets the requirements set forth by law relative to friable asbestos. There is no friable, easily pulverized asbestos in any District building. A professional testing service has surveyed the District and found that some pipe wrap and boiler cover materials may contain asbestos. All pipe wrap within the District is completely encapsulated. Encapsulation and boiler coverings are inspected regularly to insure safety. In addition, the District's buildings have been surveyed in compliance with the current Environmental Protection Agency rule under the Asbestos Hazard Emergency Response Act (AHERA) guidelines regarding asbestos-containing material. An asbestos management plan is available for public inspection in each school office and at the District's administrative office. The management plan is available, without cost or restriction, for inspection by the public.

Class Treats

The District prohibits parents/guardians and students from providing other students with birthday treats at school. Parents/guardians may contact the principal for alternatives to classroom birthday treats.

Covering Textbooks

In order to protect books and encourage respect for public property, students are asked to cover all textbooks assigned to them. Students may be charged an additional fee for damaged or lost books.

District Use of Federal Funds

Federal grant monies are received each year for the purchase of materials for the District's schools. Parents/guardians are invited to submit suggestions for the use of these funds to the superintendent.

Electronic Bulletins and Announcements

Information for parents and guardians that would normally be duplicated and sent home with the children will be posted on the District's website. A link has been provided on the District's homepage so families may access important bulletins, newsletters and special event information from their child's school. Parents/guardians wishing to continue receiving paper copies of this information may do so by completing the appropriate section on their child's registration form.

Equal Educational Opportunities

Equal educational opportunities shall be available to all students without regard to race, color, national origin, ancestry, sex, sexual orientation, ethnicity, language barrier, religious beliefs, physical or mental disability, economic or social conditions, or actual or potential marital or parental status. No student shall, on the basis of race, color, national origin, ancestry, sex, sexual orientation, ethnicity, language barrier, religious beliefs, physical or mental disability, economic or social conditions, or actual or potential marital or parental status, be subjected to discrimination. Inquiries should be directed to Ms. Judy Martin, Administrative Office, 2915 Maple St., Franklin Park, Illinois 60131, telephone (847) 455-6781.

Field Trips

As part of the regular school program, students may take field trips to places of educational value. Before any child may go on a field trip, he or she must return a signed parental/guardian permission slip to the teacher. Field trip attendance is a privilege, not a right, and may be revoked if a student fails to comply with classroom or field trip expectations.

Information Regarding Teacher Quality

Parents/guardians may request information regarding the professional qualifications of their child's teachers. To request information regarding the professional qualifications of your child's teacher(s), please contact Kristy Casaccio, (847) 455-4230, ext. 225. Parents/guardians may also access this information online through the *Educator Certification System* at www.isbe.net.

Lost and Found

During the school year, many personal items are brought to the lost and found. Students are discouraged from bringing any unnecessary personal items of value to school. If a child has lost something, he or she should check at the office to see if it has been found. Parents/guardians should also call to see if lost articles have been brought to the office.

Observation of Students with Disabilities/Students Who May be Eligible for Special Education

The District has a policy of encouraging appropriate parent/guardian participation, in accordance with state and federal law, in part by allowing the visitation and observation of a child, or a child's programming by parents/guardians and independent evaluators or qualified professionals. The purpose of such observation or visitation is to ensure the provision of appropriate special education and related services to an eligible child. All individuals who visit a District school must abide by the Classroom Visitation/Observation policy and procedures.

Parent/Guardian Involvement and Advisory Committees

The District maintains programs for parent/guardian involvement for all students, including those receiving services or enrolled in programs under Title I of the Elementary and Secondary Education Act. Each building principal holds an annual meeting to present and discuss opportunities for parent/guardian involvement. To learn more about opportunities for involvement in your child's education, please contact your building principal.

Parent/Guardian Visitation

Parents/guardians are welcome to visit the classroom. The visit should not become a conference unless previous arrangements have been made with the teacher or principal. Permission from school's principal is required prior to any classroom visit and observation. For the protection of students, it is required that all sign in at the office before visiting any classroom or teacher. Siblings or other children are not permitted in the classroom during visitation.

Party Invitations

Invitations to parties should not be distributed at school. This practice often leads to unnecessary hurt feelings and misunderstandings on the part of children who are unable to participate.

Pesticide Application Notification Program

The Illinois General Assembly has passed legislation requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide application on school property. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

Franklin Park School District 84 will establish, on an annual basis, a registry of people who wish to be notified. To be included in this registry, please submit your request in writing, annually, to: Mr. Ron Kanaverskis, Director of Buildings and Grounds, Administrative Office, 2915 Maple St., Franklin Park, Illinois 60131. Any other questions you have regarding the District's pest management practices may also be directed to Mr. Ron Kanaverskis, at 847/455-4230, ext. 231.

Physical Education Requirements

All students in first through eighth grade participate in a physical education program. In first through fifth grade, students are encouraged to have gym shoes that are worn only for physical education classes and not as everyday shoes. In grades six through eight, students are required to have gym shoes that are worn only for physical education classes. Students in grades six through eight are required to have a standard gym uniform which may be purchased at school. All items of gym clothing should have the student's name printed with indelible ink.

School Report Cards

School and District report cards are published annually by the Illinois State Board of Education. These report cards are available on the District 84 website, www.d84.org, and at the District 84 administrative office.

Sex Equity

It is the policy of the District that its educational and extracurricular programs, activities, services, and benefits will be provided to students without discrimination on the basis of sex as stated above. Neither shall any student, on the basis of sex, be limited in the exercise of any right, advantage, or opportunity.

In addition, the District does not discriminate on the basis of actual or potential marital or parental status, and no student in the District shall be subjected to sexual intimidation or sexual harassment by any school employee, by other students, or by the effect of any school policy or practice. Any complaints or concerns regarding sex equity or harassment should be directed to: Ms. Judy Martin, 847/455-6781.

Sex Offender Information

In accordance with Illinois law, school districts are required to inform parents/guardians of how they are able to obtain information regarding sex offenders that live in the school district. Parents/guardians may obtain information regarding any registered sex offenders living in the District boundaries at the Illinois State Police website: www.isp.state.il.us/sor/ and from the Franklin Park Police Department.

Student Lunches

Parents/guardians who choose to drop off their child's lunch at school should inform their child that they will be doing so prior to the start of the school day. Each child's name should be written on the lunch bag/container when it is left in the school office. Students are responsible for picking up their lunch at the school office during their lunch period.

Tobacco

Use of tobacco on school property is prohibited.

ORGANIZATIONS

Band Club

The Band Club is an organization of parents/guardians whose children are in the advanced, intermediate, and training bands. Functions of the organization include planning with the director and assisting during band performances.

Parent-Teacher Association (P.T.A.)

The Franklin Park Parent-Teacher Association represents the entire District. Its purpose is to bring about a closer relationship between parents and teachers for the benefit of our students. The PTA is a member of the Illinois Congress of Parents and Teachers which in turn is a member of the National Congress of Parents and Teachers.

The goals of the PTA are: to promote the welfare of the children and youth in home, school, community, and place of worship; to raise the standards of home life; to secure adequate laws for the care and protection of children and youth; to bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth; and to develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

District 84 Educational Foundation

The District 84 Educational Foundation was established to provide a continuing organization outside the public school system to preserve and enhance the educational opportunities for students residing in District 84; to provide financial support for improved facilities, new educational programs, scholarships, and other suitable and worthwhile projects and activities consistent with the preservation and enhancement of the educational opportunities for the children in our District; to broaden community support for public education; to make donations or grant allocations on the basis of high priority needs identified by the administrators and faculty for the benefit of the children in District 84; and to develop links among business, government, and civic organizations which will enhance community support of the programs and activities of students served by the District.

REGISTRATION

Age Requirements - Kindergarten and First Grade

To be accepted into kindergarten, a child must be five years of age on or before September 1 of the year of enrollment. To be eligible for enrollment in first grade, a child must be six years of age on or before September 1 of the year of enrollment. Based upon an assessment of the child's readiness, a child may attend first grade if he or she has attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be six years of age on or before December 31 of the current school term.

Birth Certificates - New Students

Students entering District 84 schools at the kindergarten or first grade level, and all new students, must present a certified copy of their birth certificate as evidence of age. Photocopies are not acceptable. State law requires that a certified copy of a child's birth certificate, or other reliable proof of the child's identity and age, be presented within thirty days of school registration. Failure to comply with this requirement may result in referral to the local law enforcement authority.

Fees - Consumable Materials

Each student in kindergarten through eighth grade may be charged a consumable materials fee which is payable when registering. Additional fees for optional insurance and special junior high programs may also be collected, if applicable. Please note that the Board of Education has waived the consumable materials fee for the 2016-2017 school term.

Homeless Students

Students who are homeless and seeking to enroll in District 84 will be enrolled if the student was a resident of Franklin Park District 84 before he/she became homeless or if the child's temporary residence is located within District boundaries. Further information regarding the educational rights of homeless students may be obtained by contacting the District's Homeless Student Liaison: Ms. Judy Martin, (847) 455-6781.

Kindergarten Registration

Kindergarten registration takes place in the winter of each year. February 7-10, 2017 are the dates set aside for registration for the 2017-2018 school term.

Proof of Residency Requirement

School board policy requires at least two proofs of residency upon registration each school year. The following may be used to establish proof of residency: a current real estate tax bill, mortgage papers, a notarized lease (which includes the name, address and phone number of the landlord), a current utility bill, public aid card/documents, cable television bill, home insurance documents, or driver's license/automobile registration/car insurance documents (two of these three may be used as one proof). A water bill, voter's registration card, or state identification card will not be accepted as proof of residency for school registration.

Residency Verification/Registration

In early April of 2017, parents of current District 84 students will receive a residency verification form to complete, sign and return in person to Hester Junior High School, along with the appropriate proofs of residency (refer to "*Proofs of Residency Requirement*" below), on one of the following two dates:

- Saturday, April 8, 2017 (8:00 a.m. - 12:00 p.m.)
- Monday, April 10, 2017 (5:00 p.m. - 8:00 p.m.)

Once you have proven residency, you will be given a registration packet to take home containing all of the forms necessary to register your child(ren) for the 2017-2018 school year, including an embossed Residency Verification Card which must be returned with your registration paperwork. The registration forms may be completed at your leisure, and the packet, residency verification card, and any school fees for which you are responsible may be hand-delivered or mailed to your child's school.

The District has a duty under the Illinois School Code to charge tuition for non-resident students. Further information may be required to establish proof of residency, and an investigation may be conducted by the District to determine the residency of any student, before or after enrollment.

School Fee Waivers

The Board of Education has adopted a policy which permits the waiver of school fees for students whose parents or guardians are unable to afford them. Students are eligible for fee waivers under the following conditions: the student is currently receiving aid under Article IV of the Illinois Public Aid Code; the student is currently eligible for free/reduced lunch pursuant to 105 ILCS 125/1 et seq.; or the principal determines that the student is eligible because one or more of the following factors is present: the student's family has suffered a very significant loss of income due to severe illness or injury in the family, or has had unusual expenses due to fire, flood, storm damage, or other similar emergency situations.

Applications for fee waivers may be obtained from the building principal. Completed Fee Waiver Forms and supporting documentation should be submitted to the Superintendent. The Superintendent has the authority to

review the request, require submission of additional evidence, and make a decision as to eligibility for the fee waiver.

The Superintendent will mail a copy of the District's decision to approve or deny a fee waiver application to parents/guardians within 30 days after receipt of a completed Fee Waiver Application. A denial of a fee waiver request may be appealed to the Board of Education by submitting the appeal in writing to the Superintendent within 7 days of the denial. The parents/guardians have the right to meet with the Board of Education in order to explain why the fee waiver should be granted. Decisions will be made within 30 days of the appeal. The decision of the Board is final and binding. Questions regarding the fee waiver request process should be addressed to the Superintendent's Office.

Students of Military Personnel

A child of active duty military personnel placed with a non-custodial parent who resides in the District will not be charged tuition. Upon request, a child whose residence changes due to the custodian's military service obligation may maintain his or her residence in the District for the duration of the custodian's military service obligation.

Transfer Forms - New Students

All children transferring into the District 84 schools must have an official transfer form indicating whether or not they are "in good standing" and whether or not their medical records are up to date. All transfer students serving terms of suspension or expulsion from any public or private Illinois or out-of-state schools must serve the entire duration of the suspension or expulsion prior to enrollment. All out-of state transfer students, including children of military personnel, may use unofficial transcripts for admission to a school until official transcripts are obtained from his or her last school district.

STUDENT CONDUCT

Conduct at Lunchtime

District 84 provides supervision for students who remain at school for lunch. In order to provide for the safety of all children, students are expected to follow the directions of supervisors. The privilege of eating lunch at school may be revoked if a student is not cooperative. It is school policy that students remaining at school for lunch are not permitted to leave the school grounds.

Conduct of Students To and From School

Students are encouraged to observe the rules of safety as they go to and from school. They are instructed to cross at corners, to avoid crossing from between parked cars, and to obey the directions of crossing guards. Students must comply with all student behavior guidelines and rules included in the District 84 Student Discipline Policy and the District 84 Handbook. Children living in areas where there are no sidewalks should walk against traffic, along the side of the street in single file.

Students should come directly to school in the morning and go directly home after school. Students are instructed to leave the building immediately after dismissal unless they are detained for some special assignment or authorized to remain for a supervised school activity. Skateboards and rollerblades are not permitted on school grounds during school hours. Students in grades 3-8 may ride bicycles to and from school. During the school day, bicycles should remain locked on school bike racks only and are not to be accessed during recess time, etc.

Possession and Use of Electronic Communication Devices (Cell Phones, Beepers, Pagers, and PDAs)

In recognition that electronic communication devices such as cell phones, beepers, pagers, and personal digital assistants (PDAs), have become a common mode of communication between parents/guardians and students, the Board of Education authorizes the administration to implement procedures that allow students to possess such devices while on school grounds. In order to maintain a positive educational environment, the use of electronic communication devices shall be limited to before and after school hours except as provided for by this policy, and prohibited while riding on all District provided transportation unless permission for use of electronic communication devices has been granted by an administrator, teacher, or supervisor. During the course of the regular school day,

and during any extra-curricular or supervised activity, electronic communication devices must be stored in the off mode (or otherwise incapable of receiving an active signal), out of sight in lockers or book bags or purses, and shall not be on the student's person at any time. An electronic device may be used during school hours, while riding on District provided transportation, or as a study aid only if the use of the electronic device is provided by a student's Individualized Education Plan (IEP) or authorized by a student's teacher.

Any invasion of the privacy of another, including but not limited to using a cellular telephone, personal digital assistant (PDA), or any other electronic or photographic device to take and/or transmit pictures of another without that person's consent, is strictly prohibited and grounds for disciplinary action. This prohibition does not include images taken in circumstances where the person has no reasonable expectation of privacy, such as a spectator at, or participant in, an athletic contest.

Students shall be personally responsible for the security of their electronic communication devices. The District assumes no responsibility for theft, loss, or damage of such devices. Violation of this policy will subject the student to disciplinary consequences according to the District's standard discipline policy and if necessary, referral to law enforcement.

Prohibition against Bullying, Hazing, Harassment, and Cyberbullying

It is the policy of Franklin Park School District 84 to provide an educational environment free from bullying, hazing, harassment, and cyberbullying. The School District is committed to protecting its students from any form of physical, verbal, or mental abuse. Bullying is contrary to Illinois law and this policy. Students retain any and all rights under the United States Constitution or the Illinois Constitution to exercise free expression and the free exercise of religion.

A student who feels that he or she has been bullied, hazed, harassed, or cyberbullied should inform a School District staff member. All school employees are required to report alleged violations of this policy to the principal or his/her designee as soon as possible. All members of the school community, including students, parents/legal guardians, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. Anonymous complaints may be directed to the District via its website. Anyone may report bullying to the following school principals directly by speaking in-person, by mail, by e-mail, or by phone:

North Elementary School

Principal
9500 Gage St.
Franklin Park, IL 60131
847-678-7962
northprincipal@d84.org

Passow Elementary School

Principal
2836 Calwagner
Franklin Park, IL 60131
847-455-6781
passowprincipal@d84.org

Pietrini Elementary School

Principal
9750 Fullerton
Franklin Park, IL 60131
847-455-7960
pietriniprincipal@d84.org

Hester Junior High School

Principal
2836 Gustav St.
Franklin Park, IL 60131
847-455-2150
hesterprincipal@d84.org

The full text of the policy prohibiting Bullying, Hazing, Harassment, and Cyberbullying can be accessed on the District 84 website (www.d84.org) in the "School Safety" Section found under the "Parent Resources" tab.

School Bus Safety Procedures

In order to provide for the safety of all students who ride the District 84 school buses, it is required that all bus riders obey and follow the following procedures:

1. Students are expected to follow the directions of the bus drivers at all times.
2. Students are expected to be at their bus stop several minutes before their scheduled pick up time. When waiting at the bus stop, students must conduct themselves in an orderly manner.
3. Students must walk in an orderly line when getting on and off the bus.
4. While on the school bus, students must remain seated quietly at all times and behave in an orderly manner. Students must never lower the windows past the stop line or place their heads or arms out of the windows.
5. Eating is never permitted on the school bus.
6. When it is necessary to cross the street after exiting the bus, students must cross in front of the school bus.
7. Students must comply with all student behavior guidelines and rules included in the District 84 Student Discipline Policy and the District 84 Handbook.
8. Students must comply with any additional rules developed by administration to maintain the safe operation of the bus and the safety of its occupants.

Student Discipline Policy Philosophy

One of the major goals of our educational system is to aid students in developing the knowledge, skills, and behavior requisite to responsible citizenship. Discipline is essential for maintaining an environment in which this learning can occur and in which responsible decision making and behavior can be practiced. Opportunities must be provided for students to make informed decisions which are based on a consideration of alternatives and possible consequences.

The District strives to make clear to students what is expected of them and explain rules and the rationale for them in terms of safety, consideration of others, and respect for property. By rewarding acceptable behavior and dealing firmly with unacceptable behavior, the school attempts to demonstrate to students the consequences of their actions.

The purpose of this policy is to balance the rights of students with the interests of an orderly education process, and a learning environment conducive to the healthy growth, development, and safety of all students. In the interest of its students, the District seeks parents'/guardians' support in carrying out these efforts.

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, whenever and wherever a student's conduct is reasonably related to school or school-sponsored activities, including, but not limited to:

1. on or within sight of school grounds before, during, or after school hours and at any other time when the school is being used by a school group or for a school or school-sponsored activity, function, or event;
2. off school grounds at a school-sponsored activity, function, or event, or at any activity, function, or event that bears a reasonable relationship to school;
3. while traveling to or from school, a school-sponsored activity, function, or event, or any activity, function, or event that bears a reasonable relationship to school; or
4. anywhere, if the conduct (1) creates a risk of substantial disruption of the school environment, school operations, or an educational function of the school; or (2) invades the rights of others, including, but not limited to, conduct that may reasonably be considered to be a threat to the safety of students, staff, or school property. This provision includes, but is not limited to, activity conducted through technology or electronic communication mediums such as e-mail, the Internet, social networking websites, mobile devices or applications, instant messaging programs, and text messaging.

Behavior Constituting Gross Disobedience or Misconduct

1. Interference with or obstruction of the educational process or legitimate purposes of the school by use of violence, force, noise, coercion, intimidation, passive resistance, or similar act;
2. The making of any bomb threat, the false reporting of the presence of a bomb or fire, or the unauthorized use of a fire extinguisher;

3. Fighting, assault, battery, bullying, or any other conduct, which endangers the health and safety of others or interferes with the educational process. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:
 - a. placing the student or students in reasonable fear of harm to the student's or students' person or property;
 - b. causing a substantially detrimental effect on the student's or students' physical or mental health;
 - c. substantially interfering with the student's or students' academic performance; or
 - d. substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is illustrative and non-exhaustive.

Cyberbullying is a subset of bullying, hazing, and harassment. Cyberbullying is defined as the use of e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately bully, haze, harass, threaten, or intimidate someone. Cyberbullying can include, but is not limited to, such acts as making threats, provocative insults, or demeaning remarks about another student's distinguishing characteristic such as race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, or unfavorable discharge from military services.

Parents/guardians of students who commit any act of bullying will be notified. The District is committed to early intervention to help prevent acts of bullying and reserves the right to make referrals for these students to appropriate mental health professionals.

4. Possession, sale, transfer or use of tobacco.
5. Possession, transfer, sale or use of fireworks, explosives, incendiary devices or flammable substances not authorized by authorized school officials. This includes any component of an explosive or incendiary device, e.g., schematics or other drawings, ignition agent, container, wiring, etc., when it is reasonably determined that the component was intended to be used as part of an explosive or incendiary device.
6. Theft of, vandalism or damage to, or trespassing on school property, the property of school personnel or the property of other persons. Trespassing includes, but is not limited to, being in a school building or an area of a school building without specific permission from a teacher or administrator when the building or area is generally closed to students. Additionally, students and their parents/guardians will be held financially accountable for theft of, or vandalism or damage to, school property.
7. Possession, use, sale, transfer, arranging the transfer, or being under the influence of alcoholic beverages or intoxicants, drugs not properly prescribed or approved for use at school, or illegal drugs or controlled substances, including marijuana, "look-alike" drugs or substances, and drug paraphernalia. Being under the influence includes, but is not limited to, the emission of the odor of any of these substances, such as having alcohol on the breath, or exhibiting the impairment of functioning reasonably associated with such substances, such as slurred speech, inability to walk properly, or dilated pupils. For example, a student may not be at a school sponsored event with alcohol on his or her breath, even if the alcohol is not consumed at the event. For purposes of this provision, illegal drugs or controlled substances is defined as any narcotic, drug, or controlled substance as now or hereafter defined by applicable law or regulation and any other unapproved mood-altering and/or performance enhancing drug or substance used to obtain an altered mental state or high. For the purposes of this Policy, the term "look-alike" means any substance or item

which is not, but reasonably appears to be, or is represented to be, the real substance or item. An example is a green leafy plant material which is not, but is claimed, believed, or appears to be marijuana.

8. Possession, sale, use, or transfer of any paraphernalia which is reasonably and customarily intended for use in the administration of substances prohibited in number four (4) or seven (7) above.
9. Transfer or sale of any drug properly prescribed by a licensed physician.
10. Possession, transfer, sale or use of a weapon. For the purposes of this section, weapon includes, but is not limited to: guns; knives; explosive devices; any other item which is typically used to cause bodily harm; any other item defined by Illinois law to be a weapon; items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm; and look-alike weapons. An example of a "look-alike" weapon is an item which is not, but reasonably appears to be, or is represented to be, a real weapon. For example, a toy gun would be a "look-alike" weapon because it is very difficult to distinguish, except upon close examination, a toy gun from an actual gun. A student who is determined to be in possession of a weapon at school, at any school sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board of Education on a case by case basis.
11. Insubordination or disrespect to school personnel, interference with school personnel in the performance of their duties or refusal to comply with reasonable instructions of school personnel.
12. Excessive tardiness or truancy.
13. Dress or appearance which presents a health or safety hazard or which materially and substantially disrupts the educational process.
14. Gambling.
15. Cheating or plagiarism in academic matters.
16. Refusal to identify oneself to school personnel upon request.
17. Refusal to cooperate with, and give truthful responses to, school personnel investigating or assisting in investigating student disciplinary matters or other school related problems.
18. Expression, written, electronic or oral, which is slanderous, libelous, obscene, profane, or which advocates a violation of law or school rule.
19. The commission of acts punishable by any national, state, or local law or regulation.
20. Arson.
21. Extortion, blackmail, or coercion by force or threat of force.
22. The violation of school's time, place, and manner designated by the principal to permit the distribution of written or printed materials by students in the school building or on school grounds.
23. Sexual harassment.
24. Gang activity, including, but not limited to: wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, tattoo or other items which are evidence of membership in or affiliation with any gang; committing any act, or using any communication, whether verbal or non-verbal, showing membership in or affiliation with a gang, such as gestures or handshakes; drawing or possessing gang-related graffiti or distributing gang-related literature; recruiting or attempting to recruit gang members; mimicking gang activity; and any other activity reasonably determined by school officials to be in furtherance of a gang.

A "gang" is defined as any group composed in whole or in part of students that have one or more of the following as a purpose or activity: intimidating, threatening, or inflicting physical violence on any person; committing illegal acts; or violating school rules.

25. Use or possession of electronic communication devices, unless authorized in accordance with Board policies or otherwise approved by the principal or the principal's designee. Electronic communication devices include devices such as electronic paging devices, cellular telephones, video recording devices, personal digital assistants (PDAs), and any other device capable of electronic communication. Nothing in this policy shall limit the ability of a student to use approved devices in accordance with the student's Individualized Education Plan (IEP).
26. Any invasion of the privacy of another, including but not limited to using an electronic communication device (as defined in the previous provision) or any other electronic or photographic device to take, record and/or transmit pictures or video of another without that person's consent. This prohibition does not include images taken in circumstances where the person has no reasonable expectation of privacy, such as of a spectator at, or participant in, an athletic contest.
27. Violation of the School District's Access to Electronic Networks Policy.

Disciplinary Measures

Disciplinary measures include:

1. personal counseling;
2. withholding of privileges;
3. seizure of contraband;
4. removal from classroom;
5. in-school suspension;
6. detention or Saturday school, provided the student's parents/guardians have been notified;
7. suspension from school and all school-sponsored events for up to 10 school days;
8. suspension of bus riding privileges;
9. expulsion from school and all school-sponsored events; and
10. notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look alike drugs, alcohol, assault of school personnel, weapons, or other violations of local, state, or federal law.

Corporal Punishment

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, prolonged maintenance of students in physically painful positions, or other intentional infliction of bodily harm. Corporal punishment does not include, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may use reasonable force as needed to maintain safety for other students or security of school property.

The superintendent, principal, and assistant principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

The Board may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel students guilty of gross disobedience or misconduct for a period of up to two years pursuant to Board policy. The Hester Junior High School handbook explains the "step system," which is a program for monitoring student behavior at the junior high level.

Search and Seizure

A District administrator or his/her designee may determine that a search of a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.), with or without the assistance of a metal detector, is necessary when there is a reasonable, particularized suspicion that the student is violating or has violated the law or school regulations. A search of a student must be conducted by an authority of the same sex and in the presence of an adult witness.

Following an individual search, a written report shall be made and the student's parent(s)/guardian(s) shall be notified by the principal or his/her designee that their child was searched and the reason(s) for the search.

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

A District administrator may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Rules & Building Procedures

To carry out the philosophy and the procedures set forth in the District's discipline policy, the principal and teachers of each school shall develop such rules and building procedures as are required.

Advisory Committees

The Board shall establish and maintain school-level parent/guardian advisory committees to assist in the development of student discipline policies and procedures, including provisions to address students who have demonstrated behaviors that place them at risk for aggressive and/or "bullying" behavior. The parent/guardian advisory committees shall also, in cooperation with school bus personnel, assist in the Board's development of school bus safety procedures.

Behavioral Interventions for Students with Disabilities

The District has developed a policy and procedures for behavioral interventions for special education students based upon guidelines set forth by the Illinois State Board of Education. Parents/guardians of special education students will receive copies of the policy and procedures at initial placement meetings, annual reviews, or as necessary. Parents/guardians of transfer students with active IEPs will receive copies of the District's policy and procedures following registration.

Student Dress

Past experience has shown that appropriate school dress encourages better school behavior. Student dress and appearance is inappropriate if it disrupts the educational process or climate of the building. Final determination of acceptability rests with the building principal. The junior high handbook contains specific student dress guidelines.

Teen Dating Violence Policy

Each District 84 student has the right to a safe learning environment that is free from teen dating violence. Teen dating violence is unacceptable and the Board of Education prohibits such violence. Such conduct may also

constitute harassment and/or bullying which are both prohibited by law and Board Policy. The District shall respond promptly to complaints and reports of teen dating violence and corrective action will be taken where necessary, including disciplinary action where appropriate.

STUDENT HEALTH

Accident Insurance

The District has arranged for a student accident insurance policy with a reliable insurance company. Information about this coverage is available in each school office.

Administration of Medicine

Only those medications necessary to maintain a child in school, and which must be given during school hours or school activities, will be administered. If a child needs medication during school in order to remain in attendance, school personnel will assist when absolutely necessary.

Medication will be kept in the school office and will not be administered unless the following requirements have been met:

- a. The medication form provided by the District must be completed in full and signed and dated by both the doctor and the parent/guardian. For ongoing medication, the District's medication form must be received yearly.
- b. The pharmacist's prescription bottle or over-the-counter container must be provided with the medication.

Students may possess and self-administer asthma medication and/or epinephrine auto-injectors (EpiPen injections) while at school, at school sponsored activities, while under the supervision of school personnel or before and after normal school activities as long as the medication:

- a. has been prescribed by a physician, a physician's assistant or advanced practice registered nurse possessing proper authority to prescribe medication; and
- b. for an EpiPen, the parent/guardian provided written authorization from the pupil's physician, physician assistant, or advanced practice registered nurse, which contains the following information: the name and purpose of the EpiPen, the prescribed dosage, and the time at which or circumstances under which the EpiPen is to be administered; and
- c. for asthma medication, the parent provided the prescription label, which contains the following information: the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is to be administered; and
- d. the student's parents/guardians have completed the school nurse's authorization form for the self-administration of asthma medication and/or EpiPen; and
- e. the student's parents/guardians have completed the District's "Hold Harmless and Indemnity Agreement" for the self-administration of asthma medication and or epinephrine auto-injectors (EpiPen injections).

A student with diabetes may self-manage as provided in his or her diabetes care plan, as follows:

- a. the student may check blood glucose when and wherever needed;
- b. the student may administer insulin with the insulin delivery system used by the student;
- c. the student may treat hypoglycemia and hyperglycemia and otherwise attend to the care and management of his or her diabetes in the classroom, in any area of the school or school grounds, and at any school-related activity or event in accordance with the diabetes care plan; and
- d. the student may possess on his or her person, at all times, the supplies and equipment necessary to monitor and treat diabetes, including, but not limited to, glucometers, lancets, test strips, insulin pumps, infusion sets, alcohol swabs, a glucagon injection kit, glucose tablets, and food and drink.

Doctor's Notes

After any serious illness, injury, hospitalization, or surgery, a statement from the attending physician must be presented to the school nurse. It should indicate the child's physical condition, as well as any restrictions from or limitations to the child's participation in regular school activities and/or physical education. The school may also require a doctor's note for admittance after a contagious disease, or other health condition, if the principal and nurse believe it is necessary.

Exclusion of Students for Health Reasons

When a child is unable to remain in school because of illness, the parent/guardian will be contacted and asked to come for the child.

IF A PARENT/GUARDIAN IS AT WORK OR IS AWAY FROM HOME, THE PARENT/GUARDIAN MUST ARRANGE TO HAVE SOMEONE RESPONSIBLE FOR THE CARE OF THE CHILD IN THE EVENT THAT HE/SHE BECOMES ILL AND MUST BE TAKEN HOME. PERMISSION SHOULD BE OBTAINED BEFORE THE DESIGNATED RESPONSIBLE PERSON IS NAMED. THE CHILD SHOULD BE INFORMED ACCORDINGLY.

Children who show any of the following symptoms should not be in school:

1. Vomiting and/or diarrhea.
2. Severe and persistent pain.
3. Swollen glands.
4. Fever of 100.4 degrees or above. (Children should not return to school until their temperature has been normal for 24 hours.)
5. Open sores or rashes that have not been evaluated by a physician.
6. Head or body lice (Children may return to school upon receiving treatment.)
7. Eye infection (except styes)

First Aid - Injury

In an emergency, if a parent/guardian cannot be immediately contacted, the school nurse and/or appropriate school authority will secure the services of the Franklin Park Paramedics.

It is strongly recommended that students be provided with some type of identification that should be carried or worn at all times. Should an injury occur before or after school, medical authorities may need identification in order to locate a parent/guardian prior to proceeding with appropriate treatment.

Immunizations

All preschool, kindergarten, sixth graders, and all new students are required to submit evidence of compliance with the immunization regulations of the Illinois Department of Public Health, along with completed physical examination records. Students not in compliance or failing to present physical examination records will be excluded from school consistent with the provisions of Illinois law.

If a student's parent/guardian objects to any or all of the health, dental, or eye examination or immunization requirements on religious grounds, the parent/guardian must present a signed statement detailing the grounds for the objection including the specific religious tenet with which the immunization or examination conflicts. In order to be exempted from the immunization requirements on medical grounds, the examining physician must provide written endorsement of the contraindication on the Health Examination Form. If necessary, the form will be forwarded to the Illinois Department of Public Health for review and approval/disapproval. The recommendations of the Department will be followed.

Information on Human Papillomavirus (HPV)

The Department of Public Health is required by law to provide written information to all female students who are entering the sixth grade and their parents/guardians on the link between HPV and cervical cancer and the availability of a HPV vaccine.

Nurse

Registered nurses are employed by the District. Some of their duties are administration of first aid, care of children becoming ill at school, readmission of pupils who have been absent due to illness, and conferring with students, parents/guardians, and teachers regarding health problems.

Physical and Dental Examinations

Physical examinations are required by state law for preschool, kindergarten, sixth graders, and all new students.

Physicals for preschool, kindergarten, sixth graders and all new students are due before the first day of school. Children without complete physicals will be registered and may not attend classes until the physical has been completed.

The State of Illinois has mandated that children in kindergarten, second and sixth grades will be required to have an oral health examination (dental). The examination must be performed by a licensed dentist and the results must be completed on the uniform state form with the dentist's signature and date. The dental examination report must be submitted to the child's school prior to May 15th of the school year. The dental examination must not have occurred more than 18 months prior to the May 15th date. A waiver can be requested for undue burden or lack of access to a dentist. Waivers will only be accepted if they are on the approved state form and submitted prior to May 15th of the school year. Forms are available from the school nurse at each school.

Restriction on Participation in Strenuous Physical Activity

Students who have asthma or other potentially life-threatening health problems must have the proper forms and medication(s) at school in order to participate in physical education and recess. Otherwise, a doctor's note stating that the student is symptom free, no longer requires medication, and may participate in activities without restriction, will be required.

Vision Screening

Vision screening will be done in the District, as mandated by the state, for the following groups of students: preschool, kindergarten, 1st, 2nd, 4th and 8th grade, special education, new students to the District, and any referrals. The vision screening for the special groups will take place from September through November and throughout the school year as needed. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve months and that evaluation is on file at the school. If a vision examination report is not on file at the school for your child, he/she will be screened if in one of the mandated groups.

Vision Examination

The State of Illinois has mandated that all children enrolling in kindergarten and any child enrolling for the first time in a public, private or parochial school must have an eye examination and present proof of the exam to the school before October 15th of the school year. The exam should include at minimum history, visual acuity, subjective refraction, internal and external exam, and a glaucoma evaluation. A waiver can be requested for undue burden or lack of access to a licensed optometrist or physician.

TRANSPORTATION

Bus Transportation

Bus transportation is provided by the District. Parents/guardians are informed of bus route assignments at registration.

Transportation During Snowstorms

Bus routes may need to be altered in the event of snowstorms. For this purpose, emergency snow routes have been established. Schedules for these routes are mailed to families prior to the winter snowstorm season.

Snow route schedules are abbreviated schedules used only when it is extremely difficult for buses to drive on some side streets. These routes may need to be used for after-school runs when weather conditions have drastically deteriorated during the school day. They are not used in the morning unless students have had advance notice. Snow routes may continue in use until conditions improve.

Transportation in the Event of Flooding

If flooding should occur before children leave home in the morning, please listen for possible school closings on a major radio station. It is possible that school would remain open but that bus transportation would not be provided. In this event, parents/guardians would be responsible for transporting their children to and from school and should use their best judgment in deciding what is safe for their children. If school is open and buses are running, parents/guardians are nevertheless expected to use their best judgment in deciding whether or not their children should leave for school.

If flooding conditions develop during the school day, listen for possible emergency information on major radio stations. If flooding is not too severe, buses will operate on their usual routes although time schedules may need to be modified.