

**HILLSIDE SCHOOL  
COMPACT**

**Student Handbook**

**2018-2019**

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# I. FOREWORD

The purpose of the Hillside School Compact: Student Handbook is to provide you with important information about your student's school and our district including, but not limited to, curriculum guidelines, transportation arrangements, student discipline procedures, and your rights under federal and state law. This handbook also provides you with detailed information on other important matters such as reporting a student absence, requesting make-up work during a student absence, school security, and much more.

The handbook is carefully prepared by the school district and reviewed annually to provide parents and students with essential and up-to-date information regarding your school's procedures and practices. Each year, the members of the Board of Education review and formally adopt this handbook. We encourage you, along with your student, to carefully read each section of this handbook. If you or your student has any questions pertaining to the information contained in this handbook, please contact a building administrator to seek answers or clarification.

One of the most important responsibilities we have as a school community is to provide an environment in which each student has the opportunity to fulfill his/her potential. Our policies and procedures as well as this handbook put in place structures to enable students to learn, teachers to teach, and everyone to develop positive relationships in an atmosphere in which all children and adults are treated with respect.

On behalf of Hillside School District 93 Board of Education, as well as our certified and noncertified staff, we welcome you to the 2018-2019 school year.

Sincerely,

Dr. Kevin L. Suchinski  
Superintendent

Mrs. Bridget Gainer  
Principal

## II. DUTIES, RESPONSIBILITIES AND RIGHTS OF PARENTS

### **HOME/SCHOOL PARTNERSHIP**

Education succeeds best when there is a strong partnership between home and school— a partnership that thrives on communication. Parents are partners with teachers, administrators, and the board and are encouraged to:

- Review the Hillside School Compact: Student Handbook with your child prior to signing and returning to school the written statement that you have reviewed and understand the information contained in the handbook.
- Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.
- Become familiar with the academic program offered in the district and feel free to ask the principal any questions, including concerns about placement, assignment, or curriculum.
- Attend board meetings to learn more about ongoing operations of the district. Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Review your child's school records when needed.
- Monitor your child's progress; contact teachers as needed.
- Take advantage of all opportunities to stay informed regarding your child's activities, as well as school activities and issues generally.
- Become a school volunteer.
- Participate in school parent organizations.

### ***Parent-Teacher Organization (PTO)***

The Hillside PTO has served the school for many years. Enrollment takes place each Fall. The mission of the Hillside school PTO is to enhance the educational experience of students at Hillside School, support the school administration in promoting a quality education within a safe and healthy environment for the children, staff, and educators, and to foster a sense of community and cooperation among a diverse student body by sponsoring social gatherings and events aimed at bringing students, parents, and teachers together. Please consider joining the PTO.

### ***Band and Chorus Organization***

The Band and Chorus Organization is a group of parents and school music directors that support, promote and encourage music in the district. Parents automatically become members when their child joins Band or Chorus. Parents choose their level of involvement in the organization. The group sponsors a fundraising event each year that provides funds for scholarships and music activities. The organization also supports music program activities such as contests and festivals.

### ***Bilingual Parent Advisory Committee (BPAC)***

The purpose of this committee is to help facilitate communication between the bilingual parents and the district and to provide opportunities to discuss/provide input on the English Learner (EL) program. This district wide committee is comprised of parents whose children are enrolled in the EL program, EL teachers, and administrators.

### **Parent-Teacher Advisory Committee (PTAC)**

The Parent Teacher Advisory Committee (PTAC) meets annually. The PTAC reviews the Hillside School District 93's student discipline policy, including school searches and bullying prevention; bus safety guidelines; and other District policies and procedures as required by the Illinois School Code.

### **Strategic Long Range Planning Committee**

*The Hillside School District 93 implemented a Strategic Plan during the 2016-2017 school year. This plan is the foundation for our initiatives and action plans for the next five years. The plan encompasses five (5) Focus Areas: Finance, Facilities, Instruction and Programming, Community Engagement, and Human Resource. Each of these focus areas area outlined by goals and action items*

*The Hillside School District 93 Strategic Planning Committee consists of parents, staff, community members, school/district administrators, and the Hillside Board of Education. The committee meets on an annual basis to discuss the progress being made in each of the focus areas.*

### **Superintendent Forum**

*The purpose of the Superintendent's forum is to engage in open dialogue about supporting the needs of our students and enhancing communication. The Superintendent's Forum is held on an annual basis and is open to all parents/guardians of Hillside School District 93.*

## **PARENT-TEACHER COMMUNICATION**

Parent-teacher communication is essential to a child's success in school. You may confer with the teacher by sending a note or email to the teacher, or calling the school office to arrange a conference. Please use the teacher as your first contact when you have a concern regarding your child's education.

### *School Phone Number*

- 708-449-6490
- Please call the school to report an absence
- Access to school closings, lunch menu, and school activities are available.

### *Website*

- [www.hillside93.org](http://www.hillside93.org)
- Every teacher and administrator's email address are listed on the website.

### *Assignment Notebooks*

- It is expected that every student in 3<sup>rd</sup> through 8<sup>th</sup> grade utilize the school assignment notebook. If requested, there are designated areas to have parent/teacher signatures.

### *Parent/Teacher Conferences*

- It is encouraged that parents take advantage of the Parent/Teacher Conference dates. Conferences take place in Fall and Spring.

### *Infinite Campus*

- Students and parents have secure access to student grades and assignments through Infinite Campus. Please contact Robert Gilmore at [rgilmore@hillside93.org](mailto:rgilmore@hillside93.org) for assistance.

#### *Infinite Campus Messenger*

- The District uses an automated phone/email system to communicate reminders and/or important announcements to parents. Parents may specify preferences regarding receipt of messages via Infinite Campus. Please contact Robert Gilmore at [rgilmore@hillside93.org](mailto:rgilmore@hillside93.org) for assistance.

#### *Report Cards*

- Report cards are either handed out during Parent/Teacher Conferences or mailed home each quarter.

#### *Progress Reports*

- Progress Reports are accessed through *Infinite Campus* 4-5 weeks into each quarter.

### **STUDENT INFORMATION**

Accurate student information is essential to an effective school-parent relationship and your child's safety. Please keep all information about your child updated. This includes, but is not limited to, medical records, emergency contact information, custody papers, etc.

### **PARENT'S RIGHT TO KNOW**

- At the beginning of each school year, parent(s)/guardian(s) may request information regarding, the professional qualifications of their student's classroom teachers.
- The District will provide parent(s)/guardian(S) with information regarding a student's achievement level and academic growth of the student, if applicable and available, on each state academic assessment.

## **III. RESIDENCY AND ENROLLMENT**

### **BOUNDARIES**

The Hillside boundaries for School District 93 are the DuPage / Cook County Line to the west which approximates with the Tri-State tollway (I-294), Madison Avenue to the north, Mannheim Road to the east down to Canterbury to Haas Avenue, north to Roosevelt Road, south on Wolf Road to the forest preserve just south of 31st Street. These are only approximate boundaries; parents new to the area are urged to contact the school to confirm if they are within District 93 boundaries.

### **RESIDENCY**

Only students who are legal residents of District 93 may attend Hillside School. To enroll in the District, the student's parent(s) must provide proof of residence.

**Furthermore, enrollment shall be considered temporary until a parent/guardian provides the necessary residency documentation.** Enrolling students and their families shall be notified of this at the time of enrollment.

In addition to the above, under Illinois State law the Board of Education may act to collect tuition from anyone who fraudulently enrolls a student in the District. Tuition during the 2018-2019 school year is \$14,037.59. By law, any person who knowingly enrolls or attempts to enroll a non-resident student in the District or presents to the District any false information regarding the residency of a student commits a Class C misdemeanor, punishable by a \$500.00 fine or up to 30 days in jail.

## **ENROLLMENT**

### **Age**

To be eligible for enrollment in the District for Kindergarten, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years old on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31 of the school term. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age.

### **Enrollment Procedure**

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate.

When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

2. Proof of residence, as required by Board policy 7:60, Residence. See Residency Section.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Enrollment of students new to the district, with the exception of those children entering school for the first time, shall not be considered complete until documentary evidence of prior school attendance is presented.

### **McKinney-Vento**

Homeless child(ren) shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board Policy 6:140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

Hillside School ensures that the students are not segregated or stigmatized. For more information, please contact the District McKinney-Vento Liaison, Ms. Dockens, at 708/449-6490 ext. 7117.

### **Foster Care Students**

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools. For more information, please contact the District Foster Care Liaison, Mrs. McGuire, at 708/449-6490 ext. 7116.

## **IV. INFORMATION REGARDING STUDENT RECORDS**

### **STUDENT RECORDS**

The *Family Educational Rights and Privacy Act* (FERPA) and the *Illinois School Student Records Act* (ISSRA), and the applicable federal and State regulations, afford parents/guardians, and students over 18 years of age ("eligible students"), certain rights with respect to the student's school student / education records.

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. See below for additional information. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The district may release directory information to the maximum extent permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. See the Directory Information section below for additional information. However, the district will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent(s)/guardian(s).

The Superintendent shall implement the District's Student Records policy with administrative procedures. The Superintendent shall also designate a records custodian who shall maintain student records. No person may condition the granting or withholding of any right, privilege, or

benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record.

The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

The district maintains two types of student records for each student: permanent record and temporary record. Permanent records, which contain biographical information and academic transcripts, are kept in the District for 60 years after the student has transferred, graduated, or permanently withdrawn from school. Temporary records, which include all other relevant information not in the permanent records, are kept by the District for 5 years after a student graduates or transfers.

#### *Release of Student Records & Challenge Procedures*

School officials shall release student records to the official records custodian of another school in which the student has enrolled, or intends to enroll, upon written request of such official. Written parental/guardian consent for the release of student records is not required, but the parent/guardian may inspect, copy, and challenge information in the student records, prior to it being transferred to another school district. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) reference to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Information contained in student records may be given to persons authorized or required by State or federal law to obtain such information. Parent(s)/guardian(s) must be provided prior written notice of the nature and substance of the information to be released and given an opportunity to inspect, copy, and/or challenge such information, as provided for by law.

The District charges \$0.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

Unless the District has actual notice of a court order, order of protection, or other legal document (e.g., parenting plan) prohibiting access to a student's school student records, divorced or separated parents/guardians are both permitted to inspect and copy their student's school student records.

Upon graduation, transfer, or permanent withdrawal of a student from a school, the principal shall notify the parent(s)/guardian(s) and the student of the destruction schedule for student records and their right to request a copy of such records at any time prior to their destruction.

Parent(s)/guardian(s) may challenge any information in their child's records, on the basis of accuracy, relevance, and/or propriety except for academic grades and references to expulsion or out-of-school suspensions upon student transfer to another district. Parent(s)/guardian(s) wishing to challenge information in their child's school records should write to the District requesting a hearing. An informal conference will be held within 15 school days. If the problem is not resolved, then a formal hearing will be scheduled by the District's Hearing Officer who is not employed by the District at the attendance center which the student is enrolled. The Hearing Officer will inform the parent(s)/guardian(s) of their rights and the procedures for the hearing. The decision of the Hearing Officer shall be given in writing to the parent(s)/guardian(s) and the school District. Either the parent(s)/guardian(s) of the school District may appeal the Hearing

Officer's decision to the Regional Superintendent's Office and must be done within 20 school days of the decision.

The right to file a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of FERPA should be directed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC.

### *Directory Information*

The District occasionally releases directory information about its students for the purpose of publicity or informational publications. Examples include the District newsletter, school yearbook, the PTO directory, as well as in response to requests from school-related organizations and recognized media.

Directory information is defined as: student name, address, gender, grade level, and birth date and place; parent/guardian name(s), mailing address, email address, and phone number; student academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; period of attendance in the school. Student's photograph, video, or digital image used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications.

A parent/guardian can request that his/her child's directory information not be released by sending a signed letter to the Building Principal stating that request within the first 30 days of enrollment. No directory information will be released within this time period, unless the parent(s)/guardian(s) is specifically informed otherwise. Parent(s)/guardian(s) should understand that if they withhold consent, none of the student's directory information, as identified above, will be released in response to requests for such information, including information or photograph for the school yearbook and award listings such as the honor roll in the newspaper.

### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

Pursuant to the federal *Protection of Pupil Rights Amendment* ("PPRA") and Board Policy 7:15, all surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy 6:10 or assist students' career choices. This section 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.

### **Surveys or Evaluations**

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) will be notified. Upon request, the student's parent/guardian may inspect the survey or evaluation and may refuse to allow their child to participate in the survey or evaluation.

Before a school official or staff member administers or distributes any survey or evaluation (created by any person or entity, including the District) to a student containing one or more of the following items, the student's parent(s)/guardian(s) will be notified. Upon request, the student's parent/guardian may inspect the survey or evaluation and may opt their child out of participating in the survey or evaluation.

- Political affiliations or beliefs of the student or the student's parent/guardian.

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

A student's parent/guardian may inspect, upon request, any instructional material used as part of their child's educational curriculum. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### **Information for Marketing Purposes**

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card. To the extent a student's personal information is to be collected, disclosed, or used for marketing, sales, or other distribution, the student's parent(s)/guardian(s) will be notified. Upon request, the student's parent/guardian may opt their child out of participating in the activity.

The above paragraph does not apply to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- College or other postsecondary education recruitment, or military recruitment.
- Book clubs, magazines, and programs providing access to low-cost literary products.
- Curriculum and instructional materials used by elementary schools and secondary schools.
- Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
- The sale by students of products or services to raise funds for school-related or education-related activities.
- Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

### **Physical Examination or Screening**

A student's parent(s)/guardian(s) will be notified prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students. Upon request, the student's parent/guardian may opt their child out of participating in the physical examination or screening. This does not apply to any physical examination or screening that is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification; administered to a student in accordance with the *Individuals with Disabilities Education Act* (20 U.S.C. §1400 et seq.); or is otherwise authorized by Board policy.

### **Notification**

The Superintendent or designee, at least annually at the beginning of the school year, shall notify parents/guardians of the specific or approximate dates during the school year when above-described activities are scheduled or expected to be scheduled, as well as how to request inspection and/or opt out of a particular activity.

## **V. DUTIES AND RESPONSIBILITIES OF STUDENTS**

### **HILLSIDE STUDENT RESPONSIBILITIES**

#### *Student Responsibilities*

- Know and follow the school rules.
- Show respect for authority.
- Respect all people and their belongings.
- Use appropriate language. Profanity will not be tolerated.
- Dress and groom appropriately.
- Take pride in your surroundings.
- Come to school on time, prepared to learn.
- Do your best.

### **DRESS GUIDELINES**

In order to enhance the Hillside School learning environment, the Board of Education has adopted a school uniform policy for student dress.

#### **Shirts/Blouses**

Color: White, Light Blue, Navy

Style: Short or long sleeved oxford or knit polo style shirts.

- NO LOGOS OR WRITING ON SHIRTS OR BLOUSES.
- Must have a collar, however, turtlenecks or mock turtlenecks can be worn.
- Absolutely no T-Shirts may be worn. See "Special Days".
- Camisoles or undergarments should not be exposed.

#### **Shorts/Pants/ Skirts**

Color: Navy

Style: Boys: Uniform shorts or pants, with or without a cuff.

Girls: Uniform shorts, pants, or capris with or without a cuff. Skorts, Skirts, Jumpers may also be worn.

- NO LOGOS OR WRITING ON SHORTS OR PANTS.
- Shorts, skirts, or skorts must be no shorter than 4 inches above the knee.
- Shorts must not be longer than the top of the kneecap.
- All shorts and pants must be worn at the waist.
- Absolutely no denim (blue jean material) pants or skirts are permitted.
- Solid colored (black, navy, or white) leggings may be worn under appropriate length uniform apparel.
- Pants/slacks cannot drag the ground.

### **Sweaters/Sweatshirts/Sweater Vests**

Color: White, Light Blue, or Navy

Styles: School uniform cardigans, Hillside School sweatshirts **without a hood**, and sweaters are appropriate accessories on colder days.

- NO LOGOS or Trademark outerwear.
- Must be solid colored; no pictures or writing.

### **Shoes**

- Gym shoes may be worn and must be laced and tied at all times.
- Dress shoes must be closed toe and closed heel.
- For safety, absolutely no high heels, flip flops, sandals, “heelys” (roller shoes), or platform shoes. Shoes with LED lights must be turned off upon arrival to school.
- Boots must be removed upon arrival to school. Students must change into appropriate footwear during the school day.

### **Accessories**

- Jewelry may not be worn in PE.
- Hats, bandanas, head scarves, sweatbands, sunglasses, jackets and gloves are to be removed upon entering the building and remain in student lockers during the day.

### **Special Days:**

*“Hillside School Spirit Wear Day”*: On Fridays, the students will be able to wear Hillside School t-shirts with their school uniform pants, shorts, or skirts. Shirts may be purchased at different times of the year through various Hillside School organizations.

*Picture Day(s)*: The students are expected to “dress up” on Picture Day or wear their school uniform. Absolutely no denim (blue jean material) pants or skirts are permitted. Students not dressed appropriately will NOT be permitted to have their picture taken that day.

Students who chronically violate the dress code will be required to make arrangements immediately for appropriate clothing before returning to class. If arrangements cannot be made for appropriate clothing, the student will be issued a minor referral (See page 53) or be provided with alternate clothing. *One or more of the following consequences may occur, but are not limited to: Verbal warning (correction), Student conference, Parent contact, Social Work Referral, Student contract, Team intervention, Conflict resolution or AM/PM detention.* These dress guidelines will be in effect every school day, except if determined otherwise by the administration. School administration reserves the right to enforce or make changes as deemed necessary. If you have any questions regarding the school uniform guidelines, please call the school (708) 449-6491

## **CELLULAR PHONES/ ELECTRONIC EQUIPMENT**

For safety, privacy, and avoidance of disruption to the educational process, we prefer that students not bring cell phones, iPods, and other electronic devices to school.

TVs, radios, portable CD or DVD players, MP3 players, tape recorders, cameras, other types of sound/video equipment, and laser pointers are not permitted on school property unless authorized by a teacher or an administrator for use in an assignment.

**Electronic devices that are brought to school must be turned off and out of sight at all times.** Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited.

Any use of electronic devices while on school property at any time will result in the item being confiscated and returned only to the parent/guardian. Failure to cooperate may result in additional consequences.

Hillside School is not responsible for missing or lost equipment.

## **ITEMS NOT ALLOWED AT SCHOOL:**

- Gum
- Skateboards, Scooters, Hoverboards, “heely” shoes
- Video Games
- Trading and/or game cards
- Toy guns or knives
- Any potentially dangerous articles
- Jewelry items considered to be a distraction
- Pocket chains
- Aerosol and pump sprays
- Carbonated beverages
- Glass containers
- Any items(s) that disrupts the educational flow

Any exceptions require advance permission from the student’s teacher and the principal. When in doubt, check with your teacher first. Any of these items in the possession of a student will be confiscated and may be returned at the end of the day or after a conference with the student’s parents has been held.

Book bags and backpacks may be brought to school but must remain in the students’ lockers during the school day.

## **TRANSPORTATION**

Bus service is available for students. Children are not allowed to ride any bus other than their own.

Students are expected to maintain good behavior on the bus. For safety reasons, buses are equipped with video cameras, which are used for periodic review. Any problems among the students should be reported to the bus driver, and the school office at 449-6491.

Failure to follow guidelines will result in suspension of bus privileges for a determined period of time. No refund will be given. Students who are suspended from the bus and who do not have

alternative transportation to school will be provided the opportunity to make up any missed work for full academic credit. It is the responsibility of the student's parent to notify the school principal or other administrator that the student does not have alternate transportation to school to ensure the student receives appropriate make up work.

### **Electronic Recordings on School Buses**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity.

Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

### **General Bus Safety Rules**

- Obey the instructions of the bus driver. At no time should a student be disrespectful or refuse to cooperate with the driver.
- Board and leave the bus at designated stops only.
- All students must ride their assigned bus. Student transportation on a bus other than the bus regularly assigned will be granted in EMERGENCY SITUATIONS ONLY. This permission must be approved by the student's principal, and a "Bus Transfer Slip" issued. Most emergency situations would involve medical problems, accidents or the unforeseen necessity for the parent/guardian to be out of town.
- Do not ask to ride home on another bus with a friend.
- It is the responsibility of the parent/guardian to provide transportation to school if a child misses the bus.
- The driver has the authority to confiscate any prohibited items or any other items deemed distracting or dangerous.
- The driver will not allow any unauthorized person to board the bus.

### **Procedures for Waiting for the Bus**

- Be at your bus stop five minutes early and visible before scheduled pickup time. The driver will not wait or honk, nor will he/she stop for late students or students running for the bus.
- Students should be no closer than 10 feet from the bus, which is called the "Danger Zone." Be in plain sight of the approaching bus driver and other traffic. Be watchful and don't play around.
- Before the bus approaches, form a line and be prepared to load immediately.
- Stand still and clear of the bus. Move toward the bus ONLY after door opens and/or driver signals you to load.
- Parents/guardians should instruct their children on what to do if they miss the bus.

### **Loading the Bus**

- Do not push or shove; always use the handrail.
- Stay out of the bus "Danger Zone." Wait until the door opens or driver gives signal before approaching the bus.
- Go directly to your assigned seat. The bus will not move until all students are seated. Students must remain seated at all times. Delays affect traffic and schedules.

- Seating arrangement will be assigned. The bus driver may change seating arrangements anytime he/she deems necessary.
- Stay clear of the bus when the engine is started. Do not chase or hang onto the bus at any time. Stay out of the bus "Danger Zone". At the Campus while loading in the afternoon, students will not be allowed to board bus after the doors are closed without administrative approval.

### **Conduct on the Bus**

- Classroom dress code and conduct rules shall be followed. Shoes must be worn while riding the bus
- Normal conversation is permitted; avoid loud noises that may distract the driver and create an unsafe condition. Do not talk to driver while bus is in motion.
- Keep all body parts inside the bus.
- Scuffling, fighting and the use of obscene, vulgar or profane language and gestures are forbidden.
- Do not spit or throw objects inside or out of the bus.
- Do not litter, mark, cut or scratch any part of the bus. Student is responsible for damage.
- Do not tamper with bus equipment.
- The emergency door and exit controls should be used by pupils only during supervised drills or actual emergency.
- Students shall never attempt to operate the passenger door or other controls except in case of emergency.
- Students shall remain seated at all times and face forward for the duration of the trip.
- Students shall keep their feet in front of them and out of the bus aisle.
- Do not spray any substance (ex. hairspray, cologne, perfume, deodorant) while on the bus.

### **Getting Off the Bus**

- Stay seated until the bus has come to a complete stop and the door has been opened.
- Use the handrail and take one step at a time when leaving the bus.
- Wait for your turn to leave the bus. Pushing and crowding will only slow exiting and may cause an accident.
- Students must move away from the bus as soon as they disembark. Do not chase or hang onto the bus at any time. Stay out of the bus "Danger Zone."
- If crossing the street, cross in front of the bus and wait for the driver to signal. 6.

If an article drops or rolls near or under the bus, get the attention of the driver immediately and have the driver assist you to retrieve the article. Do not attempt to retrieve the item without the assistance from the driver.

### **Prohibited Items on the Bus**

- Tobacco
- Live animals or insects
- Glass containers
- Alcoholic beverages, drugs or chemicals
- Weapons, explosive devices, stun guns, pepper spray, sharp objects or Firecrackers
- Objects such as (large musical instrument, shop project or tri-fold)
- All items must be kept on the student's lap or within the seating compartment and may not deny another student a seat
- Balls, balloons and skateboards

- Food or drinks (no eating or drinking on the bus)
- Matches or lighters
- Sound producing electronic devices or headphones

**PLAYGROUND CONDUCT**

Time on the playground (before, during, and after school) should be a safe, enjoyable experience. On the playground, you are expected to:

- Always follow the direction of all school personnel.
- Only use playground equipment during supervised recess time.
- Follow playground equipment procedures safely.
- Ask permission to leave the playground.
- Stay away from puddles, mud, icy patches and snow hills.
- No throwing of snowballs.
- No rough behavior or physical contact.

Violation of the above guidelines may result in the loss of such privileges.

**NONDISCRIMINATION**

Equal educational and extracurricular opportunities shall be available for all Hillside School District 93 students without regard to race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education Policy 8:20, Community Use of School Facilities. No student shall, based on sex, sexual orientation, or gender identity 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 extracurricular programs and activities. Any student may file a discrimination grievance or sex equity complaint for investigation and processing under Board Policy 2:260, Uniform Grievance Procedure. See Board Policy 7:10.

**Sex Equity**

Hillside School District 93 does not discriminate on the basis of sex or sexual orientation in the provision of programs, activities, services, or benefits for students, and not student shall be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. A district-wide equity evaluation is conducted regularly to ensure proportionate course enrollment on the basis of sex. See Board Policy 7:10.

**VI. ATTENDANCE POLICIES AND PROCEDURES**

**ABSENCES**

A student who is absent for more than 50 percent of the school day cannot participate in afterschool or evening school-related activities on the day missed. The principal may make an exception for unusual circumstances. Students who are absent from school for any reason are responsible for requesting make-up work for classes missed. Students shall be permitted the time to make up work missed due to absence for full credit. A student will be allotted one day

for every day absent to make up the assigned work. A student who does not make up assigned work within the time allotted will receive a grade of zero for the assignment.

### **Excused Absences**

An absence will be considered excused if it is for one of the following reasons: illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

In order for an absence to be considered excused, it is the parent/guardian's responsibility to report the absence after 3:30 P.M. for the following day or by calling the school at (708) 449-6490 by 9:00 A.M. on the day of the absence and selecting #1 on the telephone menu. Please be sure to give the student's name, grade, and reason for the absence. This must be done each day the student is absent.

Parents must provide a phone number to the school where they can be contacted to verify an absence, or to call if parent contact is not made by 9:00 A.M. on the day of their child's absence. Requests for school books may be made when calling in to report an absence.

A doctor's note may be required to excuse a student from school for an absence of 3 or more days. If an absence is due to a communicable disease, a doctor's statement must be provided before a student may return to school.

### **Unexcused Absences**

An unexcused absence is defined as an absence from school for a reason other than those listed above as an Excused Absence and/or an absence not authorized by the student's parent/guardian or the Superintendent or designee.

### **Tardiness**

In an attempt to promote and support promptness as a life skill, students arriving after the tardy bell without a medical note will be considered tardy and be issued a minor referral (See page 53). *Chronic tardiness may result in one or more of the following consequences, but are not limited to: Verbal warning (correction), Student conference, Loss of on-site privileges, Parent contact, Social Work Referral, Student contract, Team intervention, Conflict resolution, AM/PM detention or ASDA.*

A student who enters a classroom after the bell rings without the properly signed admittance slip is counted as tardy. The only excuse for being tardy is school business.

### **Early Dismissal**

Students leaving early must be signed out by a parent/guardian at the front desk before leaving.

### **Religious Holidays**

Any student who is absent from school due to the observance of a religious holiday is provided an equal opportunity to make up any school work requirements, including exams, missed due to the absence.

### **Student Illness**

Students who are ill or seriously injured prior to the school day should be kept home until improved (fever free for 24 hours without the use of fever-reducing medication) or released by a

physician. Please do not send ill or injured students to school to be diagnosed by school personnel. Conditions requiring exclusion from school include:

- Temperature of 100° or more
- Vomiting or has vomited during the night
- Rash or skin infection other than poison ivy
- Diarrhea
- Contagious diseases or infestations - including but not limited to scabies, impetigo, conjunctivitis, live lice, and varicella.

During the school day, if a student becomes too ill to remain in school or is seriously injured, reasonable effort will be made to contact the parents. If a sudden, possibly life-threatening condition should occur, immediate safety of the student is the school's first concern. Ambulance transportation to a hospital will be arranged. Parents will be contacted as soon as possible.

## **VII. GENERAL INFORMATION**

### **ARRIVAL/DISMISSAL PROCEDURES**

Because of the high number of students on the playground during the time when buses are present, usually from 8:15 A.M.–8:20 A.M. and 3:15 P.M.–3:30 P.M., there is to be **NO** ball playing during these times. Violation of these guidelines may result in the loss of such privileges. There is no adult supervision prior to 8:05 A.M. or after the buses leave at approximately 3:20 P.M.

Students in 3<sup>rd</sup> grade and up may ride bicycles to school provided they know and follow bicycle safety rules. Bicycles may not be ridden in the parking lots. Bicycles must be locked at the bike rack during school hours. Skateboards, scooters, hoverboards, and rollerblades may not be brought to school.

Students may not walk upon or cross the railroad tracks at any time. Students must use the proper designated crossing areas.

#### **Arrival**

Students should not arrive to school prior to 8:30 A.M., unless they are participating in the breakfast program or enrolled in a school-sponsored activity. Students who have a specific purpose in the building other than breakfast participation must check in at the front desk.

The school day officially begins promptly at 8:45 A.M. In an attempt to promote and support promptness as a life skill, students arriving after 8:45 A.M. without a medical note will be considered tardy and it will be documented in Infinite Campus. *Chronic tardiness may result in one or more of the following consequences, but are not limited to: Verbal warning (correction), Student conference, Parent contact, Social Work Referral, Student contract, Team intervention, AM/PM detention or ASDA.*

#### **Dismissal**

The students are dismissed at 3:15 P.M. Students remaining in the building after school hours are expected to be with a staff member.

## **PERSONAL MESSAGES**

In order to keep classroom interruptions to a minimum, the office personnel will not deliver personal messages to students during class time except in case of an emergency. Parents are encouraged to communicate any instructions to their children before they arrive at school.

## **TELEPHONE**

Teachers are not to be interrupted during class. Teachers may make calls to parents or receive calls from parents during their planning periods and before or after school.

Students may use the school office telephone only if they have a valid reason. Students may not use this phone to arrange for social visits or for after school events.

## **FEES**

Parents/guardians are able to pay fees online through Infinite Campus.

### **Registration**

For Hillside School District there is a \$100.00 registration fee for each student due at the time of registration/enrollment in the District. An early registration incentive is available, please contact the school office for details.

### **Eighth Grade Fee**

The eighth grade additional registration fee for the 2018-2019 school year is \$110.00 per student. Payment must be made at registration. This fee includes the eighth grade activities, and other eighth grade expenses.

### **Food Service**

#### *Cafeteria*

Hillside School has an on premise school cafeteria. Students eat in the cafeteria for both breakfast and lunch.

#### Cafeteria Conduct Expectations

- Students are to walk to the cafeteria in an orderly manner.
- Cutting in line will be reason for disciplinary action.
- Students should find a table and be seated, and should not save places or move from table to table.
- Students should respect other students' food and trays.
- Knives and glass containers are prohibited.
- Students should avoid excessive loudness and horseplay.
- Students should clean tables before leaving and return trays to the proper area.

Socializing is part of the lunch period relaxation. We believe that during food service students can eat together in an enjoyable, yet orderly manner. Failure to display appropriate cafeteria conduct may result in loss of the privilege as well as other disciplinary action.

#### *Payments for Food Services*

All students enrolled at Hillside School are eligible to receive a healthy breakfast AND lunch at school every attendance day during the school year at NO CHARGE through the Community Eligibility Provision (CEP), a National School Lunch and Breakfast Program.

### *Breakfast*

Breakfast is an important start to every child's day, and this will help to ensure students get the right start. The program follows the guidelines of the National School Breakfast requirements and is offered to all students from 8:00 – 8:30 AM. There is to be no loitering or wandering the building during this time.

### *Lunch*

Students who bring their own lunches are not to bring in cans of pop to drink; students may bring juice or purchase milk at school. No glass containers are allowed. Students who chooses the school lunch have a choice every day of the entree on the menu or yogurt. The remaining food on the tray, along with milk, will be served as posted on the menu.

Parents/guardians who would like to visit their child during the lunch period must notify the school prior to arriving. If parents/guardians would like to purchase the lunch, the cost is \$4.00 per tray or parents/guardians may bring food for their child and themselves for lunch; however, we discourage parents/guardians bringing in lunch from a fast food restaurant.

### **Bus**

Hillside School District 93 has buses available to students. The bus fee for the 2018-2019 school year will be \$175.00 for the whole year. There is NO charge for families living over 1.5 miles from school.

Bus service is provided by A & B Bus Service. For complaints or irregularities regarding a bus driver, please contact the bus company: (847) 671-0533.

### **Gym Uniforms**

All students have physical education classes and/or recess. For your child's safety, it is recommended that the student wear gym shoes. Most students find it helpful to keep a pair of shoes at school just for P.E.

Students in grades 5 - 8 are required to purchase a gym uniform from their gym teacher. The cost of this uniform is \$14.50 for sizes S, M, L and XL, larger sizes are available but will have an additional charge. Students are provided with a lock for their gym locker, if the lock is lost, the student is responsible for the fee to replace it.

Grades K-4: A gym uniform is not required, however, some type of gym shoe is required. Students who wear gym shoes to school do not need to bring an additional pair.

### **Yearbook**

The yearbook for the 2018-2019 school year may be purchased for the cost of \$10.00. The purchase of the school yearbook is optional. If you wish to purchase a yearbook, you can pay the \$10.00 fee at the time of registration, or purchase it at a designated date later in the school year.

### **Activity Fee**

The activity fee for the 2018-2019 school year will be \$15.00 per activity for each student, with a \$45 maximum for each student.

### **Waiver or Reduction of Student Fees**

The Superintendent will recommend to the Board of Education for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and

other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks and other instructional materials and all other fees, except transportation, are waived for students who meet the eligibility criteria for fee waiver contained in this policy. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. A fee waiver application form may be obtained from the Building Principal's office.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

The Building Principal will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

The parent(s)/guardian(s) must submit written evidence of eligibility for waiver of the student's fee along with the fee waiver application.

The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver or fee reduction request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

### **FUNDRAISING ACTIVITIES**

Board of Education policy limits the school and students from becoming involved in community drives and contests. School sponsored drives are allowed only with prior Principal and Superintendent approval.

### **LEARNING RESOURCE CENTER (LRC)**

Hillside School provides a library and media center for students to access research materials for completion of assignments, and also provides materials for independent reading. Research skills are taught, and teachers regularly take their classes to the LRC. Students may also be directed to the LRC for individual projects.

Students use their own ID to check out books. Students are responsible for books they check out. Students may have only two books checked out at a time. Books are checked out for one week, with the option to renew them on the second week. Students are expected to show respect to others, themselves, and the materials in the LRC.

They will be billed for materials that are lost or damaged. In the event an item is overdue, the parent/guardian of the child will receive a final notice in the mail after two notices have been issued directly to the student in an attempt to have the material returned. The final notice, which is issued three weeks after the item is due, will have the replacement cost of the item, including a \$5.00 handling fee.

### **LOCKERS**

Lockers may be provided for the students. Each student is responsible for the neatness and care of the locker assigned to the student. Periodic checks will be made on the lockers to see that each is as neat and clean as possible. Lockers are the property of the school and are provided to the students without charge. The lockers may be searched at any time by school officials. (See also "Searches and Interrogations," in Section IV.). Lockers may not be shared.

It is important that students keep textbooks, school supplies, and other possessions in their lockers. Do not give combinations to your friends. Personal locks are not permitted unless authorized by campus administration.

### **LOST/STOLEN/DAMAGED PROPERTY**

The "Lost and Found" is located near the school office. Lost articles and books, items left outside lockers, in the halls, on the window ledges, and in other places of the school will be picked up and taken to the Lost & Found.

Please print your name in your coats, jackets, P.E. clothes, and other personal belongings. Unclaimed items may be disposed of or donated at the end of the semester. Students are responsible for their own personal belongings while during the school day or at a school-related or school-sponsored event. Students are discouraged from bringing or wearing expensive clothing, sunglasses, or jewelry to school. Hillside School is not responsible for personal items which are lost/damaged or stolen.

### **SCHOOL SUPPLIES**

Some materials are not provided by the school and must be purchased by parents/guardians. Supplies will need to be replenished from time to time. A list of necessary supplies for your child will be provided at registration. These differ with grade level. Teachers may also request that students provide additional supplies for special projects.

### **SNACKS, TREATS, AND PARTY FOODS**

Classroom birthday treats are not allowed. Students may not distribute birthday party invitations in class unless every child receives one.

Only individually wrapped healthy snacks may be brought to school. Check with your child's teacher for individual classroom guidelines/allergy concerns.

Students in kindergarten through sixth grade have several seasonal room parties throughout the year. Children in grades seven and eight may have activities as part of an incentive program. Based on growing concerns with food allergies, please consider providing store bought items with the nutritional information/ingredient label attached.

## **SCHOOL-SPONSORED EVENTS**

### **Conduct**

Hillside School students and their families are encouraged to attend school-sponsored events. When attending these events, certain rules of conduct are expected:

- Follow the instructions and directions of all school personnel.
- Remain at the event site. If you leave, you will not be allowed to return.
- Do not loiter in the hallways, entryways, doorways or parking lots.
- When waiting for a ride, stand inside the entryway in an orderly manner.

### **Athletic Events**

Only students in grades 5 or above may attend athletic events without a parent or guardian present. Any student below 5<sup>th</sup> grade must be accompanied by a parent/guardian (an older brother or sister cannot substitute for a parent/guardian). Only participants in the sport may attend practices. Other arrangements need to be made for siblings during the practices.

While the athletic event is taking place, please remain seated, display good sportsmanship, and exhibit appropriate behavior. Failure of any spectator to follow these expectations and District policies may result in removal from the event and possible prohibition from attendance in the future pursuant to Board policy and State law.

### **Evening Events (Programs, Plays, Open House, etc.)**

All students must be accompanied by a parent/guardian. At the conclusion of the activity or event, the District assumes no responsibility for student, other children, or adults who remain on District property.

### **Eligibility and Attendance at School-Sponsored Activities**

The District provides students the opportunity to participate in many school-sponsored activities which include but are not limited to: Speech and Drama, Student Council, Yearbook Club, E.L.F. Club, Club LEAD, and Athletics.

All students taking part in any of these school-sponsored activities MUST maintain eligibility as of the beginning of each school week to participate in, or attend, any meetings, practices, or games of the above mentioned events, for the entire week.

Students are considered to be eligible when they meet the academic requirements of eligibility for each of their specific classes.

Students may be considered ineligible:

- When they fail to meet the academic requirements set by the teacher
- When they are deemed ineligible by administrators for discipline matters.

Students are required to take District-provided transportation to the games or meets. However, a parent must sign their student out after the game or meet if the student will not be taking the District provided transportation.

For additional activities (e.g. club meetings, home games, extra assistance) the parents are responsible for transportation to and from school. There is not an activity bus available.

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities as those without disabilities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided

to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board of Education, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

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.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

### **FIELD TRIPS**

Field trips are intended to enhance or supplement the school's instructional program. The school district requires parent permission and emergency information forms to be signed and returned before students are permitted to leave the campus. Transportation of students in private vehicles driven by a parent, chaperone or employee is not recommended. Any request of this type requires advance approval from the principal.

### **SIGNS AND POSTERS**

All signs and posters concerning school/non-school functions must be approved by the principal before they are posted. Persons putting up the signs and posters should remove the signs and posters when they are no longer current. Both school groups and non-school groups must seek approval from the campus principal to publicize events or activities.

## **VIII. STUDENT SERVICES**

### **English Learners (EL)**

The main purpose of the Transition Bilingual Education and the Transitional Program of Instruction is to enable English Language Learners (ELs) to become competent in comprehension, listening, speaking, reading and writing through the development of literacy and academic skills in English and/or the primary language as needed.

Both programs emphasize the mastery of English language skills as well as content language of mathematics, science and social studies, as integral parts of the academic goals for all students to enable English Language Learners to participate equitably in school.

Parents will receive written notice no later than 30 days after beginning the school year or 14 days after the enrollment of any student in a program in transitional bilingual education. For more information, please contact Cynthia Wagner, Director of Curriculum and Assessment at 708-449-6490.

### **Extended Learning Program (ELP)**

The District recognizes that some learners require educational experiences that are different and unique from those needed by their peers. The Extended Learning Program (ELP) is designed to encourage the academically and/or creatively talented child to develop his/her talents and abilities along with a positive self-concept. The exceptional education needs of the learner are met through the multi-dimensional teaching approach involving special curricula, enrichment and/or the acceleration of course content.

Qualifying students are identified through a variety of measures including local norm scores on the Achievement Test; grade point average in academic subject; teacher recommendation(s); sample work, etc. The ultimate goal of the program is to develop within the students a desire for excellence in order to contribute to their positive development and growth as able adults and leaders in the community.

For more information, please contact Cynthia Wagner, Director of Curriculum and Assessment.

### **Multi-tiered System of Support (MTSS)**

If you are concerned about your child's performance in school, you should contact their teacher or the assistant principal. He or she will refer your child to the MTSS team. In addition, if your child's teacher or any school staff has concerns about your child, that person may refer your child to the MTSS team. The MTSS team is made up of teachers, administrators, specialists, counselors and other district staff who will gather information regarding your child. This team can make recommendations for immediate interventions and additional evaluation if necessary.

The MTSS process looks at teaching methods, materials, and the content being taught. It also looks at the classroom setting and the behavioral and learning needs of the student. The MTSS process begins when a parent or school staff member has a concern about a student's academic progress or behavior.

The MTSS team will meet to discuss what interventions may be used to help your child.

#### **Intervention Strategy**

- An intervention is a strategy or course of action designed to make a positive difference in the area support is needed.

During the MTSS meeting the team will discuss

- Expectations for the student will be determined
- Successful and unsuccessful strategies will be reviewed
- Interventions will be designed for the student's needs. For example, these interventions may include modifying classroom materials or developing additional social skills.
- Ways to measure the results of the interventions will be determined
- Scheduling a follow-up meeting will occur

- If the results show that more intense interventions are needed, a team may explore special education services.
- In the event that special education services are to be considered, parental permission is necessary to gather additional information or review existing information

### **Special Education Service**

Hillside School District provides special educational services to students with disabilities as provided in the Individuals with Disabilities Education Act, the Illinois *School Code*, and the respective federal and State regulations.

The District has the duty to identify, refer, evaluate, and if the child is eligible, provide a free, appropriate public education to students who are disabled. If a child is experiencing learning or other difficulties, the child's parent/guardian may contact the person listed below to learn about the District's referral or screening system, including referral for a special education evaluation.

Please contact Mrs. Toni Binz, Special Education Coordinator, at 708-449-6490,

### **Section 504**

Pursuant to Section 504 of the Rehabilitation Act of 1973, the district has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information please contact Mrs. Toni Binz, Special Education Coordinator, at 708-449-6490.

### **Child Find**

The District, in cooperation with Proviso Area for Exceptional Children (PAEC), conducts yearly child find activities for the purpose of actively seeking out and identifying all children with special needs in the district who are between the ages of 3 and 21.

Activities developed to fulfill this responsibility include:

1. Annual preschool screening
2. Learning and vision screening at regular intervals
3. Speech/language screening
4. Annual screening by teachers and other professional personnel, for referral of those children who exhibit difficulties which interfere with educational progress and/or their adjustment to the educational setting. Information regarding special education programs and advising the public of the rights of children with special needs is disseminated yearly and is available by contacting Toni Binz at 708-448-6490.

Through Proviso Area for Exceptional Children (PAEC), the District is able to provide many special services to children needing assistance. For more information, please contact Toni Binz at 708-449-6490.

### **Speech and Language Therapy**

The District's Speech and Language therapist routinely screens new students and kindergarteners to determine the need for further testing. Parents/guardians of students needing further assessment and possible service are then contacted for consent. Needs of preschoolers, age 3 and 4, are also serviced if eligibility is determined through the annual preschool screening and testing, or through the District's Speech and Language therapist. For more information regarding Speech and Language services, please contact Toni Binz at 708-449-6490

### **Deaf, Hard of hearing, Blind, or Visually Impaired Services**

Information is available to parents/guardians of children who are deaf, hard of hearing, blind, or visually impaired through other cooperatives in the surrounding community. Services are available that are similar to those provided by the Illinois School for the Deaf or Illinois School for the Visually Impaired. The Illinois School for the Deaf provides services such as medical, audio-logical, vision, and speech services. The Illinois School for the Visually Impaired provides services in all academic areas, orientation and mobility, compensatory skills such as Braille, and career education. More information regarding school services, admission criteria, and school contact information may be found at <http://www.illinoisdeaf.org/> and <http://www.isvi.net/>. There are also schools other than the Illinois School for the Deaf and the Illinois School for the Visually Impaired that provide similar services.

## **IX. HEALTH AND WELLNESS**

### **GENERAL HEALTH INFORMATION**

#### **School Nurse**

- In case of illness or accident, the school nurse is on duty daily from 8:30-3:30.
- If the event of an emergency, the immediate safety of the student is the school's first concern. Ambulance transportation to a hospital will be arranged. Parents will be contacted as soon as possible.
- Only the School Nurse or other authorized school personnel can administer medication in any form to students.
- The District currently utilizes an RN as the primary professional to care for students with diabetes. In the event that an RN is unavailable, a Delegated Care Aide (DCA) would provide the appropriate medical care for students in accordance with their medical care plan.

#### **Medication Procedures**

Students should not take any medication (prescription or non-prescription) during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe it is necessary for the student to take a medication during school hours or during school-related activities, the parent/guardian must request that the school dispense the medication to their child and otherwise follow the District's procedures on dispensing medication, as found in Board Policy 7:270, *Administering Medicines to Students*.

#### *Administration of Medication Procedures*

The following procedures must be followed when a student requires medication (prescription or non-prescription) during school hours:

- A supply of the required medication must be given to the nurse in its original package or appropriate labeled container.
  - If a medicine is a prescription drug, the bottle must be in its original container from the pharmacy, labeled by the pharmacist with the name of the student, the name of the medication, directions for taking the medicine, and the name of the doctor.
- All medication must be given to the nurse by the student's parent/guardian.
- The Medication Authorization forms must be completed by a parent/guardian and the student's physician and given to the nurse. Forms are available in the nurse's office.

No District employee shall 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/guardian. No student shall 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 policy and its implementing procedures.

*Self-Carry and Self-Administration of Asthma Medication or Epinephrine Auto-Injector*

A student may possess and self-administer an epinephrine auto-injector (e.g., EpiPen®) and/or asthma medication prescribed for use at the student's discretion, if and to the extent the student's parent/guardian has completed and signed an annual School Medication Authorization Form, provided the prescription label for asthma medication or provided the healthcare professional's authorization for an epinephrine auto-injector, and provided any other information required by the School Medication Authorization Form.

*School District Supply of Undesignated Epinephrine Auto-Injectors*

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as permitted by State law. *Undesignated epinephrine auto-injector* means an epinephrine auto-injector prescribed in the name of the District or one of its schools. School nurses or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a student when they in good faith believe the person is having an anaphylactic reaction, unless the student's parent has submitted a written request to the building principal that his/her child not be administered epinephrine under any circumstances.

Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all legally required notifications occur.

This School District Supply of Undesignated Epinephrine Auto-Injectors section of the policy is void whenever the Superintendent or designee, for whatever reason, is unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from an authorized health care professional, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

*Immunity and Indemnification*

Neither the School District nor its employees or agents, including but not limited to health care professionals providing standing protocols or school epinephrine auto-injector prescriptions, is liable for any injury arising from the administration or storage of medication, including asthma medication, an epinephrine auto-injector, regardless of whether authorization was given by the student's parent/guardian or by the student's health care professional, except if the injury is a result of willful and wanton conduct. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising from the administration or storage of medication, including asthma medication, an epinephrine auto-injector, regardless of whether authorization was given by the student's parent/guardian or by the student's health care professional.

Regardless of a parent/guardian's written acknowledgement of no liability, except for willful and wanton conduct, the School District and its employees and agents are not liable for any injury arising from a school nurse or trained personnel's administration of an undesignated

epinephrine auto-injector to a person whom the school nurse or trained personnel in good faith believes is having an anaphylactic reaction.

#### *No Guarantee of Availability*

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own health care professional regarding such medication(s).

Nothing in this policy prohibits any school employee from providing emergency assistance to students, including administering medication.

### **Athletic Physicals**

Current physicals are required for all athletes prior to trying out for the team. A sports physical from doctor/nurse practitioner remains current for a total of 395 days from date of exam. After that point, a new sports physical will be needed to continue their participation in an interscholastic sport.

### **Excuses from Physical Education**

- **Excuses for Medical Reason:** Students healthy enough to attend school are generally considered healthy enough to attend PE class. Notes to excuse students from PE classes for medical reasons are to be presented to the School Nurse or PE Teacher, who will also notify the student's classroom teacher. Students who cannot participate in PE due to a medical reason will not be permitted to participate in recess or school athletics or physical activities.
  - A parent note excusing the student from PE can be accepted for up to two days for an injury or illness. A maximum of two parent notes per semester will be accepted. Any duration of time beyond two days will require a signed statement from the student's healthcare provider. The statement from healthcare provider shall include a diagnosis, any restrictions needed, and the length of the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed every three months until the student is released from the restriction.
  - If the student is allowed limited or modified participation, the healthcare provider's note should list specifically what activities/modifications are allowed. A modified physical activity form is available in the Nurse's Office.
- **Excuses for Religious Reasons:** Students may be excused from PE based on a religious prohibition. 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. Notes to excuse students from PE classes for religious reasons are to be presented to the Main Office. Office staff will notify the PE teacher of the excuse.

### **Health Examination & Immunization Requirements**

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

- Entering kindergarten or the first grade;
- Entering the sixth and;

- Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

### **Exclusion**

Unless an exemption or extension applies, the failure to comply with the above immunization requirements by October 15th of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15th of the current school year 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 15th, the student must present, by October 15th, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15th may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

### **Eye/Vision, Hearing, and Dental Examinations & Screenings**

#### *Eye Examinations*

- Kindergarten students or students enrolling in an Illinois School for the first time must have an eye exam by October 15th. The eye exam must be completed within one year prior to the first day of the school year the student enters kindergarten or school for the first time in Illinois. Examinations must be performed by a licensed optometrist or medical doctor who performs eye examinations, as specified in Illinois Department of Public Health administrative rules. He/she shall complete and sign the Eye Examination Report form as designated and available on the Illinois Department of Public Health and the Illinois State Board of Education websites.
- If a student fails to present proof by October 15th, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15th.
- A waiver of this requirement is available for students who show an undue burden or lack of access to an optometrist or to a physician who performs eye examinations. The Illinois Department of Public Health waiver form is available at the school office. The waiver form must be submitted by October 15th of the school year.

#### *Vision Screening*

- Vision screenings will be done annually, as mandated in the Illinois School Code, for children in the following programs/grade levels: kindergarten, 2nd grade, 8th grade as well as students enrolled in our special education programs, those referred by teachers and students that are new to District 93.
- Parents are notified in writing when their child fails a vision screening. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and if that evaluation form is on file at the

child's school. Vision screening as part of a routine physical examination is not an option. If a vision examination report is not on file at the school, the child in the mandated program/grade level will be screened.

### *Hearing Screening*

- Hearing will be screened annually at grades preschool, Kindergarten, 1st grade, 2nd grade, and 3rd grade, as will all children in our special education programs, teacher referrals and students that are new to the district. Parents are notified in writing when their child fails a hearing screening.
- Your child is not required to undergo this hearing screening if a physician and an audiologist have completed and signed a report form indicating that an ear examination and audio-logical evaluation have been completed within the previous 12 months and that form is on file at the school.

### *Dental Examination*

- Every student in grades Kindergarten, 2<sup>nd</sup>, and 6<sup>th</sup> must have a dental examination and submit proof of such an examination by May 15th of each school year. The dental examination must have taken place within 18 months prior to May 15th of the school year. Dental exams are a state requirement.
- If a child in the second or sixth grade fails to present proof by May 15th, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15th. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15th of each school year.
- A waiver of this requirement is available for students who show an undue burden or lack of access to a dentist. The Illinois Department of Public Health waiver form is available at the school office. The waiver form must be submitted by May 15th of the school year.

### **Exemptions**

- An exemption must be submitted by October 15th of the current school year with the required health examination/immunization form.
- **Religious Exemption:** A student's parent/guardian who objects to a health, dental, or eye examinations or any part thereof, or to immunizations or to vision and hearing screening tests, on religious grounds must submit to the District a completed and signed **Certificate of Religious Exemption** detailing the specific immunization, examination, or screening to which the parent/guardian objects and the grounds for the objection to each immunization, examination, or screening.
  - The grounds for objection must set forth the specific religious belief(s) that conflict with the examination, immunization, or screening.
  - The certificate must be signed by the parent or legal guardian to confirm their awareness of the school's exclusion policies in the case of a vaccine preventable disease outbreak or exposure.
  - The certificate must also be signed by the child's health care provider responsible for performing the child's examination for entry into kindergarten and sixth grade.
- **Medical Exemption:** If a medical reason prevents a student from receiving a health examination and/or any required immunizations, a statement from the student's physician must be submitted stating the student's medical condition and, for

immunizations, providing a schedule for the administration of the immunization(s). If a student is determined to be protected against a disease for which immunization is required, a statement from the student's physician must be provided stating the reasons and certifying that the specific immunization is not necessary or indicated.

### **Student Yearly Health Information Sheet**

- All students are required to have a Student Yearly Health Information Sheet on file, which lists the student's physician, an emergency contact for one or both parents, and the names of a responsible adult who can take care of the child if parents or guardians are unreachable.
  - All medical conditions, such as allergies, seizures, diabetes, asthma, etc., must be indicated on the emergency information sheet. All medications (prescription and nonprescription) should also be listed on this sheet.

### **Food Allergy Management Plan**

The District has adopted a policy and procedures that allow for the development and implementation of a student food allergy management program that includes the following components:

- Identification of students with food allergies, including, as appropriate, development, implementation, communication, and monitoring of food allergy action plans/emergency care plans, individualized health-care plans, and Section 504 plans;
- Reduction of the risk of exposure within the school setting to known and common food allergens;
- Responding to allergic reactions with prompt recognition of symptoms and treatment;
- Training for school staff regarding awareness of signs and symptoms of food allergies, management of students with food allergies, emergency response in the event of symptoms or an anaphylactic reaction, including training on the administration of medication with an auto-injector; and
- Review of the District's program and procedures periodically as well as a student's specific plan after an anaphylactic reaction at school or at a school related activity.

Contact the School Nurse if your child has a food allergy.

The Food Allergy Action Plan/ Emergency Care Plan form is available through your school nurse and on the district website under Hillside Health Services. This form must be completed by a licensed physician before implementing the food allergy management plan.

### **WELLNESS**

The District recognizes its responsibility to promote a healthy learning environment for all students through its wellness policy.

The five areas required in the policy are:

- Nutrition education goals
- Nutrition standards for all foods available on school campuses during the school day
- Physical activity goals
- School-based activities designed to promote student and staff wellness
- Measurement and evaluation of wellness policy

This policy supports the mission of the District as it promotes lifelong wellness behaviors and links healthy nutrition and exercise to students' and staff overall well-being, scholastic and

professional performance as well as overall readiness to learn. Please contact school office if you have any questions.

### **Mandated Reporters/Department of Children and Family Services (DCFS)**

By law, all school employees are mandated to report any information about reported or suspected child abuse to the Illinois Department of Children and Family Services (DCFS). School employees do not make judgments or decisions regarding the validity of students' claims and all reports are confidential.

### **Ann Marie's Law/Suicide Prevention**

The District implements "The Jason Foundation's Program for the Awareness and Prevention of Youth Suicide" with our 7<sup>th</sup> and 8<sup>th</sup> grade students. This is in compliance with *Ann Marie's Law*. The Jason Foundation curriculum, "A Promise for Tomorrow," provides lessons for students to increase their awareness of youth suicide and to have ways to seek assistance for themselves or a friend in need. Lesson components are taught by the social worker at Hillside School. Additional information and links to the program are located on the District website. See Board Policy 7:290.

### **Erin's Law/Sexual Abuse & Teen Dating**

Erin's Law/Child Sexual Abuse Prevention for K-6<sup>th</sup> and Teen Dating Violence for 7<sup>th</sup> & 8<sup>th</sup>

The District implements the "Safe @ Last" curriculum with our kindergarten through sixth grade students. This program provides students with specific personal safety education by way of interactive classroom lessons, videos, posters, role-playing and corresponding student workbooks. Lesson components differ according to student age, and are taught by the social worker at Hillside School.

For 7<sup>th</sup> & 8<sup>th</sup> grade students, the District will host a presentation from Pillars, a non-profit organization, on "Teen Dating Violence & Healthy Relationships." The presentation will include education about healthy relationships, safe dating practices, problem solving skills, avoidance of risky behaviors and the awareness of signs of unhealthy behaviors and patterns.

For both the K-6 lessons and the junior high presentation, parents will be notified by letter prior to the event and have the opportunity to opt their student(s) out of the program. Additional information and links are located on the District website.

See Board Policy 7:185 for more information regarding the District's teen dating violence policy.

### **CPR and AED Videos**

State law requires the Illinois High School Association to post a hands-only cardiopulmonary resuscitation and automated external defibrillators training video on its website. The law also requires the District to notify staff members and parents/guardians about the video.

You are encouraged to view the video, which will take less than 15 minutes of your time, at <http://www.ihsa.org/Resources/SportsMedicine/CPRT raining.aspx>

## **X. SAFETY AND SECURITY**

### **HARASSMENT PROHIBITED**

### *Harassment*

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; 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.

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### *Sexual Harassment*

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. 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; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. 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.

### *Complaint Procedures*

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a 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. An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

### *Nondiscrimination Coordinator*

Dr. Kevin Suchinski  
4804 West Harrison Street  
Hillside, Illinois 60162  
708-449-7280  
ksuchinski@hillside93.org

### *Complaint Managers*

Dr. Kevin Suchinski  
4804 West Harrison Street  
Hillside, Illinois 60162  
708-449-6490  
ksuchinski@hillside93.org

Ms. Jennifer McGuire  
4804 West Harrison Street  
Hillside, Illinois 60162  
708-4496490  
jmcguire@hillside93.org

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

See Board Policy 7:20, Harassment of Students Prohibited.

### **BULLYING PROHIBITED**

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 goals.

Bullying on the basis of actual or perceived race, color, nationality, 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, or 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 is prohibited in each of the following situations.

1. During any school-sponsored education program or activity.
2. 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.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. 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 School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

#### *Definitions*

**Bullying** includes **cyberbullying** 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:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

**Cyberbullying** means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the 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. Cyberbullying 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.

**Restorative measures** means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

**School personnel** means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

#### *Bullying Prevention and Response Plan*

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student

is comfortable speaking. 6 Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

*Nondiscrimination Coordinator*

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4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. 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.

8. A student will not be punished for reporting bullying or supplying information, even if the District'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.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
  - b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

- f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, Restrictions on Publications; Elementary Schools. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

See Board Policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment.

### **CONCEALED CARRY LAW**

While concealed carry of firearms is now allowed in many public and private places in the state of Illinois, citizens are prohibited from carrying firearms into public schools or on school grounds, according to the *Firearm Concealed Carry Act* (430 ILCS 66/65). In order to keep students safe and to be in compliance with State law, Hillside School displays Illinois State Police issued signs on school doors to remind those with concealed carry licenses that firearms are not permitted in our building or on school grounds.

### **SCHOOL SAFETY DRILLS**

Hillside School regularly practices school evacuation drills (e.g., fire drill), severe weather and shelter-in-place drills (e.g., tornado drill), law enforcement drills (e.g., lockdown drill or school evacuation), and bus evacuation drills. Full student participation and compliance is expected during all drills.

### **SCHOOL CLOSINGS**

School closings and other emergency messages will be displayed on the District website at [www.hillside93.org](http://www.hillside93.org).

### **SECURITY CAMERAS**

In order to provide for the safest possible environment, Hillside School is a secured building with video cameras in place both inside and outside for safety purposes.

### **VISITORS**

- For the safety of our students and of those within the school, visitors must report to the main office and officially register through the visitor check in system using a state issued driver's license or photo ID card to receive a badge prior to admittance to the school. The system helps track visitors, parents, volunteers, and contractors, thus providing a safer, more monitored environment for students. The system only scans a visitor's name, date of birth, and photo. No other identifying information is saved. Upon a visitor's initial visit, the process will take approximately thirty (30) seconds. However, on return visits, only the first three letters of a last name is required.

- Visitors will be issued a visitor’s badge and are expected to wear it at all times while present in the school building.
- Students may not go to the parking lot or outside the building to meet a visitor or parent.
- Visitors or parents who bring lunches, keys, homework, or other items that were forgotten at home by the students must leave these items at the front desk and may not take them to the classroom.
- Non-students, such as friends from other schools, or siblings or relatives may not be on campus to visit during the school day without permission from the principal.
- Pets or animals, other than service animals, are not to be brought to school without prior approval.
- Visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Upon request, the District shall provide a parent/guardian with documentation of a school visit to submit to his/her employer. This documentation shall include, but not be limited to, the exact time and date the visitation began and ended.

### **SEX OFFENDER NOTIFICATION**

Convicted Child Sex Offender State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent’s designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender’s upcoming visit to the Building Principal. In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child’s vicinity.

### **Offender Community Notification Laws**

State law requires a Building Principal or teacher to notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public.

You may find the Illinois Sex Offender Registry on the Illinois State Police’s website at: [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police’s website at: [www.isp.state.il.us/cmvo](http://www.isp.state.il.us/cmvo)

### **INTEGRATED PEST MANAGEMENT**

The District 93 Board of Education provides for environmentally safe and clean schools. To that end, Board policy establishes the adoption of an integrated pest management plan that provides

for notification of parents/guardians when application of pesticides to school buildings will take place.

Integrated Pest Management (IPM) emphasizes inspection and communication with the school staff. The focus of the program is to identify and eliminate conditions in the school, which could cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate a pest problem. **Regular spraying of student accessible areas is not part of the District 93 program.**

If you would like to be notified of pesticide applications, please contact the school principal at 708-449-6490 and you will be added to the registry notification list. If it becomes necessary to use any pest control products other than traps or baits, you will be provided with written notification. The only exception to the two-day notice would be if there is an immediate threat to health or property. Then notice will be posted as soon as possible.

Hillside School District 93 has contracted with Orkin to provide IPM services. If you have any questions about the information and procedures please contact Dan Zeh, Director of Building and Grounds (708) 449-6490, or school principal.

### **ASBESTOS MANAGEMENT PLAN**

Hillside School District has an Asbestos Management Plan in place and available for inspection at the District Office.

### **LAWN CARE NOTIFICATION**

The Building and Grounds Department will be scheduled for the **third week of the month** to perform regular weed control spraying at Hillside School. This weed control maintenance would include the spraying of the building's perimeter, fence lines, curb lines and any cracks in drives and/or walks. This spraying will be performed, weather permitting, on a rotating basis from April through September.

The liquid application of "weed and feed" fertilizing will be performed **two times a year** in areas adjacent to buildings by an outside contractor. Some athletic field areas at various sites may also be treated based on conditions of the turf areas. The time the contractor will spray is typically on the weekend (usually Sunday) to reduce the time when students are present. The two weekends per year **are typically Memorial Day weekend in May and Labor Day weekend in September.**

Any parents who wish to be notified of spraying should consider this as District notification. Any questions regarding this process should contact the District 93 Director of Building and Grounds (708)449-6490 or the building principal.

## **XI. CURRICULUM, GRADING, AND REPORTING, AND PROMOTION**

### **CURRICULUM**

Hillside School provides a comprehensive, research-based curriculum aligned to the Illinois Learning Standards. Students receive instruction in English/language arts, mathematics, science, social sciences, fine arts, physical education and health. Content and instructional strategies are differentiated and scaffolded appropriately to meet the needs of all learners.

Rigorous units of study develop knowledge and understanding that prepares our students to be college and career ready. Technology experiences are integrated at all grade levels through a variety of online resources. Teachers will provide parents and students with the necessary information for accessing those resources. Providing a blended learning platform, across content areas, supports 21st century learning.

## **ASSESSMENTS**

### *Classroom Assessments*

- These assessments include but are not limited to quizzes, unit tests, projects, class participation.

The District also conducts standardized assessments throughout the school year, including but not limited to:

### *PARCC*

- The state mandated assessment, Partnership for Assessment of Readiness for College and Careers, will be administered to all students 3<sup>rd</sup> through 8<sup>th</sup> grade.

### *FASTBRIDGE Universal and Progress Monitoring*

- Universal Screening is administered to all students K-8<sup>th</sup> grade three times each year.

## **TECHNOLOGY**

### **Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the district's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **Curriculum and Appropriate Online Behavior**

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### **Acceptable Use**

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any

material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Internet Safety**

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

### **Authorization for Electronic Network Access**

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use. All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

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

A principal or designee may not request or require a student to provide a password or other related account information to gain access to the student's social media/networking account or website. A principal or designee may require a student to cooperate in an investigation if there is specific information about activity on the student's social media/networking account or website that violates a school disciplinary rule or policy. As part of the investigation, the student may be required to share the content that is reported to be on the student's social media/networking account or website in order to allow school officials to make a factual determination as to whether the student violated a school disciplinary rule or policy.

## **HOMEWORK RESPONSIBILITY PROCEDURES**

### **Purpose of Homework**

Homework should be assigned for the following reasons:

To strengthen basic skills

- To reinforce independent study habits and individualize practice
- To extend classroom learning and apply lessons presented in class

- To develop initiative, responsibility, and self-discipline
- To heighten student creative interest and inquiring attitude
- To check comprehension of concepts covered in the classroom
- To create a desire for self-improvement
- To create a positive link between home and school

### **Homework Activities**

Homework assignments may include, but are not limited to the following:

- Studying for mastery of basic skills
- Studying to remember content
- Reading from textbooks and related materials
- Writing original stories, plays and poems
- Constructing a model or doing an experiment
- Preparing a written report
- Preparing an oral report or oral presentation
- Observing and recording current happenings
- Interviewing people
- Reading for independent study
- Reading for enjoyment

### **Homework Responsibilities**

*The student has the responsibility to:*

Have a copy of the assignments and make sure assignments are clearly written in assignment notebook

- Ask teachers questions on the assignments if it is not clearly understood
- Take necessary texts and materials home
- Complete assignments neatly and on time
- Make up assignments when class is missed for any reason
- Note any questions about the homework to be asked in class
- Return assignments and books to school when due or within the timeframe allowed for making up missed assignments
- Use study time efficiently in school and at home

*The parent has the responsibility to:*

- Promote a good attitude toward homework assignments
- Show an interest in the nature of the homework assignment
- Provide a definite time and suitable place for study or other home activities
- Make available, if possible, resource materials
- Assist with basic skills and facts
- Encourage daily independent reading
- Check their child's assignment notebook daily
- Check their child's work for completeness and neatness
- Arrange with teacher for homework assignments when absent

*The principal has the responsibility to:*

- Meet with teachers to clarify the regulations and assure implementation
- Monitor quality and quantity of homework assigned
- Inform parents of the district's administrative regulations on homework

- Suggest to parents how they may best help their children comply with homework assignments

*The teacher has the responsibility to:*

- Advise parents and students of homework procedures for his/her classroom
- Make homework assignments that are meaningful and related to the lesson
- Make the purpose of the assignment clear and provide an assessment rubric
- Check that assignments have been written in assignment notebook
- Review and evaluate all homework assignments and provide feedback
- Inform students how homework will affect the report card grades
- Use homework as a learning tool, not as a disciplinary measure
- Provide homework that will reinforce, enrich, or give practice related to academic skills
- Follow up on homework assignments and answer student questions to eliminate confusion or misunderstanding
- Encourage the student to spend some time reading independently each evening
- Provide assignments for students absent from school that are appropriate and reasonable
- Be aware of other assignments in cases of student absences
- Provide individual or small, flexible-needs assignments, varied to the needs of students that are modified when appropriate
- Provide makeup assignments for students who miss class, which allow students to earn full credit for the time missed

### **TIME ALLOTMENTS FOR HOMEWORK**

Assignments are given according to the need of each child. Individual types of assignments are stressed. A parent read-aloud and/or independent reading time is often required in addition to standard homework assignments. The amount, length, and type of homework at the primary level may vary according to individual needs.

### **WEIGHT OF HOMEWORK**

Homework may be weighted differently for each class. It may count up to, but not exceed, 20% of the final grade. At the discretion of the teacher, late assignments may be accepted for less than full credit no later than the end of the unit of study. If assignments were late due to absences, students will be given a reasonable amount of time as determined by the teacher to turn in missed work for full credit, even if that time period exceeds the unit of study.

### **PROGRESS REPORTS**

Parents/guardians may access progress reports through *Infinite Campus*.

### **REPORT CARDS**

In order to give parents/guardians an estimation of the child's achievement in relation to his/her ability, report cards are issued four times per year.

The first and second report cards are distributed at the annual Parent/Teacher Conferences Days, for which parents/guardians are asked to come to school to discuss their child's progress.

### **INFINITE CAMPUS**

*Infinite Campus* is an Internet-based communications tool that allows parents/guardians to participate more directly in their students' learning and school lives. It provides online access to student grades, attendance, discipline, assignments and class events. Every parent is issued a

username and password to use the *Infinite Campus* tool. In addition, students in fifth through eighth grades have their own user names to keep track of their own information as well.

## **RETENTION**

At the end of the first semester of the school year, the principal makes an initial inquiry regarding those students whose work indicates that they may not be successful in the next grade.

When those names are given to the office, parent conferences are scheduled with the teacher and principal to discuss the child's progress and develop a promotion contract for the remainder of the school year. Promoting students merely for social intent is contrary to Board Policy 6:280 and contrary to the educational needs of children.

## **HONOR ROLL ELIGIBILITY**

Hillside School maintains high academic expectations for its students. Honor Roll status may be earned in grades 5<sup>th</sup>-8<sup>th</sup>. A student must maintain a "B" average (with NO "C", "D" or "F") in the following areas: English Language Arts (ELA), Math, Science, Social Studies, P.E., Art, Music, Learning, and STEM.

## **HONORS AND AWARDS**

Students in grades five through eight who make the honor roll receive a special certificate and are invited to attend Honors Night. Eighth grade students who make the honor roll all four quarters receive a scholarship pin on graduation day. The eighth grade students with the highest grade point averages for the year are the recipients of the Hillside School *Academic Excellence Award*.

The *Alan B. Molby Scholarship* is awarded annually by the Board of Education/Hillside Educational Association to a high school graduate who previously graduated from Hillside School and is enrolling in a college or university.

Additional awards are presented by *Hillside-Broadview American Legion Post 626* and the *Hillside PTO*. Each group recognizes eighth grade students based on outstanding citizenship, leadership, and academic ability.

*Karen Trayling Award* is awarded to a student who displays outstanding character and the joy of reading.

*John Philip Sousa Award* is awarded to an eighth grade student who is outstanding in all aspects of the band program.

The *National School Choral Award* is awarded to an eighth grade student who exhibits exemplary performance and achievement in the choral program.

Athletic awards are given to students who participate in Hillside School's athletic program.

## **GRADUATION**

A graduation ceremony is usually held on the evening prior to the last day of the school year to honor the accomplishments of the eighth grade class. Graduating students must meet all academic, behavioral, and attendance requirements.

Caps and gowns are required for graduation. Tickets are required for admission to the ceremony. Each graduate is issued a designated number of tickets.

## **XII. DISCIPLINE**

Hillside School is a PBIS school. Positive Behavioral Interventions & Supports (PBIS) is a proactive, team based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of prosocial skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

PBIS is an approach in behavior management on a school wide level, in a specific setting such as the playground, halls, cafeteria, restrooms, the classroom, or with an individual student. At Hillside School, the expectation for those areas are for the students and staff to BE RESPECTFUL, BE RESPONSIBLE, and BE SAFE.

### **HALLWAY/PASSING PERIOD BEHAVIOR GUIDELINES**

Show proper respect for others in the hallway by:

- Walking in the halls and keeping to the right side of the hall when passing.
- **Using a quiet voice**, and opening and closing your lockers quietly.
- Preparing for more than one class at a time.
- Going directly to your next class and not loitering in the hall.
- Tardiness is unacceptable.
- Students out of any class must be in possession of a hall pass signed by the teacher. Time leaving class and returning to class will be noted on the pass.

### **SCHOOL BEHAVIOR PLAN**

Hillside School strongly believes in giving students consequences to change undesired behavior and deter future misconduct. As explained below, disciplinary options include, but are not limited to, Minor Referrals, Major Referrals/Office Discipline Referral (See page 53), detentions, Alternate School Day Assignment (ASDA), out of school suspensions, or expulsion. Students who are suspended or are expelled have the right to a hearing before the Board of Education or a Board appointed hearing officer.

### **Levels of Misbehavior**

While it is not possible to list every type of misbehavior, the following are examples that can occur within each level and the consequences that may result. Misbehaviors that are not specifically listed will be subject to discipline pursuant to District Policy on a case-by-case basis and at the discretion of the administration. The consequences, including exclusion from graduation ceremonies, will be dependent on the discretion of school personnel, how often the misconduct occurs, and what is age-appropriate. The district may administer additional disciplinary consequences pursuant to district policy.

Our responsibility at Hillside School is to ensure your student's safety and well-being. All Hillside School personnel take this duty seriously. The following system will be enforced to guarantee that fair and equal treatment of all students takes place.

Misbehaviors are divided into three categories with a range of consequences intended to prevent recurrence.

- Level 1 Misbehaviors are nuisances that are disruptive and detrimental to the school environment.
- Level 2 Misbehaviors are more serious in that they may cause emotional and/or physical harm to others; therefore, the consequences are more severe.
- Level 3 Misbehaviors are actions that are illegal or threatening to the safety of others and therefore, severe consequences are necessary.

### **Level 1**

Teachers, supervisors, administrators will respond based on the circumstances and actions of the student(s). Level 1 infraction may include, but are not limited to:

- Inappropriate bus behavior (incidents not involving inappropriate physical contact or other Level 2 infractions)
- Classroom or lunchroom disruption: Any negative behavior that tends to disturb or endanger the educational process and/or interferes with the liberty, property or other rights of a school employee, student, or any other person on school premises or attending a school or school-related event – this includes behavior in classrooms, media center, school grounds during the school day and at school and school-related events.
- Cheating: Cheating is defined as dishonesty in the completion of school work. This includes plagiarism, falsifying or altering answers or records, copying answers from another student, providing answers to another student, and/or allowing another student to copy school work.
- Disrespect for another person and/or property
- Using profane or inappropriate language: obscene language, racial profanities, and gestures (written, drawn, acted or spoken).
- Name calling
- Insubordination: The willful failure to respond or carry out a reasonable directive by authorized school personnel.
- Running in hallways and classrooms
- Violation of any classroom rule or regulation
- Throwing objects: Any item/object that is intended to disrupt the educational process or could result in the harm of another student. Examples may include but are not limited to: food, snowballs, ordinary objects, etc.
- Washroom misbehavior (i.e., water throwing, climbing on stalls)
- Violation of playground or walkway limitations
- Other incidents on same level of significance as those listed above
- Electronic Devices; Using or possessing an electronic paging device. Items such as MP3 players, IPODs, Tablet devices, Cameras, or handheld gaming systems, etc., may only be brought to school with the permission of a staff member. Cell phones may not be used during the school day. All electronic devices, including cell phones, must be powered off and out-of-sight during the regular school day. Misuse of any electronic device may result in confiscation of the item for parent/guardian pick-up. Pictures should not be taken with any device and should not be sent electronically to other devices while on school grounds including on the bus and at the bus stop. These devices are considered to be a disruption of the educational process and their use during the school day will result in disciplinary action. Hillside School District #93 is not responsible for any lost or stolen electronic device.
- Absenteeism: Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

*Consequences for Level 1 offenses are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to: Verbal warning (correction), Student conference, Classroom isolation (time-out), Loss of on-site privileges, Parent contact, Social Work Referral, Student contract, Team intervention, Conflict resolution, Minor Referral, Major Referral/ Office Discipline Referral (See page 53). Major/Office Discipline Referrals can result in ASDA, Saturday School, Suspension, or Expulsion.*

## **Level 2**

These incidents require the attention of the administration because they are disruptive, too frequent, or too serious to be handled by staff members while they are supervising or teaching other students. Level 2 infractions include, but are not limited to:

- Hazing or Bullying Behaviors (verbal, physical or written intimidation or threats, including “Cyber-bullying”): Bullying generally occurs when a student repeatedly asserts physical or psychological power over, or is cruel to, another student. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a negative, aggressive, belittling or browbeating nature.
- Harassment (verbal and physical): any intimidating, demeaning or threatening behavior, verbal, non-verbal or written remarks which may be based on a person’s race, color, religion, national origin, sexuality or disability and in violation of the District policy. Racial slurs or derogatory racial or cultural comments
- Forgery: The act of falsely using the name of any other person or falsifying time, dates, grades, addresses or other data on school forms
- Fighting: Engaging in physical contact for the purpose of inflicting harm to another person.
- Inappropriate Behavior
- Inappropriate physical contact (e.g., pushing, shoving, tripping, poking, hitting): Any unwanted physical contact with or touching of another person on school premises
- Stealing or theft (minor – value less than \$300): Taking, removing, or possessing, without permission, property belonging to others
- Threats: Any intimidating, demeaning or threatening behavior, verbal, non-verbal or written remarks, including but not limited to the creation, posting, or distributing of student/staff hate lists or hit lists, which may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- In unauthorized area: Any student that is located in an area of the school without permission, at any time, including during school hours, during non-school hours, and during school-related activities.
- Possession/use of inappropriate materials: The use, possession, control, or transfer of any object or item that may substantially disrupt or interfere with the educational process or school property. This may include objects such as items that provide electrical shocks (known to students as “zappers”, joke pens or packs of gum that provide electrical

shocks or any other object that does the same, a laser light, or any other unauthorized use of an electronic communication device. This may also include operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

- Entering School Property Without Permission: Entering school property or a school facility without proper authorization.
- Involvement in Secret Societies: Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

*Consequences for Level 2 offenses are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to: Conference, Parent Contact, Loss of Classroom privileges, Minor Referral, Major Referral/Office Discipline Referral (See page 53) Major Referrals can result in a Detention, ASDA, Saturday School, Suspension, or Expulsion.*

### **Level 3**

These severe offenses present a substantial disruption and/or danger to the orderly operation of the school and/or the health and safety of students, employees, and other persons. Level 3 infractions may include, but are not limited to:

- False alarm (pulling fire alarm, calling 911): the act of initiating a false alarm or initiating a false report, warning of a fire, or an impending bombing or other catastrophe
- Possession and/or use of matches, lighters, incendiary devices: Possession, sale, purchase, use, transfer or attempt to transfer ammunition, explosives, or other flammable substances not authorized by school personnel. This definition includes any component of an explosive or incendiary device, e.g., schematic or other drawing, ignition agent, container, wiring, etc., when it is reasonably determined that the component was intended to be used as part of an explosive or incendiary device.
- Gang activity: A “gang” means any organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or act in violation of school rules, which have an identifiable sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules. Activity includes but is not limited to:
  - Being involved in a gang or gang-related activity
  - Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign or other items which evidences membership or affiliation in a gang committing any act or using communication either verbal or non-verbal (gestures, handshakes, etc.) showing membership, affiliation with a gang or requirement
  - Drawing gang related graffiti on any item in or around school or distributing gang related literature
  - Intimidating, threatening, bribing, bullying, battering, or assaulting a school staff member, a member of the Board of Education, a bus driver, a student, or a school visitor
- Gross disobedience: Any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel.
- Misuse of the Internet/Computers/Cell Phones: Unauthorized and/or improper use of computers and/or the Internet and/or Cell phone are a violation of the District’s Network/Internet Use Policy. Activity includes but is not limited to:

- Any person possessing, taking, disseminating or sharing obscene pornographic, lewd, or otherwise illegal images, messages, or photographs. Any person engaging in such behavior may be punished under the District discipline policy and may be reported to the appropriate law enforcement agencies.
- Vandalism and/or Destruction of Property: Vandalizing school property or private property, which is lawfully on school premises, or being used in conjunction with a school-related activity.
- Sexual harassment: Any unwanted, unwelcome sexual advances, physical contact, inappropriate touching, verbal, non-verbal or written remarks towards students, staff, or others in the school community.
- Threatening behavior: Any intimidating, demeaning or threatening behavior, verbal, non-verbal or written remarks, including but not limited to the creation, posting, or distributing of student/staff hate lists or hit lists, which may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel.
- Extortion
- Stealing or theft (major – value exceeding \$300): Taking, removing, or possessing, without permission, property belonging to others
- Possession or use of firecrackers or fireworks: Use, sale, possession, transfer, or control of pyrotechnic devices such as firecrackers, rockets, sparklers, and poppers, which are exploded, burned, or produce a loud noise or lighting effect.
- Possession or use of smoking products, including “e-cigarettes”: Possession, sale, purchase, use or transfer of tobacco product. Possession of tobacco is in violation of a Hillside City Ordinance.
- Possession or use of alcohol: Use, possession, or being under the influence of alcohol. Being under the influence includes, but is not limited to, the emission of the odor of any of these substances, such as having alcohol on the breath, or any impairment of normal functioning, such as slurred speech, inability to walk properly, or dilated pupils. A student may be disciplined for coming to school or a school-related event after using alcohol even if the substance was not consumed on school grounds.
- Drug: Use, possession, manufacturing or being under the influence of any illegal or controlled substance, including marijuana, medical cannabis, steroids, unlawful drugs, performance enhancing substances on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription, “look-alike” or counterfeit drugs or any other substance not prescribed for the student that is used or typically intended to be used to achieve a high or altered mental or physical state. This definition includes drugs lawfully prescribed to a student but which the student has used, possessed, distributed, etc. contrary to its prescribed use. Being under the influence includes, but is not limited to, the emission of the odor of any of these substances, or any impairment of normal functioning, such as slurred speech, inability to walk properly, or dilated pupils. A student may be disciplined for coming to school or a school-related event after using drugs
- Assault or Battery on staff member: Threatening to physically or mentally harm a school staff member. An unwanted physical touching of a school staff member, either directly, indirectly, or with a weapon or dangerous object.
- Arson: The act of maliciously, voluntarily, or willfully setting fire to a building, buildings, or other property.
- Possession, use, threat to use, control or transfer of a weapon OR supplies for weapons. Weapons include, but are not limited to:

- Guns, explosive devices, any other item which is typically used to cause bodily harm or defined by law to be a weapon, including but not limited to knives, brass knuckles or billy clubs
- Items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm
- Look-alike weapons and/or “toy” weapons. This also includes bringing or possessing bullets or guns casings or shells.

Possession and/or use of weapons may result in a minimum one-year expulsion in accordance with the federal Gun-Free Schools Act and the related provisions of the Illinois School Code. *Administrators shall be required to refer any student who brings a weapon, other than a toy, to school to the local law enforcement agency.*

- Sexual harassment: Any unwanted, unwelcome sexual advances, physical contact, inappropriate touching, verbal, non-verbal or written remarks towards students, staff, or others in the school community.
- Sexual Activity: Engaging in any sexual activity, including without limitation, 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: Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
- Drug Sale or Distribution: Sale, attempt to sell, transfer, attempt to transfer, or distribute any prohibited substance or look-alike drug, as defined by this policy.
- Drug Paraphernalia: Possession, sale, purchase, manufacturing, use, transfer or arranging to transfer any paraphernalia which is used or customarily intended for use in the administration of an illegal substance.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- Other Activities: Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
  - Be a threat or an attempted intimidation of a staff member
  - Endanger the health or safety of students, staff, or school property

*Consequences for Level 3 offenses are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to: Parent Contact and Conference with Administration, Loss of school privileges, Alternative School Day Assignment, Out of School suspension, Recommendation for expulsion up to two (2) calendar years from District 93.*

*Any student who possesses a weapon may be expelled from school for a period of not less than one (1) year. The Board of Education, upon the recommendation of the Superintendent or on its own motion, may reduce the period of expulsion on a case-by-case basis where the best interests of the student and the school community warrant the reduction.*

Regardless of the level of offense, the district may issue any one or more the following consequences for misconduct pursuant to Board Policy 7:190, as determined on case-by-case basis:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.

5. Return of property or restitution for lost, stolen, or damaged property.
6. Alternative School Day Assignment. The Building Principal or designee shall ensure that the student is properly supervised.
7. Before and After-school detention or Saturday School provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. 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/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled also shall be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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.

## **BEHAVIOR CONSEQUENCES**

### **Minor Referral**

A Minor Referral is recorded in Infinite Campus by the teacher, staff member, or administration. A Minor Referral may be issued at the discretion of the teacher, staff member, or administrator when a student displays Level 1 or 2 inappropriate behaviors for the purpose of remediation.

### **Major Referral/ Office Discipline Referral**

A Major Referral/Office Discipline Referral may be issued at the discretion of the teacher, staff member, or administrator when a student displays Level 1, 2, and/or 3 inappropriate behaviors for the purpose of remediation. Parents will be contacted regarding the inappropriate behavior and consequence.

Detentions are held before school from 7:45-8:30 AM or after school from 3:15-4:00 PM. No bus service will be provided.

### **Alternative School Day Assignment (ASDA)**

When a student is assigned to ASDA by the administration, the student is scheduled in the ASDA room where he/she is directly supervised throughout the school day. The student is expected to complete his/her normal school work for full credit. Thus, the student still receives instruction and, if needed, support from school staff for his or her behavior. The student is considered present at school.

The following rules and procedures apply to ASDA:

- Students assigned to ASDA will report directly to the ASDA room upon reporting to school, and will be dismissed at the end of the school day.
- Students will not be allowed to leave the ASDA room until the end of the school day unless permitted by a school staff member.
- All necessary textbooks and materials must be brought with the student.
- Breaks will be allowed at 10:00 a.m. and 1:00 p.m. unless other required or permitted by a staff member.
- Lunch will be eaten in the ASDA room. Students may bring a lunch or choose a school lunch.
- Each student is responsible for keeping his/her own work area clean.
- There will be no talking or moving about the room without the supervisor's permission.
- Students are not permitted to sleep or lay their head on the desk and are required to complete their assigned school work while in ASDA.
- Gum and candy is not permitted.

### *ASDA Violations*

The consequences for failing to follow ASDA rules may result in a range of consequences including but not limited to parent contact, repeating the ASDA and up to an out-of-school suspension.

Students assigned to ASDA will lose all of their special privileges until the day that they return to regular classes. These privileges include, but are not limited to attendance at, or participation in:

- Student Council functions
- Intramural and interscholastic sports and other intramural programs
- PTO programs
- Band and chorus trips
- Other special events such as assemblies
- Eighth grade promotion activities
- The ability to be in the hallway after the school day unless accompanied by an adult.

These special privileges that are lost do not include participation in afterschool activities that affect the student's grade such as band and chorus. Students are expected to participate in these activities (band and chorus concerts) while assigned to ASDA unless told otherwise by the administration.

### **Out-of-School Suspension**

An Out-of-School Suspension may be issued at the authorization of the Superintendent, principal, and assistant principal when a student displays Level 1, 2, and/or 3 inappropriate behaviors for the purpose of remediation. The student is not allowed to attend school for a predetermined period of time, not to exceed ten (10) school days per incident, as determined on a case-by-case basis.

Students will be provided an opportunity to make up any assignments or tests missed during the suspension for equivalent academic credit. The student may not attend any before or after school activities during this time. All students who are suspended out-of-school will be provided with a re-engagement plan. In the case of suspensions for 4 days or more, the student will be provided access to appropriate and available support services during the student's suspension, unless it is deemed that none are available.

Parents disagreeing with a suspension have a right to request, in writing, a review by the Board of Education appointed hearing officer, in accordance with Board policy and the Illinois School Code.

### **Saturday School**

Students assigned to Saturday school are expected to arrive at school at 8 a.m. with work to be completed. Students are responsible for having enough work for the entire time. Students will be given one (1) washroom break at 10:00 A.M. unless otherwise required or at the discretion of school staff. Dismissal will be at noon unless otherwise indicated by the administration.

Failure to serve or misbehavior in Saturday school will result in further consequences up to and including additional Saturday School, Alternative School Day Assignment, or Out-of-School Suspension.

### **Expulsion**

Expulsion by the Board of Education may take place for students guilty of gross disobedience or misconduct. Expulsion means removal from Hillside School District 93 for up to two calendar years. Students who are expelled may, at the school's discretion, be provided access to appropriate and available support services during the student's expulsion, unless it is deemed that none are available. All students who are expelled will be provided with a re-engagement plan upon their return to District 93.

### **Behavioral Interventions Policy for Students with Disabilities**

Hillside School District #93 and Board of Education Policy #7:230 establishes and incorporates procedures and methods consistent with generally accepted practice in the field of behavioral interventions. Behavior interventions are designed to be positive and proactive and are used in consideration of the student's physical freedom and social interaction, and are administered in a manner that respects human dignity and personal privacy. Behavioral intervention procedures are designed to provide a safe learning environment for all individuals. Exclusionary interventions, such as out of school suspensions, will be used sparingly, only when the student's continued presence at school is a threat to others or disruptive of the school's operation, and only after other interventions have been tried.

Restrictive behavioral interventions are designed for students who exhibit behavioral problems of a more serious nature, such as when a student's behavior has the potential to harm the student or others. Restrictive behavior intervention procedures will not be employed until there has been sufficient determination that the use of less restrictive procedures were, or would be ineffective. When restrictive procedures are necessary, they will be paired with positive interventions, and there will be assessments. There will also be increased planning, documentation and supervision in order to maintain professional and ethical standards of interventions. Interventions are individualized to the student's specific behavior and needs after observations and analysis. Interventions will be discussed with parents/guardians and may be part of a student's Individualized Education Program ("IEP") or Section 504 Plan.

Hillside School District #93 will establish and maintain an Advisory Committee to develop, implement and monitor procedures on the use of behavioral interventions for students with disabilities.

The full Behavioral Intervention Policy #7:230 is included in the student handbook/compact and you may contact the District Office with questions.

This policy has been developed based on a review of the document entitled “Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities”. This document was prepared by the Illinois State Board of Education and is dated June 30, 1994. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001

#### **HANDBOOK AMENDMENTS**

The Hillside School Compact: Student Handbook may be amended during the year without notice.

#### **SUMMARY OF BOARD POLICIES**

The Hillside School Compact: Student Handbook is only a summary of board policies governing the school district. Board policies are available on the school website.