

**SPRING VALLEY COMMUNITY CONSOLIDATED DISTRICT #99  
2023-2024 STUDENT HANDBOOK**

[www.sv99.org](http://www.sv99.org)

BUILDING A BRIGHT FUTURE

**BOARD OF EDUCATION:**

Ted Urbanski, President; Lindsay Ferrari, Vice President; Tina Pienta, Secretary; James Faletti, Lisa Ponce, Korby Kasperski, Nicole Olson

**Board of Education meetings are held at John F. Kennedy School's Lincoln Library at 7:00 p.m. on the following dates:**

**2023:** July 19, August 16, September 20, October 18, November 15, December 20

**2024:** January 17, February 21, March 20, April 17, May 15, June 19

**ADMINISTRATIVE STAFF:**

**Superintendent:** James Hermes

**Principal:** Michelle Nauman

**Assistant Principal & Athletic Director:** Ryan Geist

**District Secretary:** Mary Beth Miklavcic

**Bookkeeper:** Cassandra Graham

**School Secretaries:** Michelle Villarreal & Jasmina Vasic

**OFFICES:**

**Kennedy School:** 999 N. Strong Ave. **Phone** (815) 664-4601 **Fax** (815) 664-4213 **District Office:** **Phone** (815) 664-4242 **Fax** (815) 664-2205

**DISTRICT GOALS:**

**Curriculum Goals: Provide High Quality Curriculum and programs for all students**

- Emphasize core academic areas, particularly ELA, Mathematics and Science & maintain curriculum maps
- Develop & maintain a strong fine arts program
- Further develop/model moral & ethical behavior & citizenship
- Provide students appropriate life skills for the 21<sup>st</sup> century while becoming globally aware
  - Nurture critical, creative, innovative, inquisitive thinking & problem solving skills
  - Develop effective oral & written communicators and collaborators
  - Develop accessing & analyzing information skills
  - Create opportunities to aid in developing curiosity, imagination, agility, adaptability, initiative, entrepreneurialism, independence and leadership skills
- Identify & expand District Initiatives
- Perform at State required levels while improving student achievement
- Expand & improve RtI plan
- Monitor demographics & needs of students
- Address technology needs, trends, professional development, replacement schedules, funding plans, 1:1 sustainability & technology plan
- Develop strategies to produce data driven decisions
- Support Pre-K program
- Maintain district improvement plan & curriculum plan

**Staff Goals: Maintain a high-quality teaching, administration and support staff**

- Maintain mentoring program for new faculty & staff
- Train faculty on current research & best/next practices for highly effective, innovative and meaningful instruction
- Train staff to utilize technology to benefit student learning and monitor success
- Train staff to be prepared for constantly changing & more challenging student needs
- Improve recruitment & retention of highly effective staff members
- Provide staff development for District Improvement identified areas and State mandates
- Support teacher evaluation tool including the student growth model component
- Provide, model and monitor guidelines & expectations for achieving student and staff success
- Continue supporting teachers through the student learning objectives (SLO) process

**Communication Goals: Maintain an open and positive organizational communication**

- Share accomplishments of the school district and students within the local community & surrounding area
- Maintain productive and positive relationships while identifying, creating partnerships & engaging stakeholders - including students, parents, families, local residents, & local businesses
- Maintain District website
- Maintain & enhance internal communications
- Communicate with legislators
- Reward staff & students
- Seek staff input

**Finance Goals: Manage financial resources to support the mission of the district**

- Alert taxpaying public regarding changes in state & local funding & keep community informed of school district finances
- Maintain contact with state & federal lawmakers regarding adequate school funding & unfunded mandates
- Monitor Budget & Levy while addressing anticipated economic challenges
- Review budget priorities while monitoring cash flow, investment strategies, fund balances & exhibit cost discipline
- Fund Curriculum Initiatives
- Support Foundation & PAWS
- Seek revenue sources & grants

**Facilities Goals: Maintain facilities and strategize for future growth and needs**

- Utilize space effectively
- Ensure safe, secure, energy efficient & well maintained facilities

## JOHN F. KENNEDY SCHOOL STAFF

**PK:** Jessica Lannen, Lexy Rebholz

**K:** Julia Bauer, Brittany Toraason, Christy Perra

**1<sup>st</sup>:** Kim Gilbertson, Kristyn Peterson, Kaitlyn Padgett

**2<sup>nd</sup>:** Caitlin Gerdes, Jasmine Gillan, Lois Croasdale

**3<sup>rd</sup>:** Brooke Jeppson, Janet Roche, Sydney Pederson

**4<sup>th</sup>:** Michael Andreoni, Sara Green, Adam Falkenhayn

**5<sup>th</sup>:** Kaitlyn Foley, Amy Ossola, T.J. Orlandi

**6<sup>th</sup>-8<sup>th</sup>:** Amy Cacciatori, Jessalynn DeSerf, Scott Sebastian, Shannon Leininger, Bryan Dickinson, Kristen Hall, Emily Lesman, Lauren Trumpinski, Candice Tennell

**Special Ed.:** Erin Cohill, Eric Mercer, Kira Setchell, Kristin Wroblewski, Pam Buettner, Liz Gross, Allannah Harper, Sara Zborowski & Amanda Sydney

**Speech Path.:** Lynette Lucas, Alana Cherry

**Title:** Amanda Pellegrini, Allison Booth

**Interventionists:** Tricia Burkart, Nicki Anderson

**EL:** Linda Delao, Andrea Cruz, Veva Ruiz (Aide), Amada Lopez (Aide)

**Music/Band:** Brandon Jarot **Music/Chorus:** Elile Duran

**P.E.:** Kellie Brandt 6-8<sup>th</sup>, Ryan Milus 5<sup>th</sup> – 8<sup>th</sup>, Matt Hassler K-5<sup>th</sup>

**Counselors:** Julie McDonald, Susan Spurny **Nurse:** Maria Baird

**Art/RtI:** Erica Currier **Librarian:** Kathleen Fiocchi **Tech Specialist:** Greg Walder **Media Specialist:** Stephen Richardson **Media Assistant:** Charlotte Herrmann

**Cooks:** Christine Kleinau (Co-Head), Dayna Gaeta (Co-Head), Erica Ott, Carol Flaherty

**Custodians:** Gregg Marusich, Ed Nadolski, Jim Eschenbaum, Moe Herrmann, Mari Eschenbaum, Perry Ellerbrock

**Classroom Aides:** Mary Meyer, Teresa Case, Daniel Kleinau, Kim Shilkuski, Jan Bartels, Theresa Craig, Lynn Foote, Sara Zborowski, Amanda Sydney, Abby

Arellano, Jill Adams, Griffen Heuser, Chelsea Sweezy, Randi Kleinau

## STUDENT FEES

**Book Fee:** \$100.00/year (Damaged/lost/destroyed pay replacement cost) **Yearbook Fee:** \$20.00; students must pre-order yearbooks at the beginning of the school year

**Lock Replacement Fee:** \$6.00; Grades 5-8 students are **required** to have a **school-approved lock** on their locker. Students are charged for a new lock if lost.

**Student Bus Card Replacement Fee:** \$5.00 - All students are required to present their bus ID card to the driver daily. If a student does not have his/her ID for 3 consecutive days, the student will be sent to the office and his/her account will be charged for another student ID. Student picture, name and barcode must be visible. Cards may not be bent, folded or cut in any manner.

**Athletic Participation Fee:** \$75.00 \*Must be paid prior to participation and are non-refundable.

**Organizational Participation Fee:** \$25.00 \* Must be paid prior to participation and are non-refundable. (\$100.00 Maximum Extracurricular Fee per Student)

**Technology Fee -** \$100 (6<sup>th</sup>-8<sup>th</sup> participating in 1:1 computing) \*Tech Fee paid and parent attended a 1:1 meeting prior to participation.

**Bus Pass – Hazard Area = Free; Students Living over 1.5 miles = Free; Living within 1.5 miles = \$50.00/Semester; No one day passes.**

- Free/Reduced Bus Waivers are not available
- If a parent feels a safety hazard exists and resides within 1.5 miles from JFK, an application for Parent/Guardian State Pupil Transportation Reimbursement Claims may be filed at the Regional Superintendent's Office by February 1<sup>st</sup>. Call JFK for more information at 664-4242.

**Breakfast:** Adult - \$1.10 per serving Student - \$1.00 per serving Qualifying Student Reduced - \$.30 serving

**Lunch:** Adults & Students - \$3.25 Extra - \$1.00 per extra, student must have a balance to order extra

**Qualifying Reduced Fee:** \$.40 per serving Milk: \$.30

- Free or reduced priced meal and loan of textbooks free of charge are available to those students whose parents are unable to pay the fees. Applications are available through the Superintendent's office and must be completed by registration.
- The K-8 lunch Program is a pre-pay program; families deposit money into their student's account and money is deducted for purchases. Students/parents may check their account on-line. Place any money in an envelope with the child's name, grade and amount enclosed. Kindergarten students must pay in advance for snack milk annually or bi-annually. Refunds will not be available. Any money remaining will remain in account.
- Any student with a lunch card debit of \$10 or more will not be able to receive a hot lunch.
- All debts must be taken care of prior to students participating in the 1:1 program, extracurricular organizations, field trips or any other school organized events. In addition, students with debt will not receive fee-based transportation, a yearbook, or school meals.

## GENERAL POLICIES & INFORMATION

**NONDISCRIMINATION:** Spring Valley C.C.S.D. #99 insures equal educational opportunities to be offered to students, regardless of race, color, national origin, age, sex, religion, homelessness, or handicap.

**EVACUATION DRILLS/EMERGENCY PLAN:** Evacuation drills for natural and man-made disasters will be held periodically throughout the school year as prescribed by the State statutes and the district crisis plan. The School District has in place a comprehensive Crisis Management Plan which covers emergency procedures and contingencies. Spring Valley staff have been ALICE trained and administration works in conjunction with the Spring Valley Police Department annually to update the Crisis Management Plan.

**SCHOOL DAY: K - 8<sup>TH</sup> SCHEDULE:** 8:10 – First Bell 8:20-School begins 3:15– Dismissal **PK SCHEDULE:** 8:30—11:00 Morning PK 12:30—3:00 Afternoon PK

Students are not allowed on the school property before 7:45 AM, unless dropped off by the school bus or a pre-arranged appointment with a staff member. Parents will be contacted for those students arriving earlier. Supervision will begin at 7:45 AM. Students must immediately leave school after dismissal unless they are participating in after-school activities, or are detained by school officials. Once students arrive on school grounds, they must remain at school until dismissal. Parents need to notify the school of any transportation changes through a note, email or phone call.

**VISITORS:** All doors will be locked at all times. All visitors must report to the office upon entering the building at all times. No one is to be in the building without reporting to the Principal's office first. All visitors during school hours are required to wear a nametag issued by the office. Visits are to be prearranged with the teacher to insure it is an appropriate time for visitors or aid in the scheduling of a future appointment. The secretary will then check the daily schedule. NOTE: Classrooms will not be interrupted to check on a visit in order to preserve an uninterrupted instruction time. In the case of Agency or police interviews, the building principal will first check for identification and then attempt to contact the parent(s)/guardian if possible. DCFS or police may remove a student if deemed necessary following an attempt to contact the parent(s)/guardian if possible.

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

**SCHOOL CANCELLATION NOTICE:** Whenever possible the decision will be made before or by 6:00 A.M. on the morning of cancellation. Local radio stations, the BCR Alert, TeacherEase, and the district website ([www.sv99.org](http://www.sv99.org)) will have cancellation information.

**ATTENDANCE:** On July 1, 1986, a State Law was established stating that parents notify the school when their child is going to be absent. **The phone call must be made by 9:00 a.m. to the principal's office for JFK at 664-4601.** Answering systems are available. Contact the school the evening before or early in the morning. If the school is not notified, the school to notify the parents that the student is absent. This may necessitate that the school attempt to contact the parents at work regarding their absent student. It is required for the school to have two phone numbers by which we can contact the parents. The numbers must be listed on your child's emergency card. If a student is absent and the school has not been notified or a note is not sent when the child returns to school, they will be considered truant. Under School Code (Chapter 122, paragraph 26-10) the four valid reasons for student absences are: 1. Illness; 2. Death in immediate family; 3. Observance of religious holiday; 4. Family emergency – Situations beyond the control of the students and/or cases that cause reasonable concern to the parent for the safety or health of the student. The State Law requires children in grades Kindergarten & 1<sup>st</sup> grade to attend school 240 minutes for a full day credit (1:00 pm)/120 minutes for half day credit (10:30 am) less than 120 minutes, the child is considered absent. In grades 2<sup>nd</sup> – 8<sup>th</sup> the law requires the children attend school 300 minutes for a full day credit (2:00 pm)/150 minutes for a half day credit (11:00 am) less than 150 minutes and the child is considered absent. The number of minutes required is based on actual classroom instruction time. Lunch and lunch recess are not counted towards attendance minutes.

**TARDINESS/TRUANCY/ABSENCE POLICY:** All students who are tardy in coming to school either A.M. or P.M. must report to the Principal's office to check into school. The number of student tardies will be on record in the office and homeroom. After a student is tardy 3 times the student will be referred to the Guidance Department. Tardiness is defined as a student not being in his/her classroom when the final bell rings at 8:20 a.m.

Please note the City of Spring Valley has an ordinance which fines parents for their child's truancy. Extended tardies may be referred to the Regional Office of Education's Truancy Specialist. Student names will be turned in to the Regional Office of Education Truancy Specialist and may result in legal action when any of the following occur: 1. (5) questionable excuses 2. (2) unexcused absences 3. (10) excused absences 4. (4) tardies

After ten (10) days of absences from school, the building administrator may require a doctor's excuse for each absence thereafter. Failure to return to school without a doctor's excuse will result in an unexcused absence. The administrator may require a doctor's excuse before ten (10) days of absences due to the history of student attendance. Following ten (10) consecutive days of absences, a student may be dropped from the school's enrollment and will be re-enrolled upon return. Following 15 days of absences from school, the student may be excluded from all field trips. Following (18) days of absences from school, the case may be presented to the Spring Valley C.C.S.D. #99 Board of Education. **THE CITY OF SPRING VALLEY'S ORDINANCE MAY BE ENFORCED AFTER 2 UNEXCUSED ABSENCES.**

**EXCUSED ABSENCES:** A parent may call to up ten (10) times for excused absences for the entire school year. Following the ten (10) excused absences any absence will be considered unexcused unless a doctor's note is provided for each additional absence. Doctor/dentist and all other appointments are discouraged from being scheduled during the school day. A doctor's excuse must be provided upon return to school.

**MENTAL/BEHAVIORAL HEALTH ABSENCES:** Students are excused for mental or behavioral health-related reasons for up to 5-days before a medical note is required. Students are allowed to make up work. Day 1: Call to parent from Social Worker; Day 2: In person meeting with Social Worker; Day 3: In Person meeting with social worker with screening and resources provided; Days 4 & 5: Parent meeting with Social Worker and Administrator.

**STUDENTS LEAVING EARLY FOR APPOINTMENTS:** Scheduling appointments during the school day is not recommended, but in some cases, it is understood that it may be unavoidable. Parents must call in advance to notify the office of appointments. Students will not be called from class until the parent arrives. Each time a student must leave the building during the day due to a valid reason such as: illness, doctor's appointment, etc. they are to report to the Principal's office. The parent or guardian who picks up the student **MUST** come into the office to sign the student out. Students may **NOT** sign themselves out. Students will wait in the Principal's office until the parent or guardian comes into the office to sign them out. As provided in the School Code of Illinois, students will not be released to the custody of anyone but the parents, guardians, or their designees.

**ASSIGNMENTS FOR ABSENT STUDENTS:** If a student is absent, his or her assignments can be found on their teacher's website at <http://www.sv99.org>. Parents contact JFK if assignments or materials are needed for an absent student. Items will be in the office to pick up by the end of the day or be given to a designated student in attendance. Students have one day to make-up assignments for each day of an excused absence. Assignments are expected to be completed upon return from all pre-arranged absences or unexcused absences. Email the teacher if there are any problems. Teachers will arrange for all making-up of tests.

**SEX OFFENDER REGISTRATION:** Please be aware of the Public Act 94-004: Sex Offender Registration. Information about sex offenders is available to the public. The sex offender information is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)

**ANNUAL BUDGET/SCHOOL REPORT CARD:** The District Budget and School Report Card will be posted on the District's web site at <http://www.sv99.org>

**P.A.W.S.:** (Positively Active Wildcat Supporters) This organization was established in order to support the education of children in Spring Valley CCSD #99. PAWS is open to all parents, teachers, and community members. Additional information can be found on the district website ([www.sv99.org](http://www.sv99.org)) or on Facebook.

### **SPECIAL PROGRAM SERVICES**

**BILINGUAL AND TPI (TRANSITIONAL PROGRAM OF INSTRUCTION SERVICES):** A bilingual and TPI program provides services for students with limited English language capabilities. The purpose of the program is to help students acquire the English language skills necessary to succeed in the regular academic program while also providing the necessary native language assistance. Eligibility for the program is based on language assessment tests. Students who earn a score of 3.4 or under will be considered full-time ESL students; students who earn a 3.5–5.0 will be considered part-time ESL students.

**ENGLISH LEARNERS:** The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions related to this program or to express input in the school's English Learners program, contact the Principal's office.

**EDUCATION OF CHILDREN WITH DISABILITIES:** It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. Students with disabilities may receive related services as part of their individual education programs (IEPs). The (school district or special education cooperative) will maintain related service logs that record the type and number of minutes of the related service(s) administered to such students. Copies of any related service logs will be available to parents/guardians at their child's annual review IEP meeting. Parents/Guardians of students with disabilities may always request copies of the related service logs.

**ACCESS TO MEDICAID FUNDS:** Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to children eligible for Medicaid are partially reimbursable by the federal government. Unless a parent objects in writing, Spring Valley CC School District will claim Medicaid reimbursement for services provided. These claims have no impact on one's ability to receive Medicaid funding either now or any time in the future. If a parent does not want the district to release his/her child's name and/or type(s) of service and date(s) of service was provided as a part of the billing process, the J.F. Kennedy Principal should be contacted at 815-664-4601

**PARENTAL INVOLVEMENT (TITLE 1):** The school annually has a meeting for all Parents/Guardians, which takes place during the first week of each new school year. At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

- (a) School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) Opportunities for meetings to formulate suggestions, share with other Parents/Guardians, and participate in decisions relating to educating their child if Parents/Guardians desires; and
- (d) Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the Principal's office.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

**STEVEN'S AMENDMENT:** In compliance with the Steven's Amendment, the federal government has given Title I, II, IV, and VI monies to Spring Valley CCSD #99, to support their local programs. Anyone interested in acquiring more information as to how these monies are targeted or spent should contact 815-664-4601.

#### **STUDENT PRIVACY PROTECTION:**

**Surveys by Third Parties:** Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

**Surveys Requesting Personal Information:** School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

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, sexual behaviors or attitudes, 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 program eligibility, the student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

**Instructional Material:** A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

## **HEALTH POLICIES**

**BIRTH CERTIFICATE/PHYSICAL/DENTAL/MEDICAL FORMS LAWS:** All students in the district must have a complete physical form and a copy of an original county issued birth certificate in their folder. All immunizations must be up-to-date. Students entering from another state must have a current Illinois physical and certified birth certificate. Forms may be secured from the office. A dental exam is required for grades K, 2<sup>nd</sup>, & 6<sup>th</sup> grades. Grades K & 6<sup>th</sup>, as well as students participating in sports must have a complete physical prior to the start of the school year.

**ILLNESS, INJURY, EMERGENCY:** All accidents resulting in injury at JFK must be reported to a staff member immediately and an incident report will be completed. Parents will be notified by the nurse or the principal's office when their child is injured. It is required that the parents have a current emergency number on file with the office. In the event of illness, parents will be immediately notified. No student will leave the building without the Principal's permission. A doctor's note is required for not participating in recess or P.E. Students running a fever will be sent home and may not return until the student is fever free for a (24) hour period without fever-reducing medication. Students with Conjunctivitis (Pink-eye) will be sent home and may only return with a doctor's release. Students with lice will also be sent home and will be allowed to return when the problem no longer exists and with proof of treatment. Students found with live lice will be sent home for treatment. Check-ups will be done when the student returns. Parents will also be contacted if a student has an accident and is unable to clean themselves.

**MEDICAL AWARENESS/MEDICATION/ALLERGIES/SCREENINGS:** If your child has medical problems, a communicable or infectious disease, or allergies that school personnel should be aware of, please notify the office to the nature of the problem so that we could notify and prepare our staff. No School District employee shall administer to any student, or supervise a student's self-administration of any medication until parent(s)/guardian(s) complete and sign the "School Medication Authorization Form". ALL MEDICATIONS AND IMPLEMENTING PROCEDURES WILL BE HANDLED THROUGH THE SCHOOL NURSES OFFICE. No student may possess or consume any medication without following policy and implementing procedures. Only students with the prescribed medication for asthma and/or an Epi pen and a signed "School Medication Authorization Form" may possess and self-administer at the student's discretion. A school vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Students are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has taken place in the past (12) months.

**FACE COVERINGS REQUIRED:** The School Board acknowledges the continuing need to follow the Joint Guidance issued by the Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) with respect to health and safety protocols for the return to in-person instruction. Accordingly, except for individuals younger than 2 years of age, any individual present in any building, facility or transportation vehicle (i.e. bus) owned, operated or used by the District shall at all times wear a face covering, even when social distancing is maintained.

**WHEN FACE COVERINGS MAY BE REMOVED:** Face coverings may be removed when:

1. Individuals are eating and/or drinking in spaces and at times so designated by the District;
2. Teachers and students are engaged in band activities necessitating such removal;
3. Individuals are outside and social distance (at least six feet apart) is maintained; and
4. Individuals are having trouble breathing.

**REASONABLE FACE COVERING ACCOMODATIONS:** Individuals who cannot tolerate a face covering due to a medical condition or disability related condition, or who present other bona fide reasons for not being able to wear a face covering, may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. The Superintendent or designee shall have discretion to determine whether an employee, visitor, or third-party individual qualifies for a reasonable accommodation. For a student with a medical condition or disability, the student's education team (i.e. IEP team, 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the District may require an individual to provide a physician's note and/or other relevant information, documents, or certifications with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement shall be assessed in accordance with applicable state and federal law.

**CONSEQUENCES FOR VIOLATING FACE COVERINGS POLICY:** An individual's refusal to wear a face covering in accordance with this policy shall constitute a violation of the District's applicable rules of conduct, and may subject the individual to disciplinary action and/or prevent the individual from entering the District's buildings, facilities or transportation vehicles until the individual complies with this policy. Face covering designs and images must comply with the District's Student Appearance Policy and must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. The Superintendent or designee shall apply and enforce this policy.

**APPLICATION AND DURATION OF MASK POLICY:** This policy shall apply any time ISBE and/or IDPH Joint Guidance recommends that face coverings be used in Illinois schools. Upon any change in or withdrawal of the Joint Guidance, the School Board hereby delegates to the Superintendent authority to establish temporary rules and procedures, and/or to suspend this policy, consistent with such change or withdrawal.

**HEAD LICE POLICY:** Parents are required to notify the JFK nurse if they suspect their child has head lice. Any student infested with head lice or nits will be excluded from school and the parent or guardian will immediately be called to pick up the child. At that time, a treatment procedure checklist is issued and must be completed. Infested children are prohibited from riding the bus to school to be checked for head lice. The student may be permitted to return to school when the parent or guardian brings the student to be checked by the JFK nurse or administrator and is determined to be free of head lice and nits/eggs. PRESS 7:250 AP1

**MEDICAL CANNABIS:** The district is to authorize a parent or guardian of a student who is a qualifying patient to administer a medical cannabis infused product to the student on school premises or a school bus if both the student and the parent or guardian have been issued registry identification cards. The district shall also authorize administration of medical cannabis infused products, to applicable students, by trained school nurses and school administrators on school premises, while at school-sponsored activities, and before and after normal school activities, including bus transportation. The district may authorize an applicable student's self-administration of a medical cannabis infused product if the self-administration takes place under the direct supervision of a school nurse or school administrator. Administration of medical cannabis infused products by school nurses or school administrators or a student's self-administration must be authorized by the student's parent or guardian in writing.

**IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS:** The District is required to publish an immunization summary each year. This summary will not identify individual students. 105 ILCS 25/1.10

**Required Health Examinations and Immunizations:** All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Entering an Illinois school for the first time, regardless of grade, must present a current physical, eye exam and updated immunization.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

If proof of health examination and immunizations are not turned in 14 calendar days after the 1<sup>st</sup> day of student attendance, the child will not be allowed in school until the required health records or an appointment card from the provider is presented to the school. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by the deadline, the student must present, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

**Eye Exams:** All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. Vision screenings are done for all PK, K, 2<sup>nd</sup>, 8<sup>th</sup>, Special Education, new students, and those referred by a teacher. Other students may be screened as time allows.

**Hearing Exams:** All students in PK, K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, special education, new students, and those referred by a teacher. Other students may be screened as time allows.

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

**Exemptions:** A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

**COMMUNICABLE DISEASES:** The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

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

**SEXUAL ABUSE PREVENTION/IDENTIFICATION INSTRUCTION:** The District will notify parents at least 5 days prior to offering any class or course in recognizing and avoiding sexual abuse to pupils in grades Kindergarten through 8. Parents must submit written objections if they do not want their child to take the course. 105 ILC 5/27-13.2

**SCHOOL SUPPLIES:** Arts and Craft materials sent to school may not contain toxic substances. School purchased materials will not have toxic materials in grades K-6 and will be labeled if included in grades 7-8 materials. 105 ILCS 25/1.10

**CPR/DEFIBRILLATOR VIDEO NOTIFICATION:** The entire Spring Valley CCSD community is encouraged to view the IHSA video on hands-only CPR and use of an external defibrillator. The video can be found at: <http://www.ihsa.org/resources/sportsmedicine/cprtraining.aspx>. 105 ILCS 25/1.10

**ASBESTOS MANAGEMENT PLANS:** Midwest Environmental Consulting Services, Inc. conducts surveillance inspections of the District's facilities for asbestos. A copy of the reports is available at the Superintendent's office 664-4242

**PESTICIDE APPLICATION:** Spring Valley C.C.S.D. #99 practices Integrated Pest Management, a program that combines preventative techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and environment. If you have any questions or would like prior notification to pesticide applications contact the Superintendent's office.

## **STUDENT GUIDELINES**

**GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS:** A student or group of students seeking to distribute any copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material.
2. The material may be distributed at times and locations selected by the principal.
3. The building principal may impose additional requirements to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must not cause additional work for school personnel. Students distributing materials are responsible for cleaning all materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

**TEXTBOOKS:** The School District uses a textbook rental plan. Students should remember they are responsible for each book which is issued to them. When textbooks are issued, students should write their names on the slips in the front of the books. A book damaged when a student receives it should be reported to the teacher. Books must be turned in at the end of the year or upon withdrawal from school. It is important for students and parents to understand that fines are levied when textbooks are lost or damaged beyond ordinary wear, such as broken bindings, damaged covers, and ink spots.

**PASSES:** A staff member may question students out of class while classes are in session. A detailed pass specifying the time and destination is required, and if the situation is questionable, the student will be returned to the classroom. The office may take disciplinary action if used inappropriately. Office passes will be issued to students desiring to have a conference with the Principal. Students are first responsible to be in their classroom for attendance. Students are not to come to the office unless they have a pass from their teacher.

**CLOSED CAMPUS POLICY:** Students will not be allowed to leave the school grounds during the regular school day. Any student leaving the school grounds will be considered truant. All students must bring a sack lunch or purchase a hot lunch and eat in the school cafeteria. A "Closed Campus" will be in effect during the lunch period. Students in violation of this policy will be subject to disciplinary action.

**PHONES:** No pupil will be called to the telephone during class periods except in an emergency. No calls are to be made during class hours. Students will be allowed to use the School Cell phone or personal cell phone in case of emergency or illness, with permission from the office. Any calls that are not an emergency must be made before or after school from home. Students will not be allowed to go home unless being seen by the nurse or appropriate personnel beforehand.

Students may bring cell phones to school. However, cell phones must be off and in the student's locker. Students in grades 5-8<sup>th</sup> must have their lockers locked at all times. NOTE: Students in grades K-4<sup>th</sup> do not have locks on their lockers. Phones should remain in lockers and turned off unless school staff has granted permission. Phones may be used only after school in the principal's office for appropriate purposes and in a non-disruptive, harmless, inoffensive manner. NOTE: Students may not have cell phones with them at dances or concerts.

- *First Violation:* Teacher will take the cell phone away and student must pick it up from the office.
- *Second Violation:* Administrator will take cell phone from the student to be returned after school that day. Second offense is a minor.
- *Third Violation:* Cell phone will be returned at a student and parent conference with the principal or designee. Student will not be allowed to have a cell phone at school. Third offense is a 5:15 detention.

**LOST AND FOUND:** A "Lost and Found" department is maintained near the Principal's office. Articles found in or around the building should be taken to the lost and found department immediately. The "lost and found" will be emptied every 9 weeks.

**DEVICES/TOYS/PETS:** Students may not use electronic devices (including headphones or earbuds) or any other toy in school without permission. Items will be confiscated and given to parent and a major violation may occur. SV #99 is not responsible for a lost or damaged electronic device. Students bring these items at their own risk. Pets are not allowed on school ground unless pre-approved by Administration.

**PURSES/BOOK BAGS:** Purses/bags and books bags are permitted in school. They are to be left in the locker. They are not allowed in the classrooms or gymnasium at any time during the school day. Book bags with a wheel extension are prohibited, unless agreed upon by administration. Book bags will only be used by students before and after school.

**BICYCLE/SKATEBOARDING/ROLLER BLADE POLICY:** Bicycles are not to be touched from the moment they are brought to school until the moment school is dismissed in the afternoon. Bikes are to be locked. Bikers are not to ride bicycles on the blacktop in front of the school from 8:00 a.m. until 4:00 p.m. The school is not responsible for any stolen or damaged bikes. Skateboards, Scooters, and Roller Blades are not allowed on school property. The bicycle rack is located in the south-east side of the building.

**GUM/SODA/CANDY:** Soda, food, gum and candy are not allowed in the classroom unless teacher permission is given. A behavior minor will be issued to a student caught with soda, gum, food or candy in class.

**DELIVERIES/INVITES/TREATS:** Please do not send to school: plants, flowers, balloons, bouquets, gifts, or party invitations to any student, for any reason. Due to food allergies, please send only prepackaged, store bought treats with ingredient listing included.

**TOBACCO POLICY:** Under School Code smoking and using tobacco in the District's schools and on school grounds is prohibited at all times. Tobacco shall mean cigarettes, cigars, pipes or tobacco in any other form, including smokeless tobacco which is in any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked. The use of Electronic cigarettes and/or vaping devices is prohibited. The Board prohibits the use of tobacco on school property when the property is being used for any school purposes. School purposes include, but are not limited to, all interscholastic or extracurricular athletics, academic or other events sponsored by the Board or in which students of the District participate. Groups requesting to use District facilities shall be advised of this policy and shall be required to adhere to it.

**HOMEWORK POLICY:** Students are expected to complete all of their homework and turn it in on time. Teachers at each grade level will determine academic policies and distribute policies to all parents, students, and Administrators.

Grades 1<sup>st</sup> – 8<sup>th</sup> Homework Policy – All assignments must be turned in – All assignments at [www.sv99.org](http://www.sv99.org) on the teachers link

1<sup>st</sup> Grade

1. Reading pouches with emergent readers 3-4 times a week; Rocket Math practice pages at each child's level; Spelling tic-tac-toe; students are rewarded for being responsible for these items and there is no punitive consequence unless there are repeated offenses.
2. If not turned in the next day, the student will stay after school until 3:45 in Homework Hall.

2<sup>nd</sup> Grade

1. If homework is not turned in, the student will stay after school until 3:45 in Homework Hall.

3<sup>rd</sup> Grade & 4<sup>th</sup> Grade

1. If homework is not turned in, the student will stay after school until 3:45 in the Homework Hall.
2. If homework is more than 1 day late, grade will be 10% less.

5<sup>th</sup> Grade

1. If homework is not turned in, the student will stay afterschool until 3:45 in Homework Hall.
2. If homework is more than 1 day late, grade will be 10% less.

6<sup>th</sup>-8<sup>th</sup> Grades

1. Missing assignment entered in TeacherEase as a 0% until assignment is turned in.
2. Late assignment will drop 10%.
3. Assignments must be turned in by the end of the trimester or they will stay at a 0%.
4. Corrections will be allowed for half credit (must be completed within a week of the assignment being assigned).

## REMOTE LEARNING EXPECTATIONS

**Students:**

- Adhere to the student handbook and behave with integrity and honesty during remote learning.
- Follow the District's Acceptable Use Policy regarding technology and Internet.
- Attend all class sessions as required by your teacher(s)
- Complete all coursework on time. Failure to do so may result in failure of the class.
- Communicate with your teacher(s) in an appropriate manner and seek help when needed.

**Parents:**

- Provide a safe and appropriate place for your child to work.
- Be aware of all course/assignment deadlines and that work is being submitted to the teacher(s).
- Encourage your child to seek help from the teacher when needed.
- Ensure all work and tests are being completed without the aid of others.
- Communicate with the teacher when there are concerns.

**TRIMESTER REPORT CARDS & GRADING SCALE:** Report cards are issued every 12 weeks and D/F Notices at the midpoint of each trimester. The grading scale in every 2<sup>nd</sup>-8<sup>th</sup> grade classroom will be as follows unless notification is given to parents: **A = 100-90 B = 89-80 C = 79-70 D = 69-60 F = 59-0**

**HONOR ROLL:** The Honor Roll, which applies to grade 5-8, will consist of two divisions:

- High Honors for those students obtaining an average of at least 3.80 out of a possible of 4.00.
- Honors for those students obtaining an average of at least 3.30 to 3.79
- A grade of "C" or below in any subject will automatically disqualify a student from the honor roll.

**HIGH SCHOOL CREDIT CLASS QUALIFICATIONS:** In order for students to qualify for the Hall and St. Bede classes that may be offered, a determination will be made through various assessments, observations, recommendations and other determining factors appropriate to the age/level of the individual student.

## GRADES K-9 PROMOTION-RETENTION:

**K – 1<sup>st</sup>:** A student may not be promoted to the next grade level if they have received two or more "Needs Improvement" for each complete individual academic area.

**2<sup>nd</sup> – 8<sup>th</sup>:** A student may not be promoted to the next grade if a student has one "F" on their report card for final grades. This includes grades in Language Arts (English & Spelling), Physical Education/Health, Reading, Science, Math, and Social Science.

\*All K-8 assignments must be completed and submitted in order to be promoted.

When a student is in danger of failing, the parent will be notified at the midpoint of the second trimester. At that time the teacher, Principal, and other specialists are to design a special support plan for the students. Students will not be promoted to the next higher grade level based upon age or other social reasons not related to academic achievement. If a student fails to meet this policy, they may be allowed to take correspondence course(s) or an equivalent program approved by the principal, for the failed course(s). If the student passes the course(s) they will be promoted to the next grade and if failed they will not be promoted.

Averaging trimester grades to determine a student's grade point average is as follows: **A = 4 points; B = 3 points; C = 2 points; D = 1 points; F = 0 point** Math, Science, Social Studies, Language Arts, Reading and PE grades receive full weight. An honor class receives an additional point.

**EXAMPLE:** Language Arts-C=2, Social Studies-D=1, Reading-A=4, PE-B=3, Math-C=2 & Science-D=1 (Total = 2+1+4+3+2+1=13.0) (13.0/6.0=2.17)

**FERPA:**

- The right to inspect and review the student's education records maintained by the school
- The right to request that a school correct records which are believed to be inaccurate or misleading
- The right to prevent disclosure of student's education record, subject to several exceptions
- The right to complain to FERPA officials if any of the above rights are violated



**STUDENT RECORDS:** The Family Educational Rights and Privacy Act (FERPA) (105 ILCS 10/4) (from Ch. 122, par. 50-4) affords parents and students over 18 certain rights with respect to the student's educational records. The school principal is the official records custodian.

1. The right to review the records within 15 days of request.
2. The right to request the amendment of the student's educational records that is believed to be inaccurate.
3. The right to disclosures of personally identifiable information in the student's records, except to the extent FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education.
5. District #99 will maintain student permanent records and the information contained therein for not less than 60 years after the student has transferred, graduated or otherwise permanently withdrawn from the school.
6. District #99 will maintain student temporary records and the information contained in those records for not less than 5 years after the student has transferred, graduated, or otherwise withdrawn from the school. However, student temporary records shall not be disclosed except as provided in Section 5 or 6 or by court order. A school may maintain indefinitely anonymous information from student temporary records for authorized research, statistical reporting or planning purposes, provided that no student or parent can be individually identified from the information maintained.
7. Graduating student records will be shared with Hall High School as the receiving school as allowed by FERPA when 25 or more students are graduating.

**HOMELESS:** <http://www.isbe.net/homeless/default.htm>

PRESS 6:140, *Education of Homeless Children* PRESS 6:140-AP, *Education of Homeless Children*

**HOME SCHOOL POLICY:** Parents may elect to educate their child at home or in a nonpublic school, rather than enrolling them in District #99. The Administration shall notify the Regional Superintendent of all students residing in District #99 who are known to be receiving home schooling. A home-schooled child will not receive an 8<sup>th</sup> grade diploma from District #99. The child will not be allowed to utilize textbooks or other educational material and supplies owned or in the possession of District #99. The child will also not be able to participate in any District #99 extracurricular activities.

**CURRICULUM OBJECTION:** A parent/guardian who may wish to exclude their child from any classroom topics, may do so by contacting the District Office.

**RECORDS:** The district provides: Official records custodian; maintenance of permanent and temporary records; periodic review; notice prior to deletion of information. Right to inspect records; costs; confidentiality. 105 ILCS 10/4 AND 105 ILCS 10/5

**NOTIFICATION OF STUDENT RECORD DESTRUCTION:** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**TRANSFER NOTIFICATION:** Notification of transfer student's and student's parent rights given upon transfer. 23 Illinois Administrative Code 375.30

**LIBRARIES:** All students have access to the libraries. The books and other materials have been chosen due to their value to students. Students may borrow most materials as needed, but must take care of the material borrowed and have the materials returned promptly when due and in good condition. Students who lose or damage books are expected to replace the books at cost. Library privileges are stopped until books are returned and/or paid for.

**LOCKERS:**

- The use of lockers by students is deemed a privilege granted by the School District and each student will be assigned to a locker as a convenient place for personal property. Lockers may only store books, school supplies, garments and other items which are reasonably related to the student's school activities.
- Students in grades 5-8 are required to have a lock on their lockers at all times. One lock is provided. If lost, a \$6 replacement fee will be charged.
- Lockers will close easily and it is not necessary to force the doors shut.
- No tape or any damaging materials are allowed on the outside or inside of the lockers.
- Do not change lockers without permission. Only students assigned to a locker should use that locker.
- K-4<sup>th</sup> grade students do not have locks on lockers.
- At no time should any student try to open another student's locker. Students found in possession of other student's combinations or opening another student's locker, may result in a serious violation.
- It is the responsibility of the student to keep the student's locker clean, locked and to report any damage to, or malfunction of, the locker. The school is not responsible for damaged or missing student property from the locker. Students are responsible for their lock and private combination.
- Students shall go to their lockers to get their books and materials before school, before and after lunch, before last hour, and after school or at a time specified by a staff member.

Student lockers shall remain at all times the property of the School District. The School District retains the right to inspect and to search lockers and the contents of the lockers at any time and under any circumstances without prior notice. Inspections may be conducted. Students should not expect privacy in so far as school authorities are concerned as to the contents of any locker. The Board of Education authorizes the school administration to conduct locker searches deemed necessary and in any manner deemed by the administration to be reasonable or necessary to protect students and the school community.

## **STUDENT BEHAVIORAL POLICIES**

**DISTRICT DRESS CODE:** Good taste in age-appropriate dress and grooming is an important part of a wholesome classroom environment. The manner in which one dresses reveals a great deal about that person and leaves a distinct impression. Students grooming or attire, which creates a disruption of the education processes, will not be accepted and the student may be sent to the Principal's office.

1. Dress code must be followed for all school activities and all locations.
2. Coats, gloves, head coverings, sweat bands, spiked apparel, chains, bandanas, hats, and sunglasses are not to be worn in the building during the school day.
3. Dress, grooming, and accessories shall not display sexual, racial, vulgar, obscene, symbols, weapons, criminal acts, and/or offensive language.
4. No see-through or poorly fitting clothing are allowed. The torso must be covered from the neck to mid-thigh at all times, not to expose the chest, abdomen, genital area, buttocks, underwear, or the leg above mid-thigh.
5. (Grades 5<sup>th</sup> – 8<sup>th</sup>) Shirts must cover from the collarbone to the shoulder at all times. Low necklines, bare shoulders, bare backs, and bare midriffs are not allowed. Shorts, dresses, and skirts may be worn, but should be mid-thigh or longer. Slits on pants, skirts, or dresses may be mid-thigh or lower. No slits in shorts.
6. No piercings are allowed in mouth or tongue area or any piercing that is a distraction. Hairstyles, dress and/or accessories that pose a safety hazard or disruption are not permitted.
7. (Grades Pre-K - 5<sup>th</sup>) Students must have a change of clothes in their lockers for emergencies.
8. Students must wear safe shoes to school. Shower shoes, spiked heels, plastic shoes, ballet slippers, slides, or slippers are not allowed. All shoes are required to have backs.
9. No costumes, fake glasses, capes, tails, masks, or similar items, unless approved by a teacher for a project or event, are to be worn or brought to school.

**SEARCH AND SEIZURE:** In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

**ACCEPTABLE USE AND INTERNET SAFETY POLICY:** In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students' access. While the staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use. If a user violates this Policy, student's access may be denied, and will be subject to additional disciplinary action. Students must agree to follow the Policy, and agree to report any misuse of the network to a teacher. Misuse is violating this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property. The School District is providing access to its computer networks and the Internet for educational purposes only. Users must abide by rules of network etiquette, be polite, and use appropriate language. No obscene language or threats. Posting of staff pictures on internet will result in suspension.

Users and their guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils and must avoid these sites. If a student finds that other users are visiting offensive or harmful sites, they must report such use to the appropriate school personnel. Safety should be a priority. In using the computer network and Internet, do not reveal personal information such as your home address, telephone number, credit card numbers or social security number. Never agree to meet a person you have only communicated with on the Internet. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Personal, identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. The School will use filtering software or other technologies to prevent students from accessing harmful content. The School will also monitor online activities of students to ensure that students are not accessing such depictions or other material, which is inappropriate for minors.

Network and Internet access is provided as a tool for education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have an expectation of privacy regarding such materials. The School District shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the student's use of its computer networks or the Internet under this Policy. Users are taking full responsibility for his or her use, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of the student's use of his or her access to its computer network and the Internet whether that use is on a School computer or on another computer outside the School District's network.

Unless a specific site has been identified by a teacher as a part of the curriculum, social media sites are not allowed within or on any district owned devices. The School District cannot require students to turn over their social media passwords for any reason to any staff member. (This includes 6-8<sup>th</sup> grade technology that students may take home). Visit: [www.SafetyIllinoisAttorneyGeneral.gov](http://www.SafetyIllinoisAttorneyGeneral.gov) or [www.ag.state.il.us](http://www.ag.state.il.us) for website safety tips for parents.

**CYBERBULLYING:** Prevention and education strategies to address cyberbullying and related online risks will be incorporated into the curriculum at SVCCSD.

Cyberbullying is defined as being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. It has various forms, including direct harassment and indirect activities that are intended to damage the reputation or interfere with the relationships of the student targeted, such as posting harmful material, impersonating the person, disseminating personal information or images, or activities that result in exclusion. The district will immediately address all instances of cyberbullying occurring through the use of district Internet system, district technologies or use of personal digital devices, such as cell phones, digital cameras, personal computers, and PDAs, while on campus. In addition, cyberbullying activities which occur off-campus and affect the academic and social standing of a student at school will also be responded to by the district.

**ACCESS TO STUDENT SOCIAL NETWORKING & WEBSITES:** School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

**REMOTE LEARNING:** If the district is in the midst of a public health emergency pursuant to Section 7 of the Illinois Emergency Management Agency Act, the State Superintendent may mandate remote learning days or blended remote learning days (hybrid of in-person and remote schooling) in lieu of solely in-person schooling. The district's remote and blended remote learning day plan, which addresses a wide range of issues from remote instruction accessibility to accommodations for special student populations, is provided on the district's website.

#### **CAFETERIA POLICIES**

1. Teachers will walk students to the lunchroom or recess location.
2. If a lunch is delivered/brought to the school, it is to be for an individual student only, not a group of students.
3. Fast food, soda, energy drinks, gum, glass bottles will not be allowed (unless earned as a PBIS award).
4. When a student has forgotten their lunch, a lunch will be provided and their account will be charged in order to reimburse the school for the lunch (if not free).
5. Students will sit at assigned tables with their feet under the table and still and shall not leave the table or gym without permission.
6. No pounding or rocking tables, popping cartons or cans or smashing cans or bottles or loud talking, singing, or chanting.
7. Keep hands and feet to yourself and no throwing food or any objects

**RECESS RULES:** 1. Dress for the weather. 2. Go outside unless the student has a note from their parent or teacher. 3. No throwing snow, rocks, or any other inappropriate objects. 4. Stay in designated areas. 5. Line up immediately after the teachers whistle. 6. Enter the building in a single file and quiet line.

**FIELD TRIPS:** At the start of the school year parents will sign a permission slip for the entire year and students/parents will be notified as arrangements are made. Please be sure to watch monthly bulletins for further details. Field trips may be scheduled with required prepaid tickets. If this is the case, preordered tickets will not be refundable for any reason. Grade level field trips are structured to meet the Illinois Learning Standards. However, if a student has been through Tier II and receives a third major during the year, the student may not attend any field trip. In addition, if a student earns a serious violation, Level II, the administration may remove the class trip from the student. The district security policy states that if the United States is under a "Code Red" or "Code Orange" as determined by the Homeland Security Commission, field trips to metropolitan areas will be cancelled and the staff will choose an alternative activity.

**SCHOOL BUS RULES:** Video/audio cameras are on busses to record conduct and are used for the purposes of investigation into misconduct or bus accidents.

1. Be on time at the designated school bus stop
2. Stay at least 6 feet from the road at all times while waiting for the bus and wait for the bus to come to a complete stop before attempting to enter the bus.
3. Keep hands and head inside the bus at all times while on the bus. No obscene gestures directed towards anyone on the bus or off.
4. Assist in keeping the bus safe and sanitary at all times. Do not throw anything on the bus or out the windows.
5. Remain quiet on the bus. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Never tamper with the bus or any equipment.
7. Riders are responsible for their belongings. Do not leave personal items on the bus.
8. Be respectful and courteous to all people on the bus and at bus stops. Help look after the safety and comfort of smaller children.
9. Do not leave your seat at all once you have sat down. Once you have reached your destination you may then leave your seat.
10. Everyone must be completely quiet when the bus approaches a railroad crossing stop.
11. In case of any type of emergency, remain in the bus until instructions are given by the driver.
12. After exiting the bus, and it is necessary to cross the highway, accompany the pupil patrol to a point at least ten (10) feet in front of the bus where traffic coming from both directions may be observed. Then wait for permission from the bus driver before crossing. Be alert to a danger signal from the bus driver.
13. Do not ask the driver to stop at places other than the regular stop. The driver is only permitted to do so by school personnel.
14. Observe the same rules and regulation on all other trips under school sponsorship as observed between home and school. On trips, students are to follow the directives given by the school appointed chaperone.

Penalties for Violations of this Policy are as follows

- 1<sup>st</sup> Offense: All incidents will be reported to school officials and parents will be contacted by a school official and a permanent seat will be assigned to student.
- 2<sup>nd</sup> Offense: The student will be suspended from the bus for five school days.
- 3<sup>rd</sup> Offense: The student will be suspended from the bus for ten school days.
- 4<sup>th</sup> Offense: Permanent removal from the bus. *(This is not a required sequence of discipline actions and Major Violation discipline actions may also occur.)*

**VIDEO SURVEILLANCE ON BUSES AND ON SCHOOL PROPERTY:** To promote the health, safety and well-being of students and staff, video/audio recordings are made on school buses. The district reserves the right to video record public areas in and about the school buildings, as may be determined necessary by the district. Electronic recordings (video, digital, audio) made on school buses are not considered to be part of, nor treated as a student record.

**GANG AWARENESS POLICY:** The District must provide a safe and disruption-free environment. The School Code of Illinois (IL Rev. Stat., Chap. 122, par. 31-1 through 31-4) provides that “any public-school fraternity, sorority, or secret society is inimical to the public good. \*A ‘Zero tolerance’ rule has been established and the presence of or student involvement in gangs or gang-related activities on school grounds, or at school related events, including the display of gang symbols or paraphernalia, is prohibited. “Gangs” as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or by the School District’s rules and regulations. While on or about school property or at any school sponsored event wherever held, no student shall participate in any gang or gang-related activity. Activities include, but are not limited to, the following:

1. Soliciting and/or recruiting others for membership.
2. Participating in and/or inciting physical violence.
3. Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance, or the payment of dues.
4. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person or living creature for gang recognition.
5. Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or any other item commonly associated with membership in or affiliation with a gang or secret society.
6. Using any communication, verbal or nonverbal (gesture, handshakes, etc.) suggesting or showing membership in, or affiliation with, a gang or secret society.
7. Engaging in any activity or omission intended to promote or further the interests of any gang or any gang activity or society including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to “represent” or act like a member of gang or
8. Any act of activity which violates any law or any policy of Spring Valley Elementary School District #99 when such act or activity is taken to further the interests of a gang or secret society.

Penalties for violations of this policy are as follows: Any student who is first suspected of violating the Gang Policy may be required, after being informed of the reasons why he or she is suspected of a violation and receiving an opportunity to state his or her version of events, to surrender any material or thing alleged to violate the Policy to school officials and attend a parent conference. At the parent conference, anything surrendered by the student will be returned to the parent upon request.

- First infraction will result in a minimum of a five day out-of-school suspension.
- Students violating the Gang Policy a second time shall, upon a finding of such violation will receive a minimum of an out-of-school suspension and shall be subject to suspension or expulsion for a period not to exceed on full year.

**DISCIPLINE:** The following comments regarding DISCIPLINE are very important in the consideration of all discipline actions:

1. Students perform better in a disciplined environment.
2. For discipline to be effective, it must be handled firmly and consistently.
3. It is our responsibility to set controls, limits, consequences, etc. to the best of our ability in relationship to the individual child where appropriate. Rules and regulations are for all children, but at the same time, some children require more controls and very firm limits, while others require fewer controls and less limitations.
4. It is very important that the discipline of students does not create an educational experience for the child so painful that it interferes with the learning process.
5. Both the school and the home must work together in sharing the responsibilities. Discipline demands careful evaluation and ongoing observation in both the home and school. Take a moment and think of all the children we know and how differently each behaves, and we can easily recognize the big task that we share. In an effort to be fair and consistent with the students, we have adopted a discipline policy that will be followed by all of the teachers. Prior to receiving discipline, a student will be given appropriate due process, which is an opportunity to explain the misconduct and any reason for it.

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

**John F. Kennedy's PBIS Matrix**  
*"Be Safe, Be Respectful, Be Responsible . . . Be a Wildcat!"*

Strategies for Success at JFK School	Arrival/Departure	Classroom	Assemblies	Breakfast/Lunch	Playground	Bathroom	Office	Nurse	Hallway/Transitions	Tech
Code	1	2	3	4	5	6	7	8	9	10
<b>Be Safe</b>	-KHFOOTY -Stay on sidewalks	-KHFOOTY -Use classroom equipment appropriately	-KHFOOTY -Stay seated	-KHFOOTY -Stay seated -Sit in assigned area	-KHFOOTY -Use equipment appropriately	-KHFOOTY -Walk -Keep feet on floor	-KHFOOTY -Walk into office -Keep feet on floor	-KHFOOTY -Wait until items are given to you	-KHFOOTY -Walk & watch -Keep campus secure	-KHFOOTY -Handle equipment with care
<b>Be Respectful</b>	-Follow directions -Use appropriate language	-Use good manners -Use quiet voices -Follow directions -Respect others' property -Raise hands to speak	-Use quiet voices -Participate when appropriate -Be an active listener	-Use good table manners -Use quiet voices -Follow supervisors' directions	-Follow directions -Take turns -Use appropriate language	-Use quiet voices -Respect others' privacy	-Use quiet voices -Wait your turn	-Use quiet voices -Wait your turn -Knock on door if closed	-Use quiet voices -Allow others to pass -Keep locks locked	-Follow technology rules
<b>Be Responsible</b>	-Arrive at bus/school on time -Line up in proper lines	-Be prepared -Complete assignments -Use your best effort	-Arrive on time -Enter/exit quietly	-Clean area (tables & floors) before leaving -Stack trays properly -Eat your own food	-Dress for the weather -Report accidents -Leave playground clean	-Flush toilet -Wash hands with soap & water -Keep water in sink -Return promptly to class	-Put items in appropriate place -Have pass when entering	-Enter & exit in a timely manner -Arrive on time -Return ice packs -Have pass when entering	-Report immediately to destination -Keep hallways clean -Keep items inside lockers	-Leave equipment on appropriate settings

**Minors:** School PBIS guidelines are to be safe, be responsible, and be respectful. Rules reflect Kennedy School's PBIS matrix in all classroom and playground responsibilities. Minors are listed in behavioral logs and majors are listed in TeacherEase discipline and behavioral logs. PBIS guidelines will be sent home by classroom teachers at the start of the school year. All minors will have two pre-corrects before they are issued. Individual cases may vary.

**Grades K-4:** 5 minors = ½ hour reteach with teacher      10 minors = 5:15 detention scheduled by office

**Grades 5:** 5 minors = 5:15 detention scheduled by office and reset each trimester

**Grades 6-8:** 1-4 minors = 15 minute reteach with teacher      5 minors = 5:15 detention scheduled by office (6-8 teachers will email each minor in the behavior log)

1. Missing Homework (Refer to grade level policies)
2. Inappropriate Language (Hurtful feeling toward another)
3. Following Staff Directions (not lining up, etc.)
4. Honesty (Lying)
5. Be Where You Are Supposed to Be
6. Tardy for Class (Jr. High)
7. Disruptive Behavior (Loud Voices, Talking Out of Turn, Staying in seat, Etc.)
8. KHFOOTY (Kicking, Pinching, Spitting, Etc.)
9. Coming to Class Prepared (Having Needed Materials, Etc.)
10. Using School Equipment Correctly (p.e., classroom equipment, scissor misuse, etc.)
11. Respect (Practicing Good Manners, Being kind to others)
12. Playing in the Bathroom
13. Failure to Serve Reteach
14. Gum Chewing
15. Technology (Inappropriate use of iPads/computers, etc.)
16. Phone Use (using phone during school hours)
17. Following Playground Rules (Not using equipment correctly)
18. Cheating on daily homework or activity

**MAJOR POLICY:** A Major Violation is any serious act, which goes against the teaching of PBIS. This is a list of examples not a defined list. Any Major Violation may result in suspension and/or expulsion from school. Prior to any discipline action, a student will be given the opportunity to explain his/her conduct.

#### **MAJOR VIOLATION – LEVEL I**

1. Stealing, attempting to steal or aiding someone in stealing.
2. Cheating, attempting to cheat, or aiding someone in cheating on tests, quizzes, projects or multiple homework assignments.
3. Leaving the classroom or exiting the building without permission. Skipping class or an assigned detention.
4. Foul, vulgar, or inappropriate language directed at or in the presence of others on school grounds.
5. Disrespect, insubordination, disobeying directives, and/or gross verbal abuse.
6. Inappropriate behavior resulting in removal from class and being sent to the office.
7. Aggressive, threatening, bullying, hazing, violent behaviors causing physical or psychological harm or urging others to engage in such conduct.
8. Harassment: Causing humiliation, embarrassment, or discomfort. Inappropriate touching, verbal or written comments, intimidation, and hostile or offensive conduct. Including comments about race, sex, nationality/ethnicity, religion, disability, or any disrespect, insubordination, or verbal abuse.
9. Disruptive influence by engaging in any activity that constitutes an interference with school purposes or an educational function.
10. Misuse of technology.
11. Destruction of school property/vandalism.

**The discipline sequence may be as follows (This is not a required sequence of disciplinary actions):**

- **1<sup>st</sup> Major:** 1) Parent-Teacher-Principal conference; 2) 1 day out/in-of-school suspension; 3) 5:15 Detention
- **2<sup>nd</sup> Major:** 1) Parent-Teacher-Principal conference; 2) 3 day out/in-of school suspension; 3) Placement in PBIS Tier II Team
- **3<sup>rd</sup> Major:** 1) Parent-Teacher-Principal conference; 2) 5-10 day out-of-school suspension; 3) Loss of class trip; 4) No participation in extra-curricular activities for remainder of school year
- **8<sup>th</sup> Grade Students:** Receiving 2 or more 5-10-day suspensions = no graduation ceremony) \*All disciplinary consequences & fees must be fulfilled by graduation
- No Pre-Kindergarten student may be suspended or expelled.

#### **MAJOR VIOLATIONS – LEVEL II**

1. Possessing, using, consumption, distribution, purchase, selling or offering alcohol, tobacco, e-cigarettes, vapes, drugs, look-a-likes, or paraphernalia or being under the influence of alcohol or drugs on school property. "Drugs", include, but are not limited to, prescription and over-the-counter medicine whether legal or illegal, narcotics, marijuana, inhalants, or consumables, chemicals & plants, mood altering substances, and any look-alike substances. Any substance inhaled, injected, smoked, consumed, ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powder form.
2. Possession, use, distributes, purchases or sells an explosive, firearm, knife or any other object that can reasonably be considered a weapon, including look-a-likes.
3. Causing or attempting to cause serious bodily injury to another student or staff.
4. Creating or organizing activities, groups, etc. that promote racism.
5. Fighting, which includes the throwing of punches or kicking or tripping someone with the intent to injure.

In the case of certain violations: 1. Police and parents will be called in on the matter. 2. Referral to community agencies/resources. 3. In the case of a student who uses, possesses, distributes, purchases, or sells an explosive, firearm, knife or any other object that can reasonably be considered a weapon shall be expelled for at least one year. The School Board may direct the Superintendent to modify the expulsion requirement on a case-by-case basis. Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her contact. Physical restraints may be used when necessary to protect the student or other individuals and/or property from harm. The possession of a weapon or firearms on school grounds will be reported to law enforcement agencies. 4. Possession of alcohol, narcotics, look-a-likes, and drug paraphernalia on school grounds at any time. This includes activities conducted at other schools while participating in a school-sponsored activity.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) not the student's person; (b) contained in another item belonging to, or under the control of, the student such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

**Consequence options for 1<sup>st</sup> offense:** A. 10-day suspension B. Alternative placement C. Participation in a drug and alcohol educational program. D. No participation in any Extra-curricular activities E. No participation in the graduation ceremony for the 8<sup>th</sup> graders F. Loss of class trips G. Expulsion

**Consequence option for 2<sup>nd</sup> offense:** Expulsion (By Board action with a parent written notice and an opportunity to meet with the Board)

**BULLYING:** Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school 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 performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussion of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with a teacher, counselor, or building administrator. Students may choose to report to a person of the student's same sex. Complaint will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's disciplinary policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

**USE OF PHYSICAL RESTRAINTS/ISOLATED TIME-OUT:** The district's use of physical restraint and isolated time-outs are consistent with state laws and regulations. More information on these practices can be found on the State Board of Education's website at: <https://www.isbe.net/Documents/Guidance-FAQs-Time-out-Restraint.pdf>

**DETAINMENT AND QUESTIONING OF MINOR STUDENTS ON SCHOOL GROUNDS:** Pursuant to state law, before detaining and questioning a student on school grounds who is under eighteen years of age and who is suspected of committing a criminal act, a law enforcement officer, school resource officer, or other school security personnel must (1) notify or attempt to notify the student's parent or guardian, (2) document the time and manner of the notification or attempted notification, (3) make reasonable efforts to ensure the student's parent or guardian is present during the questioning, and (4) if practicable, make reasonable efforts to ensure that a law enforcement officer training in promoting safe interactions with youth is present during the questioning. However, these requirements do not limit the authority of law enforcement to make arrests on school grounds and do not apply to circumstances where immediate action would: (1) prevent bodily harm, (2) result in apprehension of an armed or fleeing suspect, (3) prevent the destruction of evidence, and (4) address emergency and other dangerous situations.

**Preschool:** Pursuant Students enrolled in the District's State-funded preschool program may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits expulsion of students from the program.

#### **COMPLAINT POLICY:**

The following Policy pertains to all complaints. If a parent or student has a concern over a discipline action or a complaint, they are to follow these guidelines:

1. Contact the teacher involved with the complaint and request or schedule a conference within twenty-four (24) hours.
2. If the conference with the teacher does not clarify the situation, schedule a conference with the Principal or Assistant Principal within twenty-four (24) hours.
3. If there is still a question concerning the incident, then a conference with the Superintendent is necessary within twenty-four (24) hours.
4. If the three (3) conferences do not clarify the incident, then the parents or guardians may request to be placed on the Board of Education agenda for the next regularly scheduled meeting. The parents or guardians will have 5-minutes in closed session to present concerns to the Board. The Board will review the situation alone and determine if the consequence is deemed appropriate. All discipline consequences scheduled prior to the board meeting must be served. If the school board decides the consequence was not appropriate, the discipline record will reflect the board's decision.

### **JFK ACTIVITIES**

**JFK ACTIVITIES:** District #99 offers Girls'/Boys' Basketball, Girls' Volleyball, Girls'/Boys' Track, Scholastic Bowl, Science Fair, Speech Contest, Spelling Bee, Intramurals, Musicals, Swing Choir, Jazz Band, Special Olympics, Cheerleading, Young Authors, Softball, Baseball, and Student Council.

#### **ATHLETIC EVENTS RULES:**

1. Kindergarten through 5<sup>th</sup> Grade students who attend the games must come with an adult and must sit with that person.
2. All fans are to exhibit good sportsmanship, which includes the following: No throwing of objects onto the floor. No yelling at coaches, referees, or players at any time. Kicking and stomping on the bleachers is not allowed.
3. Water is the only beverage allowed in the gymnasium.
4. No one is allowed to leave the gym until a timeout, at the end of a quarter or half, or between games.
5. Once a student leaves the building without permission, they will not be allowed back in.
6. If a student or adult is asked to leave the gym at either a home or away contest because of improper behavior, they will not be allowed to attend any more games for the year. Dismissal from the premises for misbehavior may occur immediately, without a warning being given.
7. No one will be allowed into the gym until 15 minutes prior to game time.
8. Only players, coaches and referees are to be on the gym floor. No students or spectators are allowed on the floor at any time during a game.
9. At no time are you to walk in front of the athlete's benches during game play time.
10. Junior High will sit in the designated student section in the bleachers for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade fans.
11. Everyone is to wear green and cheer as hard as they can for the JFK Wildcats!

**ATHLETIC INSURANCE:** Any student who is participating in athletics must take out school insurance or have on file a letter indicating that he/she is covered by family insurance. This letter must be signed by the proper guardian, and be on file before the student may participate.

## **SCHOOL SONG**

Cheer, cheer for the Wildcat team  
They are out there shining with glee  
We will win this game tonight  
'Cause all of our players do all right  
They never stagger, they never fall  
Our Wildcats out there will fight for the ball  
So, let's give them one big cheer  
And cheer them along the way  
Ta-he  
Ta-ha  
Ta-rah-rah-rah  
Spring Valley Wildcats  
Rah, rah, rah

**CO-CURRICULAR CODE OF CONDUCT:** All students who participate in District activities acknowledge and accept the following Code of Conduct. This code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with penalties increasing with subsequent behaviors. Students may be excluded while the school conducts an investigation.

### **SECTION 1 – REQUIREMENTS:**

1. IESA eligibility and requirements will be followed for all extracurricular activities.
2. Students **MUST** have a current physical on file, prior to participating in tryouts.
3. All participants are to have turned in to coach/sponsor prior to the first practice: Insurance, waiver/acceptance signed, Handbook permission slip signed, Paid activity fee of \$75 for sports and/or \$25 for clubs (maximum of \$100/year). If a student voluntarily ceases participation in any extra-curricular activity, any outstanding fee must be paid prior to the participation in any upcoming activity.
4. No pass no play policy. Grades will be checked weekly by sponsors/coaches on Monday to determine eligibility. If a student has an 'F' or below a 1.75 G.P.A. they will be suspended from all activities and their grades will be checked weekly. Suspension due to eligibility will take place the following Monday thru Sunday. Following the weekly check, they will be able to participate once the student's G.P.A. is 1.75 or higher. A student who has accumulated three weeks of ineligibility during the season will be dismissed from the team. A student will be suspended from all extra-curricular activities after a third major for the remainder of the school year. A student suspended from participation, is not allowed to attend any extracurricular event.
5. Observe all school rules. Demonstrate exemplary behavior at all times. A student may be dismissed from the squad by the principal if the student commits a serious violation of school policy. No participation on team until detention is served. Re-teaching and detentions take precedence over all practices and events. ISS or OSS may result in suspension or removal from team as per coach and administration decision. 2 minors = no participation for 1 week
6. The following apply for any **Level 1 Major**: 1 major = no participation for 4 calendar weeks for any extra-curricular activities/teams. 2 majors = dismissal from team. 3 majors = dismissal for the year from all extra-curricular activities/teams.
7. The following apply for any **Level 2 Major**: 1 major = dismissal from the team. 2 majors = Student is denied participation from all activities for one calendar year from the date of the occurrence. 3 majors = Denial of extra-curricular activities for the remainder of the student's career at JFK.
8. Possessing or using steroids, HGH, tobacco, alcohol, or drugs will result in automatic dismissal.
9. Athletic uniforms will be provided by the school with the exception of clubs. Students are to purchase for basketball, volleyball, and track: shoes (only worn in gym for practice and games), socks, and gym bag. Additional purchases in track are: sweat pants, sweat shirt, and track shirt. Cheerleaders are to purchase spirit gear, bloomers, and any other gear voted on by squad. Uniforms will be collected following the season. Any damage to the uniform may require the student to pay for the uniform to be replaced.

### **SECTION 2—RULES**

1. Participants must attend all practice/games and be on time unless excused prior to the activity by the coach/sponsor (The parent must contact the coach/sponsor). Students must be in attendance for at least ½ of a day in order to attend practice or games unless approved by the principal. 1 unexcused = warning 2 unexcused = no participation for one week 3 unexcused (or 1 unexcused game/event) = dismissal from squad
2. Be polite and respectful. Participants must sit together at games/events and watch. Students may get out of their seat only at half time for basketball or between periods in volleyball. Friends that are not team members may not sit by team. Act appropriately at events with no booing, fighting, and profanity.
3. Dress appropriately for practice wearing the requirements of their sport.
4. Players will ride the bus to the games/matches. On the way home students are to ride the bus home unless the coach receives a written parent note. School handbook bus rules and expectations apply. 1<sup>st</sup> bus infraction = 5:15 detention 2<sup>nd</sup> bus infractions = 1 game suspension 3<sup>rd</sup> bus infractions = dismissed from squad
5. A technical will result in immediate benching.
6. Any fighting, taunting, disrespect, foul language, inappropriate gestures, or arguing with anyone will result in dismissal from team.
7. Any infraction among the Major Violations on page 12 may result in dismissal from the team.
8. All school property and equipment must be treated with respect and any damage will be reimbursed by the perpetrator.
9. All of the coaches/sponsors directives will be followed at all times.
10. I.E.S.A. rules do not allow any type of jewelry or glitter during games (piercings, necklaces, rings, etc.)
11. Participants are expected to dress up and following coach/sponsor/handbook requirements for all game/event days.
12. Dress should represent J.F.K. in a positive and respectful manner and follow the current dress code policy.
13. Volleyball, basketball, and track members are to wear their hair in a way that is not unusual or would affect their vision.
14. Co-curricular activities are a privilege, and not a right. If a student wants to participate all rules and guidelines must be followed. Remember that at all times you are representing our school so your behavior, dress, and actions should reflect positively on J.F.K.

**SECTION 3—STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols. Concussion information: <http://www.iesa.org/documents/general/IESA-ConcussionInfo.pdf>

PARENTS MUST VIEW THE CONCUSSION VIDEO found on the IESA site and will be required to sign off on viewing before your child can practice or play. Form is available at registration or from the school nurse.

**SUGGESTIONS FOR HANDBOOK CHANGES**

Please check the following: Revise existing rule: Page \_\_\_\_\_ Rule \_\_\_\_\_      Change wording: Page \_\_\_\_\_ Rule \_\_\_\_\_

Please write new rule proposal:

**Return to the Kennedy School Administrative Offices**