

NORRIDGE SCHOOL DISTRICT 80

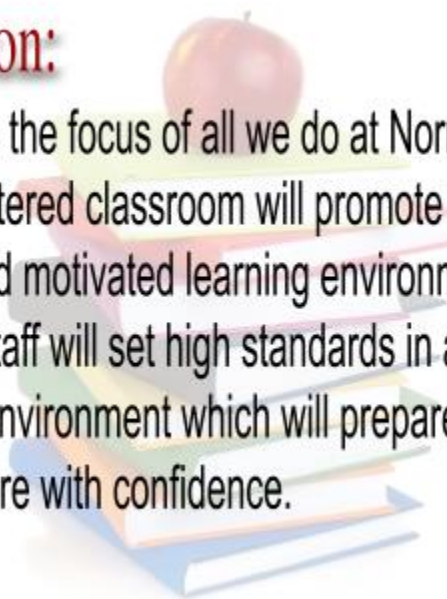
# STUDENT-PARENT HANDBOOK

2017 - 2018

*The mission of Norridge School District 80 is Inspiring Educational Excellence in a Nurturing Environment.*

## **District Vision:**

Our students are the focus of all we do at Norridge School District 80. The Student centered classroom will promote an independent, collaborative, and motivated learning environment. Our Administrators, Teachers, and Staff will set high standards in a safe, nurturing, and positive school environment which will prepare our graduates to take on their future with confidence.



## To All Students and Parents

The Board of Education, Administration, teachers, and support staff are extremely proud of your School District. We believe that a strong, comprehensive academic program greatly assists students in meeting the challenges of the future and the demands of the 21st Century. We also believe that responsible, loyal citizenship and a well-defined work ethic by students will contribute significantly to their success. To that end, this Handbook is offered for direction and guidance. We ask for parent/guardian support in its application.

We know that research on student achievement indicates that student success in school is greatly enhanced by active, supportive parent involvement. We encourage parents/guardians to become involved in matters related to their child's growth and development. We look forward to working with you.

Mrs. Michele Guzik  
Principal  
John V. Leigh School

Ms. Stephanie Palmer  
Principal  
James Giles School

**2017- 2018**

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# Chapter 1

## Introductory Information & General Notices

### 1.10 Parent/Guardian Handbook Acknowledgement

Dear Parent/Guardian,

**Please complete the following form and return to the school office no later than Wednesday, November 1, 2017, or you can electronically sign online after being notified by the district.**

Mrs. Michele Guzik, Principal Leigh School

Ms. Stephanie Palmer, Principal Giles School

From: The Parent/Guardian of: (1) \_\_\_\_\_  
(2) \_\_\_\_\_  
(3) \_\_\_\_\_  
(4) \_\_\_\_\_  
(5) \_\_\_\_\_

To: Leigh/Giles School

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of Leigh/Giles School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this Handbook may be amended during the school year without notice. This Handbook in the latest version is applicable to all students upon the implementation of any change. I understand that the Administration will notify all parents/guardians and students in writing, at their last known address, of any changes to the Handbook as soon as practicable.

---

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**1.11 Student Handbook Acknowledgement** - I have received a copy of the Student/Parent Handbook. I have read the Handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements. I understand that this Handbook may be amended during the school year without notice. This Handbook in the latest version is applicable to all students upon the implementation of any change. The Administration will notify all parents/guardians and students in writing, at their last known address, of any changes to the Handbook as soon as is practicable.

---

Signature of Student

Date

### 1.30 General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of District and/or school policies and procedures. The Board's comprehensive policy manual is available for public inspection through the District's website, at [www.norridge80.net](http://www.norridge80.net) or at the Board office, located at:

#### **NORRIDGE SCHOOL DISTRICT 80**

8151 W. Lawrence Avenue

Norridge, Illinois 60706

708/583-2068

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

#### **Board of Education**

Mr. Srbo Radisavljevic, President  
Mr. Pasquale Biondo, Vice President  
Mr. Warner DeJulio, Secretary  
Mr. Mike Bellafiore  
Mr. Tim Ludston  
Mrs. Jennifer Paoletti

The Board of Education is responsible for establishing the policies of the School District and for guiding the Administration that directs the operation of the schools. The Board meets at 7:00 p.m. on the third Tuesday of each month, except December, when the meeting is held on the second Tuesday of the month. The meeting location alternates between Giles/Leigh Schools.

The Board of Education has hired the following Administrative staff to operate the schools:

**NORRIDGE SCHOOL DISTRICT 80**

8151 W. Lawrence Avenue  
Norridge, Illinois 60706  
708/583-2068  
Website: [www.norridge80.net](http://www.norridge80.net)

**James Giles School**

Ms. Stephanie Palmer, Principal  
4251 N. Oriole Avenue  
Norridge, IL 60706  
708/453-4847  
Fax: 708/456-0798

**John V. Leigh School**

Mrs. Michele Guzik, Principal  
8151 W. Lawrence Avenue  
Norridge, IL 60706  
708/456-8848  
Fax: 708/583-2053

### 1.31 Residency

Only students who live with their custodial parent(s)/legal guardian(s) within the boundaries of the School District may attend its schools. Parents/guardians will be asked to sign an affidavit verifying they reside legally within the School District. Further information may be required and an investigation may be conducted by the School District to determine the residency of any student, before or after enrollment.

Cross Reference:

Norridge School District 80 Policy 7.60, *Residence*

### 1.32 School Hours

Giles classes begin - 8:10 a.m.  
Dismissal of Students - 2:55 p.m.  
Leigh classes begin - 8:20 a.m.  
Dismissal of Students - 3:05 p.m.

### 1.33 Daytime Emergencies

In the event the schools must close during the school day due to an emergency power outage, loss of water, weather related emergencies, etc., local area radio and television stations will be contacted to broadcast the emergency school closing. Also, attempts will be made to notify the parents/guardians of all kindergarten through fifth grade children.

Unless otherwise notified by parents/guardians, it will be assumed by school officials that junior high students will be expected to report home or to another child care provider under such emergency situations. **IT IS VERY IMPORTANT THAT PARENTS/GUARDIANS INFORM SCHOOL OFFICIALS OF HOW THEY MAY BE CONTACTED IN THE EVENT OF AN EMERGENCY.**

It is equally important that children have a neighbor or friend they can contact in the event an emergency arises and their parents/ guardians are not at home. Parents/guardians should make certain that children:

1. Have access to a key to enter their home;
2. Can report to the home of a relative, neighbor, or friend if they cannot go home;
3. Know where and how to contact their parents/guardians during the day.

The **Evacuation Drill** is used in case of fire or other occurrences that make it necessary to leave the school building. If a school building must be evacuated and students may not return to the building, they will be taken to these designated shelter or assembly areas:

Giles School will go to Ridgewood H.S.  
Leigh School will go to Ridgewood H.S.

### 1.34 Change of Address or Phone Information

It is important for school officials to be able to contact parents/guardians so it is an important responsibility of parents/guardians to report any change of address or phone number to the school office. Parents/guardians may also provide the school office with their cell phones, fax numbers, and e-mail addresses, so that school officials may contact parents/guardians in emergency situations.

### 1.35 Care of School Property

The schools and their property belong to the community. Students should take pride in keeping the schools and their equipment in good condition.

Students are expected to maintain proper care of all textbooks, library books, supplies, equipment, furniture, etc., provided by the school. Parents/guardians of students who deface, damage, destroy, or lose school property will be expected to pay for lost or damaged property.



### 1.36 Lost and Found

Lost and Found areas are located in each school. The labeling of all personal items brought to school assists in identifying lost items. Students and parents/guardians are encouraged to occasionally look through the Lost and Found for missing personal items. Eyeglasses, jewelry, watches, and other expensive items are retained and may be claimed in the school offices.

At the close of each school term and during various breaks, unclaimed, unmarked items are usually donated to area non-profit agencies.

### 1.37 Personal Property

Students are urged to leave money and valuable items at home. If it becomes necessary to bring money or valuable items to school, students are strongly encouraged to bring them to the office for safekeeping. The school is not responsible for lost or damaged items.

### 1.38 Unauthorized Materials/Nuisance Items

All unlawful and unsafe items (tobacco products, alcohol, drugs, weapons, etc.) are prohibited in the schools.

Materials that are distracting to school programs are not permitted at school, including but not limited to: radios, CD or tape players, headsets, electronic games, laser pointers, squirt guns, and toys. School officials may confiscate such items from students with notification to parents/guardians. The schools are not responsible for the students' personal items either lost or stolen.

### 1.39 Playground/ Field Use

The school playgrounds/fields are available to students from 8:00 a.m. until school begins. The playgrounds/fields are also available for student use during lunchtime. Physical education classes use the playgrounds during the school day under the direction of the physical education teacher. Students are expected to leave the school grounds immediately at the end of the school day and are not permitted to play on the playgrounds/fields at that time.

Playground/field rules will be discussed with students during the first week of the school year. Students using the playgrounds/fields must comply with those rules.

### 1.391 Recess

The Building Principal or designee will determine if recess will be held inside or outside. Since students will be going outside at lunchtime, parents/guardians should make sure

students are dressed appropriately.

If a child has been ill, parents/guardians may request that their child remain inside for one day during recess. If parents/guardians wish for their child to remain inside for a longer period of time, a doctor's statement must be provided to school officials.

Students who are unable to maintain proper conduct during recess may be denied the privilege.

### 1.392 Bicycles/Skateboards/Rollerblades

**Students are not permitted to bring skateboards or rollerblades to school.** Students may ride bicycles to school, but they do so at their own risk. To increase the safety of all students, students using such items should cross streets with the crossing guards when present.

For safety reasons, bicycles may not be used on the playground. Once on the school grounds, bikes must be walked to the bike racks provided. Any bicycle ridden to school by a student must be locked to a bike rack during the school day. The district is not responsible for lost or stolen bikes.

The School District is not responsible for student safety traveling to and from school by bikes. However, students who fail to practice good judgment and safety may be denied the privilege of bringing bicycles to school.

### 1.393 Telephone Use

The office telephone is a business phone and may be used by students **ONLY in cases of emergency** with the permission of office staff. Students may be allowed to use cell phones during the school day as designated and authorized by school personnel, or in the case of emergencies. Any unauthorized cell phone usage by students will result in confiscation of cell phone by school personnel. Parents will be notified to secure their child's cell phone in the school office.

### 1.40 Visitors

All visitors, including parents/guardians and siblings of students, are required to enter through the front door of the building and proceed immediately to the main office. Visitors must identify themselves and inform office personnel of their reason for being at school.

Upon arrival at the school office, visitors must provide their driver's license for scanning in order to receive a visitor's badge. Visitors must sign in, identify their name, the date and time of arrival, and the classroom or location they wish to visit.

The identification badge identifies the visitor as a guest. The identification badges must

be worn on outer clothing, so they are clearly visible. Visitors must proceed immediately to their intended destination in a quiet manner. The Principal may require visitors to be escorted by school personnel at all times. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules while on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave or be escorted out of school property and may be subject to criminal penalties for trespass and/or disruptive behavior.

Cross Reference:

Norridge SD 80 Board Policy 8:30, *Visitors to and Conduct on School Property*

### 1.50 Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy, and other protected group status.

No student shall, based on sex or sexual orientation, or other protected group status, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Superintendent.

Cross Reference:

Norridge School District 80 Policy 7:10, *Equal Educational Opportunities*

Norridge School District 80 Policy 2:260, *Uniform Grievance Procedure*

### 1.60 Animals on School Property

In order to assure the health and safety of students and staff members, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that Norridge School District 80 Page 9 8/20/10 (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Cross-Reference:

Norridge School District 80 Policy 6:40 *Animals in School*

## 1.70 School Volunteers

All school volunteers must complete a Criminal Background check and be approved by the school principal prior to assisting at the school. Parent volunteers are used in some classrooms at the individual teacher's discretion. Teachers who desire parent volunteers will notify parents/guardians. For school-wide volunteer opportunities, please contact the building principal.

Volunteers must comply with the procedures for visitors as provided in Section 1.40.

Cross-Reference:

Norridge School District 80 Policy 6:250, *Community Resource Persons and Volunteers*

## 1.80 Invitations & Gifts

Students may not bring party invitations or gifts to school for distribution to classmates. The school office is unable to release addresses and phone numbers of students.

## 1.90 Emergency School Closings

In cases of bad weather and other local emergencies, local radio and television stations will be contacted to broadcast school closings or early dismissals. The district *VoiceREACH* system may also be utilized. School closings for any reason will be announced by 7:00 A.M. If bad weather or other emergency occurs during the day, local media stations will be contacted to broadcast early dismissal information.

For students's safety, parents/guardians should make certain their child knows where to go in case of an early dismissal.

If school is dismissed early for an emergency, all after-school functions will be cancelled automatically.

Cross-Reference:

Norridge School District 80 Policy 4:170, *Safety*

## 1.100 Video & Audio Monitoring Systems

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

Cross-Reference:

Norridge School District 80 Policy 7:220, *Bus Conduct*

## 1.101 Photographs

Students of District 80 are professionally photographed each year in the fall for school records, yearbook, and for purchase by the student's family if they wish. Professional photographs are taken again in the spring for purchase by families.

At times, students may be photographed for the local paper for newsworthy events, which happen at our schools. Parents/guardians who do not want their child's photograph disclosed to third parties must send written notice to the Building Principal.

## 1.110 Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities as required by law. Individuals with disabilities should notify the Superintendent or Building Principal if they require special accommodations. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:

Norridge School District 80 Policy 8:70, *Accommodating Individuals with Disabilities*

## Chapter 2 Attendance, Promotion & Graduation

### 2.10 Attendance

Illinois law requires that the person with custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall ensure that the child attends school in the district in which he or she resides during the entire time school is in session. The person with custody or control of a child who is enrolled in the school, regardless of the child's age, must ensure that the child attends school when it is in session during the regular school term.

Cross Reference:  
Norridge School District 80 Policy 7:70, *Attendance and Truancy*

### 2.11 Custody Agreements

In order to protect students and to avoid any misunderstandings, it is imperative that school officials be kept informed of any change in child custody agreements. **A certified court order, signed and dated by the court, must be provided to school officials to be kept on file. Unless such document is provided, school officials will assume both parents have (equal) legal custody of their child(ren).**

### 2.12 Early Dismissal

All requests for a student to leave the school building while school is in session must be approved through the Principal's office. Leaving school or class without permission is truancy.

Students who become ill at school during the day should notify their teacher and then report to the school nurse or office. If it is necessary to send the student home, the school nurse or office will attempt to contact the parent/guardian for permission to release the child. **THE SCHOOLS DO NOT HAVE THE FACILITIES TO CARE FOR ILL STUDENTS FOR AN EXTENDED PERIOD OF TIME.** Parents are expected to pick up students promptly when they are ill. Students sent home due to a fever may not return to school until their temperature has been in the normal range for 24 hours without the use of fever-reducing medicine, such as Motrin or Tylenol.

If a child must leave school during the day for a medical appointment or other valid reason, the school office must be notified (by phone or note) of the request prior to 8:45 a.m. that day. When picking up a student during the day, parents/guardians must come to the school office and "sign out" their child. School officials will not release students early unless an authorized adult has signed them out in the office.

Students will not generally be dismissed early for dance lessons, music lessons, baby-sitting, hair appointments, or other activities that are not a part of the school program.

## 2.20 Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason approved by the principal. All other absences are considered unexcused. The principal must approve pre-arranged excused absences.

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

In the event of any absence, the student's parent/guardian must call the school before 8:30 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:30 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

The telephone numbers for reporting absences are:

James Giles School                      708-453-4847

John V. Leigh School                    708-456-8848

Cross Reference:  
Norridge School District 80 Policy 7:70, *Attendance and Truancy*

## 2.21 Prearranged Absences and Vacations

If it becomes necessary for a student to miss school due to a family vacation, or other prearranged absence, the parent/guardian must notify the school prior to the absence. Students are responsible for satisfactorily completing all work missed during these absences.

Cross Reference:  
Norridge School District 80 Policy 7:70, *Attendance and Truancy*

## 2.30 Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:

Norridge School District 80 Policy 7:80, *Release Time for Religious Instruction/Observation*

## 2.40 Make-Up Work

If an absence was excused, the student will be permitted to make up any missed work, including homework and tests. The student will be given the same number of days that he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who were unexcused from school will not be allowed to make up missed work.

*Homework can be picked up after 3:00 p.m., and before 4:00 p.m.*

Cross Reference:

Norridge School District 80 Policy 7:70, *Attendance and Truancy*

## 2.50 Truancy

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

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

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

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



Cross Reference:  
Norridge School District 80 Policy 7:70, *Attendance and Truancy*

## 2.51 Tardiness

Students who arrive at school after classes have begun must report directly to the school office to sign in and provide an explanation for the tardiness.

Students must be in their seats and ready for class when the tardy bell rings. Students who enter class after the tardy bell rings will be considered tardy and may receive disciplinary action.

Students may receive an after-school detention for tardiness. Generally, a detention will be assigned after a third tardy during a grading period, but may be assigned after any time a student is tardy.

## 2.60 Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or other social reason not related to academic performance.

Cross Reference:  
Norridge School District 80 Policy 6:280, *Grading & Promotion*

## 2.61 Grade Placement

Kindergarten students must be five years of age on or before September 1 of the current school year. First grade students must be six years of age on or before September 1 of the current school year. In general, students transferring into the District from other public or private schools will be placed in the grade recommended by the previous school.

Transfer students, especially those enrolling from a home school setting, may be required to take a grade placement test to assist in proper placement. The Principal will make placement decisions.

Any student may be retained or promoted at the end of the school year at the discretion of

the Principal. In the case of retention, the school may conference with the student's parents/guardians.

## 2.62 Grades and Grade Reporting

Grades are an evaluation, made by the teacher, of what students have learned. Grade reports become a part of a student's permanent record.

Report cards are issued after the conclusion of the first three quarters. Report cards for the fourth quarter are issued on the last day of school.

## 2.63 Honor Roll

Students are recognized for superior scholarship through the honor roll. The honor roll is published at the conclusion of each nine-week grading period. The grades achieved in all required courses are used to compute each student's grade point average (GPA). All content and special area classes carry the same value.

At the conclusion of each quarter, the honor roll will be computed and posted for that quarter only. Students will qualify for the honor roll according to these standards:

1. Computation is based on a point system in which an "A" equals four points, a "B" equals three points, a "C" equals two points, and a "D" or an "F" equal zero points.
2. Pluses and minuses on grades are not used in the average.
3. In order to achieve honor roll designation, a student must have at least a "B" average.
4. Students receiving a "D" or an "F" will not be considered for honor roll status.
5. Transfer students will be considered for honor roll status as long as the grades can be verified.
6. Students receiving more than one negative comment on their report card (including homeroom activity time) during any one-quarter will not qualify for honor roll designation.
7. Cannot receive an In/Out of school suspension.

## 2.64 Graduation

A graduation ceremony is held for eighth grade students who successfully meet the District's graduation requirements, including satisfactory class work in all subjects, and a passing grade on a test covering the state of Illinois and Federal (U.S.) Constitutions.

Only students with academic achievement and appropriate personal conduct earn the privilege of participating in the graduation ceremony. The school principal shall make such determination.

All the graduates wear graduation gowns. A graduation fee is charged for the cost of gowns, diplomas, and other program expenses. Information regarding graduation procedures and other activities will be given to students prior to the date of graduation.

## 2.70 Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's ability and grade level and the teacher.

With prior notice, teachers are available both before and after school to discuss homework and other class assignments with students. A student's failure to complete homework assignments in a timely manner may result in the student being detained after school, missing recess, or losing other school privileges. Ultimately, a student's failure to complete assignments may result in the student not being promoted to the next grade at the end of the school year.

Cross Reference:

Norridge School District 80 Board Policy 6:290, *Homework*

## 2.72 The School's Role in the Homework Process

The role of school officials with respect to students' homework includes:

- Provide meaningful, quality, age-appropriate homework that serves to reinforce or extend learning.
- Coordinate tests and assignments between subject areas, with awareness of school programs.
- Teach students study skills incorporating time management and organization skills.
- Communicate clearly regarding homework expectations.
- Provide homework that is appropriate to student skill levels.
- Provide students (and parents/guardians) with timely and meaningful feedback on homework assignments.
- Encourage student and parent questions and concerns regarding homework.
- Respond to parent/guardian phone calls and notes in a timely manner.
- Provide checkpoints and regular feedback in long-term assignments.
- Help children make the connection between what they learn in class and their lives outside of school.

## 2.73 The Student's Role in the Homework Process

The student's role with respect to homework includes:

- Bring assignments and needed materials home.
- Share teacher-prepared documents and information regarding homework with parents.
- Accept responsibility to complete and return homework assignments **on time**.
- Turn in work, which has been **neatly** completed by the student.
- Ask for parent help only after best effort has been put forth.

## 2.74 The Parent's Role in the Homework Process

The parent's role with respect to homework includes:

- Ask to see the student's assignment notebook every night.
- Check over student assignments and completion of homework.
- Realize that it is not the parent's job to make corrections or do the work. (Encourage the student to correct his/her own mistakes.)
- Establish a schedule and routine for homework completion.
- Provide an appropriate place for homework.
- Communicate with teacher(s) regarding any questions and concerns.
- Show an interest in school and homework by regularly asking questions and engaging in discussion.
- Provide necessary materials for homework completion that includes paper, pencils, and a dictionary.
- Reduce distractions by other family members, pets, and television.
- Praise your child for focusing on homework after a full day at school.
- Provide a safe place for completed homework and return all work in a folder.

## 2.75 Guidelines/Approximations for Nightly Homework

With new rigor of the Common Core State Standards, grade levels can expect the following time ranges regarding homework:

**Kindergarten** 15-30 minutes per night

**Grades 1, 2, and 3**, 45-75 minutes per night

**Grade 4**, 60-90 minutes per night as follows:

- **Math** ó Nightly
- **Language Arts /Reading/Spelling** ó Nightly except Fridays.
- **Social Studies** ó two nights per week and ongoing long-term projects.
- **Science** ó Ongoing long term-projects.
- **Reading** ó Monday through Friday.

**Grades 5 and 6**, 60-90 minutes per night as follows:

- **Math** ó four nights a week
- **Science** ó Long-term projects
- **Social Studies** ó one/two nights a week and long-term projects.
- **Language Arts** ó two nights a week.
- **Reading Nightly – Monday thru Friday**

**Grades 7 and 8, 90-120 minutes per night as follows:**

- **Reading** ó Nightly.
- **Math** ó Nightly ó consisting of 10 to 15 problems begun in class under the teacher's direction.
- **Language Arts** ó periodically in preparation for long-term projects.
- **Social Studies** ó periodically in preparation for long-term projects.
- **Science** ó periodically in preparation for long-term projects. School staff will emphasize assigning homework Monday-Thursday when school is in session and will make efforts to avoid assigning homework during breaks, except for long-term assignments.

## 2.100 Home and Hospital Instruction

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the Superintendent's office.

Cross Reference:

Norridge School District 80 Policy 6:150, *Home and Hospital Instruction*

## **Chapter 3**

### **Student Fees & Meal Costs**

#### **3.10 Fines, Fees, and Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent/guardian to pay fees or certain charges. Students whose parent/guardian is unable to afford student fees may apply for a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

A parent/guardian may submit applications for fee waivers when the student has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Temporary Assistance for Needy Families (TANF)).

The Building Principal may also consider one or more of the following factors:

- Very significant loss of income due to an illness or injury in the family;
- Unusual expenses caused by fire, flood, storm damage, etc.;
- Emergency situations; or
- When one or more of the parents/guardians are unemployed or involved in a work stoppage.

The Building Principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the Building Principal.

Cross Reference:  
Norridge School District 80 Policy 4:140, *Waiver of Student Fees*

### 3.11 Textbook/Supplies Fees

Textbooks, supplies and materials are furnished to students at great expense to the community. An annual fee is established by the Board of Education to help offset the costs of supplies and materials. However, the annual fee does not cover the actual costs of educating students. Special fees are also charged for technology, general music, and kindergarten mats.

Parents/guardians are expected to pay student fees in a timely manner. Parents/guardians who are unable to pay fees should contact the Building Principal at the initial time of the fee assessment to set up a payment plan. **All fees must be paid prior to participating in some school activities, including graduation.**

Pupils transferring to another school may have fees refunded according to the following schedule:

1st quarter 50%

2nd quarter 25%

3rd quarter none

4th quarter none

### 3.12 Free and Reduced-Cost Lunch

District 80 provides free lunch for children whose family income levels fall below those established by the federal government. Such levels are established annually and information and application forms are distributed at each school.

In the operation of these government programs, no individual will be discriminated against on the basis of race, color, national origin, age, sex, disability, sexual orientation, or other protected group status. The information parents provide is treated as confidential and used only to determine program eligibility.

### 3.13 Lunch/Milk

Children have the opportunity and are encouraged to purchase a hot lunch and/or milk from the Ceres Food Group. Low fat white or chocolate milk is available through Ceres Food Group to all K-5 students in the morning and to ALL students at lunch.

Because of the closed campus policy, children who go home for lunch **must have a parent/guardian sign them out in the main office.** There will be no crossing guards during the lunch break. Children may bring a brown bag lunch from home; however, **fast food or commercially prepared sandwich deliveries are NOT permitted.**

Students who fail to maintain appropriate behavior during the lunch hour may lose the privilege of eating lunch at school for an indefinite period of time. If the privilege is revoked, parents/guardians will be responsible for supervising their child during the lunch hour.



## **Chapter 4**

### **Transportation & Parking**

#### **4.10 Bus Transportation**

The District provides bus transportation to and from school for all students involved in band, extra-curricular activities, and field trips.

While students are on the bus, they are under the supervision of the bus driver. In most cases, the bus driver handles bus discipline problems. In the case of a written disciplinary referral, student misconduct on the bus will be investigated and addressed by the Building Principal.

Parents/guardians will be informed of inappropriate student behavior on a bus. Parents/guardians are encouraged to discuss bus safety and appropriate behavior with their child(ren) before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe/must comply with the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity in not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Display behavior that will not distract the bus driver from operating the bus safely. Crowding, pushing, scuffling, and other commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, including bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage to the bus by students.

The Superintendent or Building Principal may suspend students from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. The Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video cameras may be active on buses to record student conduct and may be used to investigate misconduct or accidents on the bus.

Cross Reference:

Norridge School District 80 Policy 4:110, *Transportation*

Norridge School District 80 Policy 7:220, *Bus Conduct*

#### 4.11 Before and After School Supervision

There is no adult supervision at the schools prior to 8:00 a.m. Parents/guardians are responsible for ensuring that their child arrives at school **no more than 10 minutes** before classes begin.

Adult supervision ceases at 3:30 p.m. Students should also leave the school premises immediately at the end of the day, unless they have a teacher conference or are involved in a school-sponsored activity.

#### 4.12 Before and After School Day Care

The School District does not provide day care services. As a general rule, the school does not provide recommendations for before or after school child care providers.

The Norridge Park District operates a before school and after school child care program that is independent of the School District. However, this program is operated at Leigh School.

## **Chapter 5 Health & Safety**

### **5.10 Immunization, Health, Eye and Dental Examinations**

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

Parents/guardians must present appropriate documentation that the student has received a health examination within one year prior to:

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring the student was risk-assessed or screened for lead poisoning.

Failure to comply with the above information by October 15 of the current school year will result in the student's exclusion from school until the required health forms are provided to the school, subject to certain exceptions. If a medical reason prevents a student from receiving a required immunization by October 15, the student must provide an immunization schedule and a statement of the medical reasons causing the delay to the school by October 15. An appropriate medical professional must sign the schedule and statement of medical reasons. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations.

#### **Eye Examination**

All students entering Kindergarten or the school for the first time must present proof of an eye examination performed within one year prior to entry of Kindergarten or the school before October 15 of the current school year. If such proof is not provided by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

#### **Dental Examination**

All students entering Kindergarten, second, and sixth grades must present proof of a dental examination by a licensed dentist before May 15 of the current school year. If such proof is not provided by May 15, the school may hold the child's report card until the student presents proof: (1) 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. Religious or medical grounds, if the student's parent/guardian presents a signed statement explaining the objection to the Building Principal;
2. Health examination or immunizations on medical grounds, if the student's physician provides written verification;
3. Eye examination, 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
4. Dental examination, if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:

Norridge School District 80 Policy 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

## **5.11 Health Services**

The School District employs certified school nurses or registered nurses. The nurses' duties include the administration of first aid, medication, care of children who become ill, readmission of children who have been absent due to illness and conferring with children, parents/guardians, and teachers regarding health problems or concerns.

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

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

For further information, please contact the Building Principal and/or Nurse.

## Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

**If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal and/or nurse.**

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Cross Reference:

Norridge School District 80 Policy 7:285, *Food Allergy Management Program*

## 5.12 Insurance

The School District, in cooperation with a reputable insurance company, provides a **mandatory** student accident insurance policy to cover injuries that occur while participating in various school programs, including sports, recess and any other school-sponsored and/or supervised activity. The cost to parents/guardians is included in the annual student registration fees at a minimal charge.

The mandatory school policy insures students during school hours and at school-sponsored functions. A 24-hour plan is available at an additional cost. A brochure may be obtained in the District office.

The School District does not provide insurance for the personal property of students, such as band instruments, tools, machines, clothing, or anything a student possesses which is not school-owned. **Students are encouraged to leave valuable items at home.** The School District is not responsible for items brought to school by students.

## 5.13 Student Accidents/Injuries

Any accident or injury that occurs on the way to or at school should be reported immediately to a teacher, the school office, or school nurse. The school will attempt to report serious accidents and injuries to parents/guardians as soon as practicable.

**It is important that parents/guardians ensure that their child(ren) know how to**

**contact them during the day. It is important that students know of a neighbor or friend that they may contact in the event an emergency or illness arises and parents/guardians are not at home.**

When immediate medical attention is necessary and parents/guardians are unavailable, children may be taken by paramedics to the hospital for treatment. Parents/guardians may give written instructions to school officials regarding any special treatment required for their children in emergency situations.

#### 5.14 Cleanliness of the School Environment

School officials desire to maintain a clean, safe, sanitary environment in which children can learn. To do so, custodians and maintenance employees work diligently to keep the schools ready for students.

The school district applies commonly used over-the-counter herbicides for lawn and garden maintenance. The application of licensed pesticides within the schools is performed by a licensed pesticide service. Parents/guardians may request information about the products used and application procedures from the Superintendent.

The schools are considered environmentally safe. All toxic materials, including friable asbestos-containing materials have been removed or encapsulated. Parents/guardians may contact the Building Principal or Superintendent to review the District's federally mandated asbestos management plan or to discuss environmental issues or concerns.

#### 5.20 Student Medication

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

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

## Self-Administration of Medication 1

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

### Cross-References:

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-AP, *Dispensing Medication*

PRESS 7:270-E, *School Medication Authorization Form*

1 Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan. For further information, see: [www.iasb.com/law/diabmats.cfm](http://www.iasb.com/law/diabmats.cfm), Handbook Procedure 1.130 (Care of Students with Diabetes) and Handbook Procedure 1.130-E1 (Exhibit: Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities).

## Exhibit - Student Medical Authorization Form 2-3

(Required when a student needs to take prescription and non-prescription medication to be taken at school.)

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

*To be completed by the student's physician, physician assistant, or advanced practice RN (Note: for asthma inhalers only, use the "Asthma Inhalers" section below):*

Physician's Printed Name: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
Medication name: \_\_\_\_\_  
Purpose: \_\_\_\_\_  
Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_  
Time medication is to be administered or under what circumstances:  
\_\_\_\_\_  
Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_  
Diagnosis requiring medication: \_\_\_\_\_  
Is it necessary for this medication to be administered during the school day?  Yes  No  
Expected side effects, if any: \_\_\_\_\_  
Time interval for re-evaluation: \_\_\_\_\_  
Other medications student is receiving: \_\_\_\_\_

\_\_\_\_\_  
Physician's signature

\_\_\_\_\_  
Date

### Asthma Inhalers

*Parent(s)/Guardian(s) please attach prescription label here:*

**2** This exhibit may be placed in the handbook or given to parents/guardians as needed.

**3** Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan. For further information, see: [www.iasb.com/law/diabmats.cfm](http://www.iasb.com/law/diabmats.cfm), Handbook Procedure 1.130 (Care of Students with Diabetes) and Handbook Procedure 1.130-E1 (Exhibit: Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities).



***For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:***

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30).

**Please initial below to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.**

\_\_\_\_\_  
Parent/Guardian initials

**For all Parents/Guardians:**

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices**, and I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

\_\_\_\_\_  
Parent/Guardian printed name

Address (if different from Student's above): \_\_\_\_\_

Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

Additional Information:  
\_\_\_\_\_  
\_\_\_\_\_

Cross-references:

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-AP, *Dispensing Medication*

PRESS 7:270-E, *School Medication Authorization Form*

### 5.30 Guidance & Counseling

The school provides a counseling program for students. The school's social workers are available to those students who require additional assistance.

A variety of school specialists assist students with special educational and developmental needs. Speech therapists, psychologists, social workers, special education teachers, reading teachers, bilingual teachers, and nurses offer consultation and direct services to children.

Cross Reference:

Norridge School District 80 Policy 6:270, *Guidance and Counseling Programs*

### 5.40 Safety Drill Procedures and Conduct

Safety drills will occur at times established by the Board of Education. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the Administration. A warning to the students will not precede drills.

Cross Reference:

Norridge School District 80 Policy 4:170, *Safety*

### 5.50 Communicable Diseases

The school will comply with procedures and recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents/guardians must 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/guardian.
3. The school will provide written instructions to the parent/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/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.

Cross Reference:

Norridge School District 80 Policy 7:280, *Communicable and Chronic Infectious Disease*

## 5.60 Head Lice

The school will comply with the procedures and recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents must notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent/guardian.
3. The school will provide written instructions to parent/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or Building Principal and the child is determined to be free of the head lice and eggs (nits).

## **Chapter 6**

### **Discipline & Conduct**

#### **6.10 General Building Conduct**

Students shall not arrive at school before 8:00 a.m. Classes begin at 8:10 a.m. Giles and 8:20 a.m. at Leigh and students are dismissed at 2:55 at Giles and 3:05 p.m. at Leigh each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students shall not wear hats or bandanas in the school building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways.
- Students shall not push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Students shall not chew gum in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- iPods, MP3 Players, CD players, or cameras are not permitted at school without permission from the classroom teacher or the building principal.

#### **6.11 Responsibilities of Students**

As a student it is my responsibility to:

1. Be prepared to learn:
  - Attend school.
  - Be on time for all classes with all materials.
  - Complete all my assignments on time and see that my teacher gets missing work.
  - Do my own schoolwork.
2. Help make school a safe place:
  - Respect my own property, other students' property, and the school's property.
  - Help make the classrooms, halls, and playgrounds safe and clean places.
  - Bring to school only those things that are appropriate to my education, and not items which could be dangerous to me or someone else.
3. Help make the school a good place to learn:
  - Respect and listen to the Building Principal, teachers, substitute teachers, secretaries, aides, volunteer helpers, custodians, and bus drivers.
  - Respect and listen to my classmates.
  - Be quiet when and where other people are working and in the halls.
  - Be patient with others and respect their feelings and rights.
  - Care about and help those who need it.

- Speak kindly to and about others, and use no unacceptable language.
- Follow all the school rules.
- Be courteous to teachers, staff members, and classmates.

## 6.12 Rights of Students

As a result of accepting my responsibility as a student, I have a right to:

- Learn.
- Work without being disturbed.
- Feel safe in the classroom, lunchroom, hallways, and on the school grounds.
- Be respected by others.
- Have my property be respected and reasonably safe.
- Expect that I will not receive verbal or physical abuse from other students.
- Due process.

## 6.13 Responsibilities of Parents

As a parent it is my responsibility to:

- Remember that my child will learn by example.
- Support the school and its expectations for the behavior of my child.
- Communicate my concerns to my child's teacher or the principal.
- Recognize and appreciate the efforts of my child's teacher in working with the unique needs of all children.
- Teach my child a respect for laws, authority, and the rights of others.
- Teach my child to respect both private and public property.
- Make sure that my child arrives at school every day on time and has a way home from school.
- Provide conditions at home designed to help my child study and complete homework.
- Follow the school calendar, and ensure that my child does not miss school unnecessarily.
- On school days, be sure that my child is prepared for school and healthy enough to attend school.
- Discuss the content of this Handbook with my child.

## 6.14 Rights of Parents

As a result of accepting my responsibility as a parent, I have a right to:

- Expect that my child will be provided an opportunity to learn in an environment conducive to learning.
- Expect that my child will be provided a safe environment in which to learn.
- Expect that my child's teachers and others in the school environment will treat my child with respect.

- Expect that discipline policies will be administered fairly and consistently.
- Expect that the teachers or the principal will promptly communicate both academic and disciplinary concerns to me.

## 6.15 Responsibilities of School District 80

The Board of Education of the School District will have the responsibility to:

- Provide an atmosphere for education that is safe and clean.
- Provide qualified, effective teachers and other professionals.
- Provide an up-to-date course of study to prepare students for high school.
- Establish discipline policies.
- Keep parents informed of District issues and changes in school policy regarding discipline.
- Follow Board policies in regard to the suspension and expulsion of students causing disruption of the learning process for other students.
- Follow all other legal requirements of applicable State and federal law.

## 6.16 Rights of School District 80

As a result of accepting its responsibility as the Board of Education, the Board has a right to:

- Expect reasonable cooperation from staff, parents, and students.
- Expect that parents, staff, and students will communicate with the Board of Education through the regularly established channels of communication.
- Expect Board policies will be followed.
- Expel student as set forth in Board policy.

## 6.17 Posters and Bulletin Boards

To insure neatness and proper care of school property, no posters or bulletins may be placed in the schools unless they are school/student-related and approved by the Administration. These items should be mounted with an approved material and only in authorized areas. It is understood that all signs will be taken down after a reasonable length of time.

## 6.20 School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school-sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other

inappropriate images.

- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the school building during the school day.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing private body parts and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any dispute about appropriate dress and appearance, the Building Principal will make the final decision.
- Student whose dress causes a disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Cross Reference:

Norridge School District 80 Policy 7:160, *Student Appearance*

## **6.30 Student Discipline**

### **Prohibited Student Conduct**

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana, and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. Look-alike or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be,

or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a firearm or look alike, knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.



15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member or student; or (b) endanger the health or safety of students, staff, or school property.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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 in which the item is: (a) on 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.

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

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### 6.31 Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school study or Saturday study provided the student's parent/guardian has been notified.

### **Corporal Punishment**

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

### **Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

(1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### Gang & Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Cross Reference:

Norridge School District 80 Policy 7:190, *Student Discipline*

Norridge School District 80 Policy 7:190-AP2, *Gang Activity Prohibited*

## 6.32 Weapons

A "weapon" means: (1) a firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/1.1), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1); (2) a knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including a bat, pipe, bottle, lock, stick, pencil, pen, or "look-alikes" of any firearm as defined in paragraph 1 above.

### 6.33 Required Notices

School staff members **are required** to immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member.

Upon receiving such a report, the Building Principal or designee will immediately notify the local law enforcement agency, State Police, and any student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### 6.34 Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent or Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons.

### 6.35 Suspension

The following are suspension procedures:

1. Before the student is suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The Board of Education shall be given a copy of the notice.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Cross Reference:

Norridge School District 80 Policy 7.200, *Suspension Procedures*

## 6.36 Expulsion

The following are expulsion procedures:

1. Before a student is expelled, the student and parent(s)/guardian(s) shall be provided written notice by registered or certified mail requesting that the parent(s)/guardian(s) appear at a hearing to determine if the student should be expelled and providing the time and place of such hearing. The hearing will proceed, at the time and place designated in the notice, unless the parent(s)/guardian(s) indicate they do not want a hearing or fail to appear at the hearing. The hearing will be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testify and otherwise present reasons why the student should not be expelled. After presentations of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such actions as it finds appropriate.

Cross Reference:

Norridge School District 80 Policy: 7.210, *Expulsion Procedures*

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

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

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

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

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has

information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**Complaint Managers:**

**Ms. Stephanie Palmer**

James Giles School

4151 N. Oriole

Address

Norridge, IL 60706

Phone Number

(708) 453-4847

Email Address: [spalmer@norridge80.net](mailto:spalmer@norridge80.net)

**Mrs. Michele Guzik**

John V. Leigh School

8151 W. Lawrence

Address

Norridge, IL 60706

Phone Number

(708) 456-8848

Email Address: [mguzik@norridge80.net](mailto:mguzik@norridge80.net)

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

Cross-references:

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*

PRESS 7:190, *Student Discipline*

PRESS 2:260, *Uniform Grievance Procedure*

## 6.50 Cafeteria Rules

- Students shall walk to lunch and shall be orderly and quiet on the way to lunch.
- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.

- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

## 6.60 Field Trips

Field trips are a privilege; however, students may bear a cost for the field trip(s). Students must abide by all school and District policies during, to and from transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Students who fail to abide by school rules and/or location rules during a field trip may be subject to discipline. All students who wish to attend a field trip must receive written permission from a parent/guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate written permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from Administration;
- Other reasons as determined by the school staff.

Cross Reference:

Norridge School District 80 Policy 6:240, *Field Trips*



## Chapter 7

### STUDENT/PARENT AGREEMENT AND PERMISSION FOR ACCESS TO NORRIDGE SD80 GENERAL TECHNOLOGY RESOURCES

*Each student and his or her parent/guardian must sign this form before the student is granted access to a live Internet connection, and/or a Norridge School District 80-issued laptop computer. Please read this document carefully before signing.*

Norridge School District 80 provides all students with access to technology resources such as the Internet, network, and laptop computers, as a means to promote achievement and provide diverse opportunities during the educational experience. All use of those resources must be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Agreement and Permission* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **Students will be subject to loss of privileges, disciplinary action, and/or appropriate legal action for any violation of this *Agreement and Permission* or Board Policy 6:235, or for any inappropriate use of District-owned technology (including the Internet, network, and laptop computers).** In addition, in using these resources, students must comply with the School District's Technology Use Guidelines set forth in the Student Code of Conduct. The signatures at the end of this document are legally binding and indicate that the student and the student's parent/guardian have read this *Agreement and Permission* carefully and understand its significance.

#### Terms and Conditions

1. Consent to Monitoring/No Privacy ó The School District exercises exclusive control over its technology systems. Users have no expectation of privacy in using District-owned technology resources (i.e., the Internet, network, and District-issued laptop computers). Users expressly consent to monitoring by school officials. Files stored and information accessed, downloaded, or transferred on District-owned technology are not private. Computers and accounts are subject to inspection at any time, without notice (including but not limited to emails, messages or files sent or received using the District's Internet connection, and/or messages or files stored on a District-issued laptop).
2. Privileges - **The use of District-owned technology resources is a privilege, not a right, and inappropriate use may result in the loss of privileges, disciplinary action, and/or appropriate legal action.**
3. Acceptable Use - All use of the District's technology resources (connection to the Internet, network, and District-issued laptop computers) must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board of Education, and be in compliance with and subject to District and building discipline codes.

4. Internet Safety - The use of the Internet will be controlled and monitored to ensure:

a. that minors are not provided with access to inappropriate matter on the Internet and World Wide Web. Determinations regarding what matter is inappropriate for minors shall be made by the Board, using such criteria as it deems appropriate;

b. the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

c. that minors are prevented from engaging in unauthorized access, including "hacking" and other unlawful activities, while online;

d. that there is no unauthorized disclosure, use or dissemination of personal identification information regarding minors; and

e. the use of appropriate measures designed to restrict minors' access to materials harmful to minors.

5. Unacceptable Use - The user is responsible for the user's actions and activities involving District-owned technology resources. Some examples of unacceptable uses are given below. The list is not intended to be exhaustive. The Administration reserves the right to impose consequences for any inappropriate use of the Internet, network, and/or District-owned computers. In addition, the Administration may periodically revise the concepts of acceptable and unacceptable use, at any time, without prior notice. When appropriate, this Agreement may be amended to reflect such revisions then disseminated to students and parents/guardians for updated signatures.

Examples of unacceptable uses:

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;

b. Using e-mail for any personal communication unrelated to District business, unless such personal communication is approved, in advance, by an appropriate supervisor;

c. Unauthorized access or downloading of software, electronic files, e-mail, or other data;

d. Downloading copyrighted material for other than legal personal use;

e. Using the network for private financial or commercial gain which adversely affects the District;

f. Wastefully using District resources, such as file space or bandwidth;

- g. Gaining unauthorized access to resources or entities;
- h. Invading the privacy of individuals;
- i. Using another user's account or password;
- j. Posting material authored or created by another without his/her consent;
- k. Posting unauthorized messages;
- l. Using the network for commercial or private advertising;
- m. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material, or attempting to circumvent software programs designed to restrict access to such material;
- n. Using the network while access privileges are suspended or revoked;
- o. Publishing or otherwise disseminating the user's or another person's identity, personal information, account, or password;
- p. Using the network for unauthorized political activity;
- q. Promoting or encouraging the use of illegal or controlled substances;
- r. Forgery or alteration of e-mail, blog posts, web pages, etc;
- s. Unauthorized use of the network to play computer games, enroll in list services, or participate in chat rooms;
- t. Linking to banner advertisements.

6. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal addresses, telephone numbers, or other confidential information relating to yourself, students or District employees.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the

system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

e. Do not use the network in any way that would disrupt its use by other users.

f. Consider all communications and information accessed via the network to be School District property.

7. Bullying ó Use of District-owned technology must be free from harassing or intimidating (bullying and/or cyberbullying) content in accordance with school rules and District policies. The use of District-owned technology for bullying/cyberbullying is to be reported to responsible school personnel.

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

9. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Agreement and Permission*.

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

11. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the networks, software, hardware, and data of the District, another user, the Internet, or any other network. Users are prohibited from uploading or creating viruses, or degrading or disrupting equipment, software, or system performance. Users are responsible for any and all costs related to the repair or restoration of any damage caused in violation of this paragraph. The District may use the legal system to seek restitution.

12. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs i.e. iTunes, Netflix, Ebay, Telecom Charges, etc.

13. District Purchase of Goods and Services - Any purchase or ordering of goods or services on behalf of the District must conform to the rules, regulations and procedures required by the District's business office.

14. Laptop Use ó In addition to the above terms and conditions:

a. Students must keep their District-issued laptop computers secure and damage-free.

b. A student may not take the District-owned laptop out of the school building.

c. Students must follow these general guidelines for keeping the laptop secure and damage-free:

Do not loan your laptop or charger and cords.

Do not leave the laptop in a vehicle.

Do not leave the laptop unattended.

Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.

Do not allow pets near the laptop.

Do not place the laptop on the floor or in sitting areas such as couches or chairs.

Do not leave the laptop near table or desk edges.

Do not stack objects on top of the laptop.

Do not leave the laptop outside or use it near water such as a pool.

Do not check the laptop as luggage at the airport.

d. Students must follow copyright laws and should only download/import music or other files to District-owned technology if the student is authorized or legally permitted to reproduce the material, or if the student has the copyright for the material.

e. Students may not download and/or install any programs, files, or games from the Internet or other sources onto any District-owned technology.

f. Students are prohibited from tampering with computer hardware or software.

g. Unauthorized entry into computers is prohibited.

h. Vandalism or destruction of the computer or computer files is prohibited. Damage to computers may result in criminal charges.

i. Students are prohibited from overriding, bypassing, or otherwise changing security software or configuration.

j. Students must use District-owned technology for school-related purposes only, and must refrain from use related to commercial, political, or other private purposes.

k. Students may not make use of materials or attempt to locate materials using school issued equipment. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all District-owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).

l. Students may not connect any personal technologies such as laptops and workstations, wireless access points, routers, printers, etc. to District-owned maintained local, or wide area network. Connection of personal devices such as iPods, smartphones, tablets for educational purposes is permitted but not supported by Norridge SD80 technical staff.

m. Home Internet use is the responsibility of the student both in cost and configuration. Computers can be connected only to WiFi (wireless) networks.

n. Students have no expectation of privacy in using District-owned technology resources such as District-issued laptops and the District's Internet connection. Upon request by school personnel, students must make available for inspection any messages or files stored on a District-issued laptop and/or any messages or files sent or received using the District's Internet connection.

### **STUDENT AND PARENT SIGNATURE FORM**

We have read this *Agreement and Permission*. We understand that our signatures on this document are legally binding and indicate that we have read this *Agreement and Permission* carefully and understand its significance.

We understand and will abide by this *Agreement and Permission*. We further understand that if the student commits any violation, the student's use privileges may be revoked, and the student will be subject to disciplinary action and/or appropriate legal action. In consideration for using District owned technology resources, we hereby release the School District and its Board members, employees, and agents from any claims and damages arising from use of, or inability to use, the Internet, network, and/or District-issued laptop. We understand that Internet access is designed for educational purposes. Even though the School District provides and operates a technology protection measure (filtering) with respect to its computers with Internet access, we recognize that it is impossible to fully eliminate or restrict access to all controversial or inappropriate material. We also understand that the District cannot guarantee that "filtering" software will be totally effective or that a student will not have access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. We will hold harmless the District, its employees, agents, and Board members, for any harm caused by materials or software obtained via the network. Parents/guardians agree to accept full responsibility for supervision if and when the student's use is not in a school setting.

We agree to abide by the conditions listed above and assume responsibility for the care and proper use of District-owned technology. We understand and agree that the District is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions. We understand that information obtained via the Internet and other sources using Norridge SD80 technologies is not guaranteed as to its accuracy or quality. We understand that should we fail to honor all the terms of this *Agreement and Permission*, future Internet and other electronic media accessibility may be denied. Furthermore, we understand that the student may be subject to disciplinary action outlined in the Student Code of Conduct and, if applicable, the student's laptop computer may be recalled.

**As the parent/guardian, my signature indicates I have read and understand this *Agreement and Permission*, that I agree to its terms, and that I give my permission for my child to have access to the described technology resources.**

Parent/Guardian (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**As the student, my signature indicates I have read this *Agreement and Permission* or had it explained to me, that I understand this *Agreement and Permission*, and that I agree to abide by the terms and conditions outlined and to use these resources for educational purposes.**

Student (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Cross-references:

PRESS 7:140, *Search and Seizure*

PRESS 7:190-AP7,E1 *Letter to Parents/Guardians Regarding Access to Student Social Network Passwords and Websites*



## **Chapter 8**

### **Search & Seizure**

#### **8.10 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, students, and students' personal effects when a reasonable suspicion exists that the student has violated or is violating the law, local ordinances, or District policies or rules. School authorities include school liaison police officers.

#### **School Property and Equipment as well as Personal Effects Left There by Students**

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 any personal effects left in these places or areas 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.

#### **Students**

School authorities may search a student and/or the student's personal effects including, but not limited to, purses, wallets, knapsacks, book bags, lunch boxes, notebooks, and outer clothing when there is a reasonable suspicion that the particular student has violated or is violating either the law or the school or District's student rules and policies.

#### **Seizure of Property**

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.

Cross Reference:  
Norridge School District 80 Policy 7:140, *Search and Seizure*

## **Chapter 9**

### **Athletics & Extra Curricular Activities**

#### **9.10 Extracurricular Athletic Activities Code of Conduct**

##### Requirements for Participation in Extracurricular Athletic Activities

A student must have the following fully executed documents on file in the school office before being allowed to participate in any extracurricular athletic activity.

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant.
2. A permission slip to participate in the specific sport or activity signed by the student's parent/guardian; and
3. Proof the student is covered by medical insurance.

##### Eligibility

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

##### IHSA [or] IESA

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular Athletic Code. In the case of a conflict between IHSA [or] IESA and this Extracurricular Athletic Code, the most stringent rule will be enforced.

##### Absence from School on Day of Sport or Activity

A student who is absent from school after noon is ineligible for any sport or activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach: 1) for a pre-arranged medical absence; or 2) for a death in the student's family. A student who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic activities by school officials. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday sports and activities at the sole discretion of the designated teacher, sponsor or coach.

## Travel

All students must travel to sporting events and activities and return home from such events with the team on which the student participates by use of school approved means of transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the sport or activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Any student found to be in violation of this rule will be subject to discipline in accordance with the Extracurricular Athletic Code of Conduct.

## Code of Conduct

This Code does not contain a complete list of inappropriate behaviors for students in extracurricular athletic activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations and a student may be excluded from sports or activities while the school is conducting an investigation regarding that student's conduct.

### **The student shall not:**

1. Violate the school rules and district policies on student discipline;
2. Use a beverage containing alcohol (except for religious purposes);
3. Use tobacco in any form;
4. Use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Vandalize or steal;
9. Haze or bully other students;
10. Violate the written rules for the activity or sport;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
13. Falsify any information contained on any permit or permission form required by the activity or sport.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities.

### Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all sports or activities for one of the time periods described below:
    - A specified period of time or percentage of events, competitions, or practices;
    - The remainder of the season or for the next season; or
    - The remainder of the student's school career.

All students remain subject to the district's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

Cross-References:

PRESS 6:190, *Extracurricular and Co-Curricular Activities*  
PRESS 6:190-AP, *Eligibility for Participation in Extracurricular Activities*  
PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities*  
PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

## 9.11 Assemblies

The schools and parent groups sponsor assemblies throughout the year. The assemblies are provided to entertain or inform students, and/or recognize the achievements of students.

Parents/guardians are welcome to attend most school assemblies. Parents/guardians wishing to attend an assembly should contact the school office prior to attending so seating and other arrangements may be made. The Building Principal may deny access to a school assembly in accordance with Board policy and applicable law.

## 9.20 Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

**Only students who are enrolled in the school may attend school-sponsored dances.**

All school rules, including the school's discipline code and dress code, are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon.
5. Vandalize or steal;
6. Bully, intimidate, harass or haze other students;
7. Behave in a manner that is detrimental to the good of the school; or
8. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's and District's discipline code.

Cross Reference:

Norridge School District 80 Policy 6:190, *Extracurricular and Co-Curricular Activities*

## 9.30 Student Athlete Concussions and Head Injuries<sup>1</sup>

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so

by a physician licensed to practice medicine in all its branches in Illinois or a certified athlete trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches.

**I** The following statements must also be added to the school's agreement to participate in athletics form:  
For students: "I acknowledge having received and read a copy of Board policy 7:305, *Student Athlete Concussions and Head Injuries*."

For parents/guardians: "I acknowledge having received a copy of Board policy 7:305, *Student Athlete Concussions and Head Injuries* and the attached Concussions Information sheet."

Copies of the Board policy and Concussion Information Sheet should be obtained from your district's board policy manual.

Cross Reference:

Norridge School District 80 Policy 7:305, *Student Athlete Concussions and Head Injuries*

## Chapter 10 Special Education

### 10.10 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.

Cross Reference:

Norridge School District 80 Policy 6:120, *Education of Children with Disabilities*

### 10.20 Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA), Article 14 of the *School Code of Illinois*, and their implementing regulations and rules when disciplining students with disabilities. Positive behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled.

The Illinois State Board of Education's Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities has been used as a guideline in developing these procedures. Copies of the Guidelines may be requested from the Illinois State Board of Education, Department of Special Education, 100 North First Street, Springfield, IL 62777-0001.

A copy of the publication "Explanation of Procedural Safeguards," may be obtained from the School District office.

Cross Reference:  
Norridge School District 80 Policy 7:230, *Misconduct by Students with Disabilities*

### 10.30 Exemption From Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Cross Reference:  
PRESS 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

### 10.50 Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a District student with disabilities, wishing to have qualified professionals retained by or on behalf of such parents/guardians, and independent educational evaluators will be afforded reasonable visits to District schools, facilities, buildings or programs, subject to applicable school and Board policies and procedures regarding visits.

For further information, please contact the Building Principal.

Cross Reference:  
Norridge School District 80 Policy 6:120, *Education of Children with Disabilities*  
Norridge School District 80 Policy 8:30, *Visitors To and Conduct On School Property*



## **Chapter 11**

### **Student Records & Privacy**

#### **11.10 Student Privacy Protections**

##### **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:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. 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.

Cross Reference:

Norridge School District 80 Policy 7:15, *Student and Family Privacy Rights*

## 11.20 Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (eligible students) certain rights with respect to the student's school records. They are:

**1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

#### **4. The right to a copy of any school student record proposed to be destroyed or deleted.**

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

#### **5. The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

**6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>1</sup>**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

**7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

<sup>1</sup> This section is only applicable to high schools.

Cross Reference:

Norridge School District 80 Policy 7:340, *Student Records*

### 11.30 Student Biometric Information

Before collecting biometric information from students, the school must obtain written permission of the student's parent/guardian. Biometric information means any information that is collected from students based on their unique behavioral or physiological characteristics, such as a fingerprint hand geometry, voice or facial recognition, or retinal or iris scan.

Cross Reference:

Norridge School District 80 Policy 7:340, *Student Records*

## **Chapter 12**

### **Parental Right Notification**

#### 12.10 Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's classroom teachers and paraprofessionals, including:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status by which State qualification and licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any graduate certification or degree and, if so, the field of the certification or degree; and
- Whether any instructional aides or paraprofessionals provide services to their child and, if so, their qualifications.

If parents/guardians would like to receive any of this information, please contact the school office.

Cross Reference:

NorrIDGE School District 80 Policy 5:190, *Teacher Qualifications*

#### 12.20 Standardized Testing

Students and parents/guardians should be aware that students in grades 2

K thru 8 will take standardized tests at the beginning of each school year, a winter interim, and a spring interim. Parents/guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school provides is partially dependent upon the school's ability to continue to prove its success in the State's standardized tests. Parents/guardians can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the school year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize to students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, whether computer based or pencil and paper;
6. Teach students the importance of honesty and ethics during the performance of

- these and other tests;
7. Encourage students to relax on testing day.

Cross Reference:

Norridge School District 80 Policy 6:340, *Student Testing and Assessment Programs*

### 12.30 Homeless Child's Right to Education

When a child becomes homeless as defined by federal and State law, or when a homeless child changes his or her temporary living arrangements, the homeless child has the option of either:

1. Continuing to attend the school that he or she attended when permanently housed or in which he or she was last enrolled (called the "school of origin"). The child may attend the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the school year during which the housing is acquired; or
2. Attend any District school in the attendance area in which the child is actually living.

Cross Reference:

Norridge School District 80 Policy 6:140, *Education of Homeless Children*

Norridge School District 80 Policy 6:140-AP, *Education of Homeless Children*

Norridge School District 80 Policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*

Norridge School District 80 Policy 7:60, *Residence*

### 12.40 Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent/guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in abstinence, sanitation, hygiene or traditional courses in biology.

Parents/guardians may examine the instructional materials to be used in any District sex education class or course.

### 12.50 Title I Parental Involvement

The schools will annually hold a meeting to discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend and participate in the discussions during the meeting. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for

Parents/guardians to be fully involved in the educational process.

The schools 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 school year, and at least two weeks before conferences or other regularly scheduled meetings, to provide parents/guardians with 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 regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
- d. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. It is critical to the success of students that parents assist the school in meeting the goals of education set forth by the State, the federal government and the District.

In order to better assist in educating the students, the schools need the help of all parents/guardians. Parents/guardians may assist by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and by participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The schools endeavor to provide all information in the language best understood by parents/guardians. Questions about language alternatives should be directed to the Building Principal.

Parents/guardians of participating children have a right to appeal the contents of this Section of the Handbook. The District will submit any parent comments when the Title I plan is submitted to the State. Any questions or concerns should be directed to the Superintendent.

The State's resources on parental involvement can be located online 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.

Cross Reference:

Norridge School District 80 Policy 6:170, *Title I Programs*

## 12.60 English Language Learners

The school offers opportunities for English Language Learners (ELL) 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 Language 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 Language Learners programs.

For questions related to the District ELL programs or to express input in the school's program, contact Ms. Stephanie Palmer at James Giles

School.

Cross Reference:

Norridge School District 80 Policy 6:160, *English Language Learners*

## 12.70 School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of their work hours, to take time off from work under certain conditions in order to attend necessary school functions, such as parent-teacher conferences. Letters verifying parents/guardians' participation in school conferences or other activities are available from the school office upon request.

### 12.71.1 School Home Communications

There are many formal and informal channels of communication between the home and the school:

**District 80 PowerSchool Parent Portal:** Each child will be assigned a unique Access ID and Password. Parents can create their own account through Parent Portal and can link multiple student accounts to their own account. Parents can access the following

information: grades for current classes, attendance for the last two weeks or the current quarter, teacher comments, and email links to teachers. If parents have any questions regarding the **PowerSchool Parent Portal**, please contact your school office.

**E-Newsletter:** Parents are encouraged to subscribe to their respective schools' e-newsletter. The e-newsletter is available at the beginning of each month and contains a wide variety of district/school information. To subscribe you can go to the NSD 80 website under School and Parent Resources, click on that link, and sign up.

The district may use the *VoiceREACH* system, its Facebook page, administrative blogs, as well as its main web page to communicate a variety of activities or emergencies.

**Curriculum Night:** Early in the school year, parents are invited to visit the schools and learn about the school's standards and policies, tour the schools, and meet the faculty.

**Progress Report:** Progress reports are used to inform parents and students of the student's progress. These reports are usually issued during the middle of each grading period but may be sent at any time. Progress reports summarize student progress based on achievement, effort, assignments and behavior. Parents/guardians are encouraged to contact teachers regarding concerns about student progress.

**Parent-Teacher Conferences:** Parent-teacher conferences are scheduled twice during the school year. Such conferences provide parents/guardians and teachers with a time to discuss student progress and other issues to help students succeed. Additional information may be obtained by meeting with specific teachers at informal conferences. To insure teachers are available to meet at times outside of class time, parents/guardians must make an appointment to pre-arrange a conference.

**Parent Notification:** Parents/guardians are expected to notify school officials of the following:

1. Report an absence, by note or telephone (preferred);
2. Request that a child be kept in at recess because of illness;
3. Request a special dismissal time;
4. Reply to a notice of unsatisfactory work;
5. Educational field trip of any distance (permission slips will be supplied); and
6. Participation in extra-curricular activities.

## 12.72 Parent/Guardian Questions and Concerns

At times, parents/guardians have questions about their child's academic progress, school procedures, instructional practices, and other school-related issues. Parents/guardians are expected to address such questions within the order of contacts provided below (indicated by an arrow) until the matter is resolved.

The Board of Education (BOE) is the final level of appeal, and as such, is not the first contact. On matters concerning:

- **Individual students and classrooms:**  
*Teacher Principal Superintendent BOE*
- **Individual schools:**  
*Principal Superintendent BOE*
- **Curriculum and instructional practices:**  
*Principal Assistant Superintendent Superintendent BOE*
- **School safety:**  
*Principal Superintendent BOE*
- **Budget:**  
*Superintendent BOE*
- **District policy:**  
*Superintendent BOE*

### 12.73 PTA and ST&P

The Parent Teacher Association (PTA) at John V. Leigh School and the Students, Teachers, and Parents (ST&P) group at James Giles School work with school officials to promote the welfare of children in the schools. The groups meet monthly, and with the approval of the school principals, work on projects to provide special programs and activities to benefit students.

### 12.80 Pesticide Application Notice

The District maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact Dr. Paul O'Malley at the District Office.

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

### 12.90 Mandated Reporters

All school personnel, including teachers and Administrators, are required by law to immediately report all suspected cases of child abuse or neglect to the Illinois

Department of Children and Family Services.

Cross Reference: Norridge School District 80 Policy 5:90, *Abused and Neglected Child Reporting*

## 12.110 - Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.
4. In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Cross Reference:

Norridge School District 80 Policy 4:170-AP2, *Criminal Offender Notification Laws*