



Frankfort School District 157-C  
Parent and Student Handbook  
2020 - 2021

Grand Prairie Elementary School  
Chelsea Intermediate School  
Hickory Creek Middle School

Adopted: July 15, 2020  
by the Board of Education

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## I. GENERAL SCHOOL INFORMATION

This handbook is a summary of the District's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website:

[www.fsd157c.org](http://www.fsd157c.org)

or at the Board office, located at:  
Frankfort School District 157-C  
District Office  
10482 W. Nebraska Street  
Frankfort, IL 60423

The District's website is a welcoming, well-organized, and engaging destination for parents/guardians, students, staff, and the community. The website contains current information complete with school/District calendars, news from each school, and contact information for all school personnel. Please take time to visit [www.fsd157c.org](http://www.fsd157c.org) on a regular basis to stay informed about the District.

The School Board governs the District and is elected by the community. Current School Board members are:

Edith Lutz, President

[elutz@fsd157c.org](mailto:elutz@fsd157c.org)

Expires in 2023

Brett Cosich, Vice President

[bcosich@fsd157c.org](mailto:bcosich@fsd157c.org)

Expires in 2021

Edie Adamski, Secretary

[eadamski@fsd157c.org](mailto:eadamski@fsd157c.org)

Expires in 2021

Dr. Larry Kociolek, Member

[lkociolek@fsd157c.org](mailto:lkociolek@fsd157c.org)

Expires in 2023

Gina Briese, Member

[gbriese@fsd157c.org](mailto:gbriese@fsd157c.org)

Expires in 2021

Michael Bouck, Member

[mbouck@fsd157c.org](mailto:mbouck@fsd157c.org)

Expires in 2023

Brian Skibinski, Member

[bskibinski@fsd157c.org](mailto:bskibinski@fsd157c.org)

Expires in 2023

**District Office Personnel**

10482 W. Nebraska Street  
Frankfort, IL 60423  
815-469-5922  
Hours: 7:30 am – 4:00 pm

Dr. Maura Zinni, Superintendent

[mzinni@fsd157c.org](mailto:mzinni@fsd157c.org)

Kate Ambrosini, Director of Business and  
Operational Services  
[kambrosini@fsd157c.org](mailto:kambrosini@fsd157c.org)

Janet McClarence, Director of Curriculum  
and Instruction  
[jmclarence@fsd157c.org](mailto:jmclarence@fsd157c.org)

Jennifer Bajda, Director of Special Services  
[jbajda@fsd157c.org](mailto:jbajda@fsd157c.org)

Jacob Nelson, Director of Technology  
[jnelson@fsd157c.org](mailto:jnelson@fsd157c.org)

Shayna Cole, Director of Human Resources  
[scole@fsd157c.org](mailto:scole@fsd157c.org)

Rodney Davis, Sup. of Bldgs. and Grounds  
[rdavis@fsd157c.org](mailto:rdavis@fsd157c.org)

**Grand Prairie Elementary School**

10480 W. Nebraska Street  
Frankfort, IL 60423  
815-469-3366

Hours:

Preschool Morning Session: 8:20 am – 10:50 am  
Preschool Afternoon Session: 12:00 pm – 2:30 pm

Extended Kindergarten: 8:25 am – 1:20 pm  
Grades K - 2: 8:25 am – 2:50 pm

Kirsten Frankovich, Principal  
[kfrankovich@fsd157c.org](mailto:kfrankovich@fsd157c.org)

Barb Shanahan, Assistant Principal  
[bshanahan@fsd157c.org](mailto:bshanahan@fsd157c.org)

Diane Heimlich, Dean of Students  
[dheimlich@fsd157c.org](mailto:dheimlich@fsd157c.org)

**Chelsea Intermediate School**

22265 S. 80<sup>th</sup> Avenue  
Frankfort, IL 60423  
815-469-2309

Hours: 9:05 am – 3:30 pm

Doug Wernet, Principal  
[dwnernet@fsd157c.org](mailto:dwnernet@fsd157c.org)

Rachel Newcomb, Assistant Principal  
[rnewcomb@fsd157c.org](mailto:rnewcomb@fsd157c.org)

Richard Innocenti, Dean of Students  
[rinnocenti@fsd157c.org](mailto:rinnocenti@fsd157c.org)

**Hickory Creek Middle School**

22150 116<sup>th</sup> Avenue  
Frankfort, IL 60423  
815-469-4474

Hours: 7:45 am – 2:10 pm

Tricia Dotson, Principal  
[tdotson@fsd157c.org](mailto:tdotson@fsd157c.org)

Jason Crockett, Assistant Principal  
[jcrockett@fsd157c.org](mailto:jcrockett@fsd157c.org)

Paula Paymaster, Assistant Principal  
[ppaymaster@fsd157c.org](mailto:ppaymaster@fsd157c.org)

## **Mission Statement**

The mission of the District is to prepare all students to be confident, life-long learners and productive citizens by challenging them to reach their fullest potential and by providing a quality educational environment in partnership with family and community.

## **Home and School Partnership**

We are dedicated to partnering with parents and guardians to assist students in identifying and making positive behavioral choices. As partners, we share the responsibility of developing and supporting a system that provides the structures which allow all students to achieve to the best of their abilities and maximize their potential.

## **Social/Emotional Wellbeing**

Our District has adopted the Second Step® and Mawi Learning© programs, which have both been endorsed by the Collaborative for Academic, Social, and Emotional Learning (CASEL), as the social/emotional curriculum. It is expected that all students, parents, and staff cooperate with positive behavior towards everyone in our educational community, themselves, and the District's property at all times.

Each month, across the District, students of the month are recognized based on nine attributes that the District has chosen.

- August/September: Enthusiasm
- October: Trustworthiness
- November: Respect
- December: Caring
- January: Attitude
- February: Perseverance
- March: Responsibility
- April: Fairness
- May: Citizenship

## **Visitors**

All visitors, including parents/guardians, relatives, and siblings, are required to enter through the main entrance of the building, ring the buzzer, and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at the school.

Parent(s)/guardian(s) bringing items for their child(ren) are to bring these items to the office. Office personnel will see that these items are delivered. It is absolutely essential that visitors do not disturb the classrooms.

When visiting any of our schools, a staff member in the main office will ask for a driver's license or state identification to be scanned into the school's visitor management system. The system will perform a short background check. The visitor will be given a District issued lanyard that will hold the visitor's badge. The office staff will retain the visitor's driver's license or state identification until the visitor checks out and returns the District issued lanyard with the visitor's badge. Visitors

will also be required to sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors are required to proceed directly to their location in a quiet manner. All visitors must return directly to the main office to sign out and return the visitor's lanyard before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself/herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties.

### **Student Records**

School student records are confidential, and information from them shall not be released other than as provided by law. The District keeps records of its students in two files, a permanent record file and a temporary record file. The destruction schedule is as follows: five years from a student's transfer, withdrawal, or graduation from the District, the student's temporary record file will be destroyed in the month of July, and 60 years from a student's transfer, withdrawal, or graduation from the District, the student's permanent record file will be destroyed in the month of July.

Both the Family Educational Right and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) protect the privacy of student education records and provide parent(s)/guardian(s) with the right to inspect, copy, and challenge material contained within their children's education records.

For more information regarding student records, please refer to Board Policy 7:340, [Student Records](#) and 7:350, [Access to Student Records](#).

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **Food Brought to School**

Due to health and safety concerns, parent(s)/guardian(s) are only permitted to bring in food items for their own child. Food items for mass distribution to students are not allowed. Student lunch delivery will only be accepted from the student's parent(s)/guardian(s) or any persons listed as an emergency contact. Lunches delivered by public vendors will not be accepted. Drinks must be in a sealed/spill proof container. Throughout the school day, water will be the only accepted beverage in the classroom for the purpose of preserving the District's technology devices.

### **Emergency School Closings**

In the event of an emergency school closing the District will initiate the SchoolMessenger notification system. This system itself will simultaneously transmit a recorded message informing you of a school closing. Please be mindful that there is a five second delay when answering the phone before receiving the recorded message.

Parent(s)/guardian(s) will also receive an email notifying them of the school closing. This information can also be located on the District website.

In addition to a phone call or email, if you have signed up for the District's text messaging service, you will receive a text message in regards to the school closing. To access the text message service, text 'Yes' to 67587.

### **School Evacuation Plan**

In the event a school must evacuate, students and staff will be transported by bus to the evacuation site. Parent(s)/guardian(s) will be notified of the evacuation site via the District's notification system. Parent(s)/guardian(s) will be reunited with their child(ren) at the evacuation site once identification has been presented to the office staff. Students will only be released to parent(s)/guardian(s) or individuals listed on the student's emergency contact list. No other individuals will be allowed to pick up students.

### **Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

## II. ATTENDANCE

### Student Attendance and Absences

Illinois law requires that whoever has custody or control of any child between six (by September 1) and 17 years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. If a student is absent for ten consecutive unexcused days, the student will be dropped from enrollment and the parent(s)/guardian(s) will need to show proof of residency to be re-enrolled.

### Types of Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event (see section *Release Time for Religious Instruction/Observance* below), death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent(s)/guardian(s) for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Additionally, a student will be excused for up to five days in cases where the student's parent(s)/guardian(s) is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent(s)/guardian(s) are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent(s)/guardian(s) is required to call the school prior to the times listed below and explain the reason for the absence.

- Hickory Creek Middle School: Prior to 7:45 a.m.
- Grand Prairie Elementary School: Prior to 8:00 a.m.
- Chelsea Intermediate School: Prior to 9:00 a.m.

If an absence has not been reported by 10:00 am, the school is required by state law to make a reasonable effort to contact the absent student's parent(s)/guardian(s) to provide notification that the child is not in school. If the parent(s)/guardian(s) cannot be contacted, the student will be required to submit a signed note from the parent(s)/guardian(s) explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent(s)/guardian(s), the reason for an absence will be kept confidential.

If a student is absent for four or more consecutive school days due to illness, or a pattern of absenteeism develops, a signed physician's note/form outlining the illness and approving the student's return to school should be presented to the school office. Failure to provide a physician's



note following four consecutive days of absence may result in the days being documented as unexcused or truant. However, if an absence has been discussed with the school office, in person, or by phone, and is less than four consecutive school days, a written excuse is not necessary.

### **Absences and School Activities**

Students must be in attendance at least 50% of the school day (3 hours 15 minutes) to participate in practice sessions, contests, or attend special events after school. Pre-arranged absences must be approved by the building principal, in order for a student to participate in school activities.

### **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent(s)/guardian(s) must give written notice to the building principal at least five calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and the District.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% (nine days) or more of the prior 180 regular school days without valid cause are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and the District will take further action, including the following steps.

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be chronically truant is in violation of State law.

### **III. CODE OF CONDUCT**

#### **School Dress Code / Student Appearance**

Students are expected to wear age-appropriate clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. The dress code is in effect at all school-related functions, with the exception of special school events that have been pre-approved by the building principal. If there is any uncertainty about dress and appearance, the building principal will make the final decision. A student whose dress or appearance is determined to be inappropriate, will be required to change into an appropriate substitute provided by the school. The following are guidelines for appropriate dress at school and school-related functions:

- Clothing must completely cover the torso to the mid-thigh; all clothing must conceal undergarments. Shirts that reveal undergarments, whether due to the transparency, length, or lack of coverage of the shirt, are not permitted.
- Clothing must be free of graphics or text that is provocative, vulgar, profane, and/or depict weapons, alcohol, or cigarette-related products.
- Hats, coats, and sun glasses are prohibited and may not be worn in the building during the school day.
- Hair styles, clothing, and accessories that pose a safety hazard are not permitted in science labs or during physical education.
- Appropriate footwear must be worn at all times.
- Students will be participating in outdoor activities, including recess and physical education. It is essential they have appropriate outerwear.

#### **Student Behavior**

##### Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following examples.

- Using, possessing, distributing, purchasing, or selling tobacco, nicotine materials, electronic cigarettes, vapes, vape pens, or other vaping related products, alcoholic beverages, illegal drugs, controlled substances, look-alike or counterfeit drugs, is prohibited. Any prescription drug not prescribed for the student by a physician or licensed practitioner, including but not limited to, anabolic steroids, and medical cannabis, is prohibited.
- Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- Using or possessing an electronic device in any manner that disrupts the educational environment or violates the rights of others. Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a reasonable search.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- Engaging in bullying, hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct.
- Engaging in any sexual activity, including without limitation, displays of affection with romantic intent, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- Teen dating violence, as described in Board Policy 7:185, [\*Teen Dating Violence Prohibited\*](#).
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- Being absent without a recognized excuse. State law and School Board policy on regarding truancy control will be used with chronic and habitual truants.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- Making an explicit threat on a virtual site against a school employee, a student, or any school-related personnel.
- Engaging in any activity, on or off campus, which interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function.
- Failing or refusing to comply with health/safety protocols implemented due to pandemic conditions or other circumstances that threaten public health or safety, including (but not limited to) requirements relating to face coverings, temperature checks and symptom screening, self-certification, hand hygiene, and social distancing.
  - The Superintendent or designee will notify parents/guardians and students of this policy and the governing procedures and protocols.
  - Exceptions and/or accommodations will be made when a face covering (or any other protocol) is medically contraindicated, provided that parents/guardians supply appropriate and sufficient medical documentation and comply with all

other procedures relating to the exemption/accommodation process. Alternate health/safety protocols may be required.

- Students who fail or refuse to comply with health/safety protocols may be excluded from school and school-related activities until compliance is achieved. In addition, disciplinary measures may be imposed for non-compliance.

Efforts, including the use of positive interventions and supports, shall be made to deter students while at school or a school-related event from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

#### When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to the examples listed below.

- On, or within sight of, school grounds
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school
- Traveling to or from school or a school activity, function, or event

#### Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures listed below.

- Notifying parent(s)/guardian(s)
- Disciplinary conference
- Withholding of privileges
- Temporary removal from the classroom
- Return of property or restitution for lost, stolen or damaged property
- Participation in Positive Alternative to School Suspension Program (PASS)
- After-school study or Saturday study provided the student's parent(s)/guardian(s) has been notified. (If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used.)
- Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School Administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent(s)/guardian(s) the choice.

- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges
- Out-of-School suspension from school and all school activities in accordance with Board Policy 7:200, [\*Suspension Procedures\*](#). A suspended student is prohibited from being on school grounds.
- Expulsion from school and all school activities for a definite time period not to exceed two calendar years. An expelled student is prohibited from being on school grounds and school activities.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons, or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### Bus Conduct

Students are expected to follow all rules when riding the school bus. Please refer to the *Student Behavior - Disciplinary Measures* section above.

### Weapons Prohibition

A student who is found to have knowingly brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of one calendar year but not more than two calendar years:

- A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the Board on a case-by-case basis.
- A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis.

### Re-Engagement of Returning Students

The Superintendent or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **District 157-C Reciprocal Agreements with Local Law Enforcement**

As defined by the District and local law enforcement authorities, the District Resource Officer (DRO) is required to enforce all federal, state, and municipal statutes and ordinances. The DRO is mandated to refer matters of school discipline to the proper school staff member if the officer believes that there is an imminent threat of physical harm to students, school personnel, or others who are present in the school or on school grounds. In addition, the DRO may conduct investigations of all criminal and alleged criminal activity which occur during the regular school day or during a school-related event.

Reciprocal agreements between local law enforcement and the District require that the school must report to the police any information pertaining to student activity that involves or is suspected to involve:

- Firearms
- Drugs, including cannabis, narcotic drugs, or methamphetamines
- Battery against school personnel

Reciprocal agreements between local law enforcement and the District also permit the school to report to the police any information pertaining to student activity that involves or is suspected to involve criminal acts, including, but not limited to:

- Criminal gang activity
- Other weapons or any item used as a weapon
- Sale or possession of alcohol or illegal drugs or other intoxicants
- Fights or other violent activity which might reasonably carry over into the community
- Abuse, neglect, lock-out, and runaway situations
- Acts of vandalism
- Activity constituting any state or federal crime which has occurred on school property or at a school-related event
- Other activity involving students which threatens the safety of others on or off campus

When students' behavior constitutes criminal action, school staff cannot pick and choose which criminal events to share with law enforcement authorities, nor can school staff decide if it is in the best interest of the students to involve law enforcement. School staff are only authorized to handle school consequences; the police handle criminal investigations.

Reciprocal agreements between local law enforcement and the District include language to ensure the confidentiality of school student records consistent with applicable laws.

## Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying is contrary to Illinois law and the policy of the District. Bullying is repeated verbal, physical, social, or psychological behavior that is harmful and involves the misuse of power by an individual or group towards one or more persons.

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District and school goals.

Bullying on the basis of actual or perceived characteristics, as mentioned below, or any other distinguishing characteristic is prohibited.

race	color	national origin
immigration status	military status	unfavorable discharge status from the military service
sex	sexual orientation	gender identity
gender-related identity or expression	ancestry	age
religion	physical or mental disability	order of protection status
status of being homeless	actual or potential marital or parental status, including pregnancy	association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic

Bullying on the basis of actual or perceived characteristics, as mentioned above, or any other distinguishing characteristic is prohibited in each of the following situations.

- During any school-sponsored education program or activity
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment
- Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school

*Bullying* includes, but is not limited to, cyber-bullying (bullying through the use of technology or any electronic communication) and 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.

- Placing the student or students in reasonable fear of harm to the student's or students' person or property
- Causing a substantially detrimental effect on the student's or students' physical or mental health
- Substantially interfering with the student's or students' academic performance
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school

Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Examples of prohibited conduct include, without limitation, name-calling, using derogatory slurs, stalking, sexual harassment, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, theft, public humiliation, retaliation for asserting or alleging an act of bullying, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Jennifer Bajda, Building Principal, Assistant Building Principal, a District Complaint Manager, Shayna Cole or Kate Ambrosini, or any staff member with whom the student is comfortable speaking. All school staff members are available to help a student in a bully situation and/or to make a report about bullying. Anyone, including staff members and parent(s)/guardian(s), who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. Anonymous reports are also accepted by phone call or in writing utilizing the online form available on the District's website.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.



## **Search and Seizure**

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities include administrators and District Resource Officer.

For more information, please refer to Board Policy 7:140, [Search and Seizure](#).

## **Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart device, audio or video recording device, mobile device, laptop computer, or other similar electronic device.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, possessing an indecent visual depiction, or non-consensual or consensual dissemination of private sexual images (i.e., sexting).

If this regulation is violated, the device will be confiscated by administration and only returned to parent(s)/guardian(s). The school and the District are not responsible for the loss, theft or damage to any electronic device brought to school.

## **Access to Student Social Networking Passwords and Websites**

School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or procedure. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. Every effort will be made to include the parent(s)/guardian(s) in an investigation.

## **Equal Opportunity and Sex Equity**

Equal educational and extra-curricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental

disability, gender identity, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extra-curricular programs and activities based on sex, sexual orientation, or gender identity.

Any student or parent(s)/guardian(s) with a sex equity or equal opportunity concern should contact the school administration or the office of the Superintendent.

## **Sexual Harassment and Teen Dating Violence Prohibited**

### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex that would include any of the items listed below.

- Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status
- Has the purpose or effect of substantially interfering with a student's educational environment
- Has the purpose or effect of creating an intimidating, hostile, or offensive educational environment
- Has the purpose or effect of depriving a student of educational aid, benefits, services, or treatment
- Has the purpose or effect of making submission to or rejection of such conduct the basis for academic decisions affecting a student

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### Making a Complaint

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence, or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant

building principal, or the District complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### Erin's Law

The District curriculum includes the state-mandated Erin's Law, which was adopted in January 2013. The Health Education program will include age-appropriate sexual abuse, assault awareness, and prevention education for Pre-K through eighth grade students.

Erin's Law requires that health classes educate students on safe touches and unsafe touches; safe secrets and unsafe secrets; and how to "get away and tell a trusted adult today." This program will teach children to recognize child sexual abuse and will equip them with skills to reduce their vulnerability, as well as to encourage them to report abuse. The curriculum is developmentally appropriate per grade level. Parent(s)/guardian(s) may examine the instructional materials to be used in any District health education class or course. A parent(s)/guardian(s) may request that his/her child be exempt from using a particular instructional material or program by submitting a written objection via email to the Director of Curriculum and Instruction.

To read Erin's Law, please visit: <https://www.isbe.net/Documents/erins-law-final0512.pdf#search=Erin%27s%20law>

## **IV. ACADEMICS**

### **Curriculum, Instruction, and Assessment Plan**

Research has shown that a district's overall level of academic performance will be enhanced by adherence to a tightly aligned, articulated curriculum that promotes continuity and a developmentally appropriate acquisition of skills and knowledge from grade to grade and from school to school. With this expectation, the District's Pre-K through eighth grade curriculum is based on a core set of learning outcomes that are clearly articulated and aligned to the Illinois State Learning Standards in each subject area of study.

### **Curriculum Guiding Practices**

- The design of the curriculum, both taught and assessed, establishes the framework and expectations that guide educational decision-making at all academic levels.
- Only a tightly aligned, well-written, and thoroughly assessed curriculum will ensure all students succeed, negating the effects of any biases among students including but not limited to gender, socio-economic status, and/or cultural background.
- Curriculum development is a collaborative process facilitated by the District's Director of Curriculum and Instruction with administrators and teachers.
- The curriculum is based on a core set of non-negotiable, relevant, and rigorous student expectations that guide decisions about teaching and learning, and which are aligned both vertically (PK-8) and horizontally (within an instructional level).
- Curriculum is developed to ensure that students from teacher to teacher and school to school have the opportunity to have access to the same core of significant learning outcomes at a particular grade level.
- The curriculum is accessible and manageable.
- The curriculum is assessed regularly at all levels: District, grade level, classroom, and individual student.

### **Instructional Guiding Practices**

The design and implementation of teaching/learning processes hold the greatest potential for improving student achievement.

- Pre-tests, formative assessments throughout units of instruction, and summative assessments as the culmination of units of instruction are fundamental and critical components of the curriculum.
- Teachers are encouraged to use flexibility and creativity in how they deliver instruction, while adhering to the non-negotiable curricular expectations.
- Re-teaching and assessment re-takes are an essential part of instruction that promotes learning and motivation.
- Instructional resources and programs such as textbooks, software, and other materials are selected by the District's Curriculum Development Committee based upon their alignment with the curriculum.
- Professional development is designed and implemented to prepare staff members to teach the curriculum.
- Students are responsible for their learning. The District will offer differentiated ways for students to master the learning; however, ultimately, the students are responsible.

### **Assessment Guiding Practices**

Classroom assessment is one of the most important tools teachers can use to understand the needs of their students. When executed properly and on an ongoing basis, classroom assessment should shape student learning, give teachers valuable insights, and serve as a catalyst for curricular improvements. District assessment practices are listed below.

- Identify student strengths and weaknesses
- Inform student learning
- Identify gaps in student learning
- Measure student achievement
- Measure student growth
- Inform teachers' design and redesign of instruction to promote differentiated instruction across a continuum of performance levels
- Inform the District's improvement of curriculum alignment and programmatic decisions
- Communicate progress to parent(s)/guardian(s) to support learning at home

### **Instructional Material**

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. Parent(s)/guardian(s) may examine the instructional materials to be used in any District class or course. A parent(s)/guardian(s) may request that his/her child be exempt from using a particular instructional material or program by submitting a written objection via email to the Director of Curriculum and Instruction. The District will provide alternative instructional material upon receipt of the written objection.

### **Family Life and Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education if his/her parent(s)/guardian(s) submits a written objection.

### **Homework**

Homework should be meaningful and purposeful. Assignments should be given to reinforce previously-learned concepts or to practice newly-learned concepts. Homework may or may not be formally evaluated and will be used as a part of ongoing student assessment.

Parent(s)/Guardian(s) should create a homework environment that facilitates student self-study, set aside a time for doing homework, and monitor their child's assignments. They may be asked to participate in homework, but students should be responsible for homework completion. In addition to assigned homework, children should read each night. The amount of homework and the consequences for incomplete homework will be determined by each grade level team or individual teacher.

## Grading and Promotion

### Grading System

Grades are used to communicate the level and quality of student’s performance to the parent(s)/ guardian(s). The grading system differs in each building due to the developmental age of students served.

Grand Prairie Elementary (Kindergarten – 2<sup>nd</sup> Grade) will utilize the following performance marks for both academic areas as well as behavior and social skills. Formal letter grades will not be awarded.

<b>Secure:</b> Your child consistently demonstrates a solid understanding of key concepts, processes and skills
<b>Developing:</b> Your child is progressing toward an understanding of key concepts, processes and skills
<b>Beginning:</b> Your child requires additional time and support toward an understanding of key concepts, processes and skills

Chelsea Intermediate (3<sup>rd</sup> Grade - 5<sup>th</sup> Grade) and Hickory Creek Middle School (6<sup>th</sup> Grade - 8<sup>th</sup> Grade) utilize the following scale for all academic subject areas. Hickory Creek Middle School’s GPA determination for NJHS and high honor roll can be found on the District’s website.

Grade	Percentage	Grade	Percentage
A+	98% - 100%	C	73% - 76%
A	93% - 97%	C-	70% - 72%
A-	90% - 92%	D+	67% - 69%
B+	87% - 89%	D	63% - 66%
B	83% - 86%	D-	60% - 62%
B-	80% - 82%	F	0% - 59%
C+	77% - 79%		

ENCORE classes are offerings related to Fine Arts and Physical Education. The grading scale is below.

### CHELSEA

### HICKORY CREEK

Physical Education	Grades are given using the academic grading scale above	Physical Education	Grades are given using the academic grading scale above
Music	+ or – mark is given based on participation	Music	Grades are given using the academic grading scale above

Spanish	+ <b>or</b> – mark is given based on participation	Spanish	Grades are given using the academic grading scale above
STEM	+ <b>or</b> – mark is given based on participation	STEM	Grades are given using the academic grading scale above
Art	+ <b>or</b> – mark is given based on participation	Art	Grades are given using the academic grading scale above

### Promotion

Promotion to the successive grade level is dependent upon the student’s grades and actual achievement level. Unsatisfactory work in two or more major subject areas will require additional work from the student before promotion is granted. Additional work may include making up assignments, tutoring, and/or remediation work.

### **Accelerated Placement**

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with curriculum options that are above their grade level. Accelerated placement includes, but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the Director of Curriculum and Instruction for additional information.

### **Parent Conferences**

Conference days are set aside in November to provide the opportunity to enhance the home-school partnership. Parent(s)/Guardian(s) are encouraged to take advantage of this opportunity to meet with teachers and discuss their child’s progress. Additional conferences may be scheduled as needed by contacting the teacher.

### **Report Cards**

Communication between home and school is a central element necessary to ensure a positive school experience for every child. In grades K-2, hard copy report cards are provided to parent(s)/guardian(s) at the end of each quarter. In grades 3-8, student progress can be accessed online throughout each quarter of instruction. Report cards are provided in a hard copy format at the end of each quarter.

### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parent(s)/guardian(s) who object to disclosure of information concerning their child to a third party may do so in writing to the building principal. For more information, refer to Board Policy 7:15, [Student and Family Privacy Rights](#).

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students must ride the bus to and from the field trip.

All students who wish to attend a field trip must receive written permission (electronic signature is acceptable) from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons listed below.

- Failure to receive appropriate permission from parent(s)/guardian(s) or teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Denial of permission from administration
- Other reasons as determined by the school

The District does not refund field trip fees, as transportation must be scheduled ahead of time and any admissions or other related fees must be pre-paid.

### **District Issued Technology**

When students are issued technology devices, they will be expected to adhere to the following responsibilities listed below.

#### Student Responsibilities

- Use all technology resources and devices, including all provided accessories in a responsible and appropriate manner.
- Obey school and District rules concerning behavior and communication.
- Devices are to be brought to all classes, unless instructed differently. If a device is being repaired, the student will be provided a loaner device.
- Accessing another individual's information, or files on their device without permission is strictly forbidden. While on the Internet, students shall not reveal personal information for themselves, their families or other students.
- Devices are property of Frankfort School District 157-C. The District reserves the right to collect and inspect a student's device and delete any inappropriate material.
- Report any security problems to a District staff member immediately. This includes receiving any posts, documents or links that contain questionable content.
- Secure personal information including login and passwords on all district accounts.
- Students are responsible for backing up personal data on the District issued device.
- During student transition time the device is to be in its case and only be removed after arriving to class. Students should never leave the device in an unsupervised area. Students are to secure the device in the student's assigned cart and slot whenever it is not in the student's direct possession.



- Return and plug the device into assigned cart and slot at the end of the day.
- Keep device muted unless permission is obtained from the teacher to use audio for instructional purposes. Earbuds or headphones may be required.
- Attempting to repair the device is prohibited. All repairs will be organized by the Technology Department through the Frankfort School District 157-C Help Desk. If the student is found to be neglectful with the device and the device is no longer usable, the student will be responsible for a repair fee of \$165.00.
- A replacement fee of \$20.00 will also be incurred if the computer bag is damaged or lost.
- Jail-breaking a device or attempting to break the security protocols put in place by the District voids the warranty on the device and is prohibited.
- Taking photos, video, or audio recordings of others without their permission or the possession, forwarding, or uploading of unauthorized photos, video, or audio to any website, network storage area, or person is strictly forbidden.

### District Responsibilities

- Provide a functional device for students to access appropriate resources while providing internet blocking of inappropriate materials on the District's network.
- Provide network data storage areas. These will be treated similar to school lockers. The District reserves the right to review, monitor, and restrict information stored on or transmitted via school-owned equipment and to investigate inappropriate use of resources.
- Provide staff training to aid students in doing research and help assure student compliance with the Acceptable Use Policy.
- Ensure that any pictures, video, and audio recordings of any student or staff member are allowed only for school related purposes.
- District may need to reset the device. Resetting causes all programs and files on the device to be erased and the device to be returned to its original state.
- The software/apps originally installed by the District Technology Department must remain on the device in usable condition and be accessible at all times. From time to time, the District may add software/apps for use in a particular class. Enough storage space must remain on the device for this possibility. Frankfort School District 157-C may remove any non-academic materials that limit this ability.

### **Internet Acceptable Use**

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

### Acceptable Use

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

## Privileges

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

## Unacceptable Use

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are listed below.

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed
- Downloading of copyrighted material for other than personal use
- Using the network for private financial or commercial gain
- Wastefully using resources, such as file space and bandwidth
- Hacking or gaining unauthorized access to files, resources, or entities
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, including a photograph
- Using another user's account or password without District approval
- Posting material authored or created by another without his/her consent
- Posting anonymous messages
- Using the network for commercial or private advertising
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- Using the network while access privileges are suspended or revoked

## Network Etiquette

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

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

### No Warranties

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

### Indemnification

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

### Security

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

### Vandalism

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

### Copyright Web Publishing Rules

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

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

### Use of Electronic Messaging

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides electronic messaging to aid students as an educational tool.

- The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to another account is strictly prohibited.
- Each person should use the same degree of care in drafting an electronic message as would be put into a written memorandum or document. Nothing should be transmitted in an electronic message that would be inappropriate in a letter or memorandum. Users will be held personally responsible for the content of any and all electronic messages transmitted to external recipients.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- Use of the District's electronic messaging systems constitutes consent to these regulations.

### **Parent(s)/guardian(s) Consent for Online Applications**

The District uses various online applications to enhance the curriculum. Each of these applications has been reviewed by the Technology and Curriculum departments for their educational use within the classroom. The list of approved K-8 applications is maintained by the District and reviewed each year. By signing the Parent-Student Handbook during the online registration process you are giving consent for your child to use any of these applications throughout the school year.

### **Parent(s)/guardian(s) Consent for Online Publications**

As a part of the online student registration process, parent(s)/guardian(s) will be asked for permission to take pictures/videos of their student and/or their student's work to then be shared or posted on the District webpage, District social media sites, and District published public relation materials.

### **Parent(s)/guardian(s) Right to Know Regarding Teacher Qualifications**

Parent(s)/guardian(s) may request information about the qualifications of their child's teachers and paraprofessionals, including the information listed below.

- Whether the teacher has met State licensure requirements
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications

## **V. EXTRA-CURRICULAR**

### **Extra-Curricular Athletic Activities Code of Conduct**

This Extra-Curricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extra-curricular activities. The District offers many extra-curricular opportunities before and after the school day. Students are highly encouraged to participate in these opportunities. The parent(s)/guardian(s) is responsible for transporting the student if bus transportation is not provided. If a parent(s)/guardian(s) fails to pick up the student on time at the conclusion of an extra-curricular activity three times, parent(s)/guardian(s) will be notified and the student may be dropped from the activity.

### **Requirements for Participation in Athletic Activities**

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity.

- A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois Elementary School Association's "Pre-Participation Physical Examination Form."
- A permission slip to participate in the specific athletic activity signed by the student's parent(s)/guardian(s).
- Proof the student is covered by medical insurance.
- Signed documentation agreeing to comply with the District's policies and procedures on student athletic concussions and head injuries.

### **Illinois Elementary School Association**

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extra-Curricular and Athletic Activities Code of Conduct. In the case of a conflict between IESA and this Code, the most stringent rule will be enforced.

### **Academic Eligibility**

Selection of members or participants in extra-curricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extra-curricular and athletic activities, a student must maintain passing grades in all subject areas.

### **Absence from School on Day of Extra-Curricular Athletic Sport or Activity**

A student must be in attendance at least 50% of the school day (3 hours 15 minutes) to participate in practice sessions, contests, or attend special events after school. Pre-arranged absences must be approved by the building principal, in order for a student to participate in school activities.

### **Travel**

All students must travel to extra-curricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extra-curricular or athletic activity upon advance written request of a student's parent(s)/guardian(s) and provided the

parent(s)/guardian(s) appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

### **Code of Conduct for Participants in Extra-Curricular Athletic Sports or Activities**

The Superintendent or designee, using input from coaches and sponsors of extra-curricular activities, shall develop a conduct code for all participants in extra-curricular activities consistent with School Board policy. The conduct code shall: (1) require participants in extra-curricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The [conduct code](#) shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extra-curricular activities must abide by the conduct code for the activity and Board Policy 7:190, [Student Behavior](#). All coaches and sponsors of extra-curricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to student in grades seven and eight participating in these programs.

## **VI. HEALTH AND MEDICAL**

### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades six and twelve. A diabetes screening must be part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent(s)/guardian(s)' failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### Eye Examination

All students entering kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15 allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) proof that an eye examination will take place within 60 days after October 15.

### Dental Examination

All students entering kindergarten, second, sixth and, ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) proof that a dental examination will take place within 60 days after May 15.

## Exemptions

A student will be exempted from the above requirements for the following reasons.

- Religious or medical grounds if the student's parent(s)/guardian(s) presents to the superintendent a *Certificate of Religious Exemption Form* explaining the exemption, signed by the child's physician and parent(s)/guardian(s)
- Health examination or immunization requirements on medical grounds if a physician provides written verification
- Eye examination requirement if the student's parent(s)/guardian(s) shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent(s)/guardian(s) shows an undue burden or a lack of access to a dentist.

## **Care of Students Requiring a Health Care Plan**

If your child requires assistance with managing a health condition (e.g., diabetes, allergies, seizures, or asthma) while at school and school functions, a health care plan must be submitted to the building principal. Parent(s)/guardian(s) are responsible for and must complete the steps listed below.

- Inform the school in a timely manner of any change which needs to be made to the health care plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the health care plan.
- Grant consent for and authorize designated District representatives to communicate directly with the health care provider whose instructions are included in the health care plan.

For further information, please contact the building principal.

## **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent(s)/guardian(s) must request that the school dispense the medication to the child or allow the child to self-medicate, by completing a *School Medication Authorization Form*.

No District employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent(s)/guardian(s). No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.



### Self-Administration of Medication

Parent(s)/guardian(s) must submit a ***School Medication Authorization Form*** in order for a student to self-administer prescribed medication. In accordance with Illinois law, the District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the storage of any medication by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of any medication by school personnel.

A student may possess an epinephrine injector (Epi-Pen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent(s)/guardian(s) has completed and signed a ***School Medication Authorization Form***. For more information, refer to Board Policy 7:270, [Administering Medicines to Students](#).

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

### Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. For more information, refer to Board Policy 7:270, [Administering Medicines to Students](#).

The school nurse may also be contacted for more information.

### **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- Parent(s)/guardian(s) are required to notify the school nurse if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent(s)/guardian(s).
- The school will provide written instructions to the parent(s)/guardian(s) regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent(s)/guardian(s) bring to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Exemption from Physical Education Requirement (K-8)**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical

Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extra-curricular athletic program. The building principal will evaluate requests on a case-by-case basis. For more information, refer to Board Policy 7:260, [\*Exemption from Physical Education\*](#).

A student can only receive a waiver if he/she is participating in District sponsored interscholastic sports (excluding intramural sports). This waiver is only eligible for Hickory Creek athletics, and those from any club, travel, or park district sport are not eligible. The Hickory Creek interscholastic sport must meet five days a week (either practices or games/matches).

Process for obtaining a waiver:

1. Request application from building principal.
2. Obtain coach's signature including a timeline the student will be exempt from PE.
3. The building principal will meet with the student and family to make a final decision if waiver will be approved.

If a waiver is approved, the student will be expected to report to PE, observe all instructions, and participate in non-physical activities/assignments/assessments. In addition, students will be required to complete detailed written assignments related to the unit(s). Any class work not finished during class will need to be completed at home.

### **Head Lice**

Head lice are a common community problem. They are not dangerous and do not transmit diseases. The school nurse will notify the parent(s)/guardian(s) of the student with lice and or nits and recommend possible treatment. The student(s) will not be sent home with nits and may return to school the next day if they have received treatment. A letter or classroom check will not be initiated unless an unusual clustering of active head lice cases are discovered in the classroom.

### **Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

### **Student Insurance**

The District offers student insurance through Markel Insurance Company. This insurance is offered as an additional/supplemental benefit for our families, but is not required by the School District or associated with the School District. If you are interested in insurance coverage for your child, please refer to the District website front page and click on the Student Accident Insurance Brochure link for more details.

## **VII. STUDENT SERVICES**

### **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, and/or activities. Individuals with disabilities should notify the Superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **Education of Children with Disabilities**

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational services.

The District's schools provide a free, appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the schools. The term "children with disabilities" means children between ages three and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the District to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

Students with disabilities may receive related services as part of their individual education programs (IEPs). The District will maintain related service logs that record the type and number of minutes of the related service(s) administered to such students. Copies of any related service logs will be available to parents/guardians at their child's annual review IEP meeting. Parents/guardians of students with disabilities may also request copies of their child's related service logs at any time.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the District office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

For further information, please contact:

Director of Special Services, Jennifer Bajda  
815.469.5922

### **Discipline of Students with Disabilities**

The District will comply with the Individuals with Disabilities Education Act (IDEA) of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board

will direct the Superintendent or designee to establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct *is* determined to be a manifestation of his or her disability.

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent(s)/guardian(s) of the homeless child can choose from the options listed below.

- Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired.
- Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### **English Learners**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parent(s)/guardian(s) of English Learners will be: (1) given opportunity to provide input to the program, and (2) provided notification regarding their child's placement in and information about the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact your school's principal.

## **VIII. TRANSPORTATION**

### **Bus Transportation**

Students residing at a distance of 1.5 miles or more from their attendance center receive free bus service. Free transportation is also available to students who live in Illinois Department of Transportation approved hazardous walking areas.

The District may provide transportation for other students living within the 1.5 miles of their attendance center and may make a charge for such transportation.

The bus fee (where applicable) shall be paid in advance at registration. No students, except those whose fees are paid, will be allowed the use of the bus service.

The Board of Education is not obligated to alter a bus route for any student living within 1.5 miles of the route. The bus will make its regular stops only where it is safe to do so.

Students must ride their designated buses only.

## **IX. MANDATED INFORMATION**

### **Fines, Fees, and Charges: Waiver of Student Fees**

The District establishes fees and charges to fund certain school activities. Students whose parent(s)/guardian(s) are unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and/or damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent(s)/guardian(s). An application form is available at each school or online at [www.fsd157c.org](http://www.fsd157c.org) should be submitted to the District office.

The District office will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver request process should be addressed to the Director of Business and Operational Services' office at 815-469-5922.

### **Free or Reduced Lunch Program**

Free or reduced price meals are available for qualifying students. Information is available at the District office, 10482 W. Nebraska Street, 815-469-5922. Forms are available on the District's website [www.fsd157c.org](http://www.fsd157c.org).

### **Safety Drill Procedures and Conduct**

Safety drills occur in compliance with state regulations and scheduled by building administration. Students shall comply with the directives of school officials during emergency drills. There will be a minimum of three evacuation drills to address fire incidents (one will be unannounced), a minimum of one severe weather (shelter-in-place) drill, a minimum of one law enforcement drill to address an active shooter incident or intruder, and a minimum of one bus evacuation drill each school year. There may be other drills at the direction of the administration. For more information, refer to Board Policy 4:170, [Safety](#).

### **Pesticide Application Notice**

The District maintains a registry of parent(s)/guardian(s) of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds.

To be added to the list, please contact:

Kate Ambrosini, Director of Business and Operational Services

10482 W. Nebraska Street

815-806-4006

[kambrosini@fsd157c.org](mailto:kambrosini@fsd157c.org)

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### **Asbestos Management Plan Notice**

The District inspection/management plan is available for public review. Should you have any questions, please feel free to contact the Supervisor of Buildings and Grounds, 815-806-4095.

**Mandated Reporters of Suspected Child Abuse or Neglect**

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

**Sex Offender and Violent Offender Community Notification Laws**

State law requires schools to notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public on the following websites:

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

## **2020-2021 District Handbook Committee**

### **Grand Prairie Elementary School Representatives:**

Barb Shanahan – Administrator  
Diane Heimlich – Staff Member

### **Chelsea Intermediate School Representatives:**

Rachel Newcomb – Administrator  
Ryan Talaga – Staff Member

### **Hickory Creek Middle School Representatives:**

Tricia Dotson – Administrator  
Sean Connolly – Staff Member

### **District Representatives:**

Dr. Maura Zinni – Superintendent  
Janet McClarence – Director of Curriculum and Instruction  
Nichole Reiser – Special Education Coordinator  
Cheryl Donovan – Instructional Coach  
Melissa Theobald – Admin. Asst. to the Superintendent and BOE Recording Secretary

### **Parent Representatives:**

Brooke Drzewiecki  
Cathy Flaherty  
Jillian Hersted  
Rebecca Mason  
Jim McFarland  
Stephanie Pearson-Davis  
Annette Spsychalski