

STUDENT HANDBOOK 2016-2017



Prairie-Hills Elementary School District 144
Administration Center
3015 W. 163rd Street
Markham, IL 60428
Phone (708) 210-2888
Fax (708) 210-9925

Chateaux School

3600 Chambord Lane
Hazel Crest, IL 60429
(708) 335-9776

Mae Jemison School

3450 W. 177th Street
Hazel Crest, IL 60429
(708) 225-3636

Fieldcrest School

4100 W. Wagman Ave.
Oak Forest, IL 60452
(708) 210-2872

Markham Park School

16239 Lawndale Ave.
Markham, IL 60428
(708) 210-2869

Highlands School

3420 Laurel Lane
Hazel Crest, IL 60429
(708) 335-9773

Nob Hill School

3701 W. 168th Street
Country Club Hills, IL 60478
(708) 335-9770

Prairie-Hills Junior High School

16315 Richmond Ave.
Markham, IL 60428
(708) 210-2860





Dr. Kimako Patterson
Superintendent

3015 West 163rd Street
Markham, IL 60428
Phone: (708) 210-2800
Fax: (708) 302 5177

Dear Parents and Guardians,

As the Superintendent for Prairie-Hills Elementary School District 144, I welcome you to the 2016-2017 school year; I am both elated and humbled at the opportunity to watch and assist our students grow, learn, evolve and excel beyond our wildest imaginations.

I am fortunate to work for a Board of Education that has set high expectations for all students, staff, administrators, parents, community members and business partners. I am also fortunate enough to work with a phenomenal group of dedicated and committed teachers, administrators and support staff members; who are unwilling to compromise in our collective efforts to watch our students excel and successfully compete and dominate in a global society.

In order to continually provide an excellent and rigorous instructional environment; our schools must first be havens of safety and security. Please keep in mind that keeping our children safe and secure is our priority at Prairie-Hills Elementary School District 144. It is imperative that we all; parents, students, and staff work together collaboratively to ensure that we are successful in our efforts to promote and maintain expectations that govern good behavior and conduct.

In an effort to assist with these efforts, District 144 has developed this Student Handbook. Information found in this handbook will provide you and your child with pertinent knowledge, behavior expectations, responsibilities and relevant consequences that will answer many questions that you may have regarding District 144 student discipline practices.

It is our expectation that all District 144 students adhere to our Student Discipline Handbook. We will not tolerate any disruptive or disorderly behavior that disrupts the safe and secure environment within and around our schools and grounds. Further disciplinary action will be forthcoming for any District 144 student unable to comply with this expectation.

Please take a moment to review and discuss the District 144 Student Discipline Handbook with your child. This handbook should be consulted throughout the school year for purposes of clarity, and to provide points of discussion. These efforts will ensure that your child has a safe, successful and productive school year.

I invite you to join me, our Board of Education, and the Prairie-Hills Elementary School District 144 staff members on our quest for **the continual pursuit of EXCELLENCE!**

Sincerely,

Dr. Kimako Patterson

Country Club Hills • Hazel Crest • Markham • Oak Forest

Dr. Kimako Patterson
Superintendent

3015 West 183rd Street
Markham, IL 60428
Phone: (708) 210-2888
Fax: (708) 362-5177

Dear Parents and Guardians,

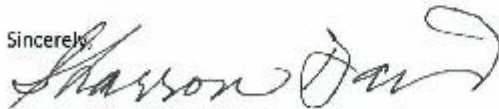
Welcome to the 2016-2017 school year at Prairie-Hills Elementary District 144. As the President of the Board of Education, it gives me great pleasure to welcome you to another successful school year filled with great programs and activities. This Student Handbook is being provided as a collaborative effort between school and home to ensure proper student behavior and district expectations at school.

Our vision is to produce lifelong learners that are college bound, career ready; and able to not only compete, but dominate in a global society. We are dedicated to the mission of ensuring that we provide enriching, rigorous and holistic learning experiences that promote 21st century lifelong learners. Our focus is to continuously maintain high expectations for all students, staff, parents and community members.

Please take a moment to review this handbook with your child, and sign the acknowledgement letter at the end of the handbook. Please return the letter to your child's school as soon as possible. We hope you utilize this handbook as a reference guide with your child(ren).

The Board of Education looks forward to your continued support and assistance in *our continual pursuit of EXCELLENCE!*

Sincerely,



Sharron Davis, President

Prairie-Hills Elementary School District 144 Board of Education

PRAIRIE-HILLS SCHOOL DISTRICT #144
STUDENT BEHAVIOR CODE

Student behavior and conduct should be characterized by self-discipline on the part of the individual students. Students must be held responsible for their own actions and realize that improper behavior will not be tolerated, especially, if the behavior interrupts the educational process, endangers the safety of others or is destructive to school, staff or student property.

The Prairie-Hills School District #144 Student Behavior Code is based on the following rights and responsibilities:

STUDENTS HAVE THE RIGHT TO:

- Learn.
- Be protected from physical or verbal abuse.
- Receive help with their studies.
- Give their point of view as long as it does not disrupt the educational environment, harm the rights of others, is vulgar or obscene or promote the use of illegal drugs.
- When appropriate, receive a behavioral consequence in private.
- Be informed of the Behavior Code.
- A safe and orderly learning environment.

IT IS THE STUDENT'S RESPONSIBILITY TO:

- Come to school every day and be on time.
- Complete daily assignments.
- Always come to class with his/her supplies and assignments.
- Ask his/her teachers for help.
- Help care for books, supplies and all school property.
- Obey all school rules.
- Obey all teachers and staff.
- Be polite to all teachers and staff.
- Use acceptable and appropriate language.
- Make sure he/she is neat, clean and appropriately dressed.
- Act in a way that will help all students to learn.
- Be fair and kind to other students.
- Treat others with respect.
- Resolve conflicts peacefully through problem solving.

PARENTS HAVE THE RIGHT TO:

- Expect a classroom atmosphere that is conducive to learning.
- See your child's school records.
- Be informed of your child's attendance, learning or behavior problems.
- Be told why your child is receiving a behavioral consequence.
- Share in Parent-Teacher Organization/Group and other activities.
- Receive periodic reports on your child's progress in learning.

IT IS THE PARENTS' RESPONSIBILITY TO:

- See that your child attends school regularly and is not tardy.
- Understand the duties of the teachers and administrators who are responsible for your daughters/sons during the school day.
- Support the rules of the school, the district and the community.
- Safeguard your child's health by making certain that he/she goes to the doctor and dentist regularly.
- Help your child to practice good hygiene.
- Attend school conferences and other activities.
- Plan a time and place, with supervision, for your child to do homework.
- Talk with your child and the teacher about school and report cards.
- Cooperate with the school regarding the Behavior Code.
- Teach your child the value of obtaining an education through individual effort.
- Respect all staff and students.

TEACHERS HAVE THE RIGHT TO:

- Expect that students' daily assignments will be completed on time.
- Call for a parent/teacher conference when a student violates the Behavior Code.
- Teach in an atmosphere that is respectful and conducive to teaching and student learning.
- Have respectful interactions with students and parents.

TEACHERS HAVE THE RESPONSIBILITY TO:

- Provide the best possible education through a good classroom climate, which allows for learning to take place.
- Respect all students and parents.
- Be available to talk with staff, parents and students, especially about class work and behavior.
- Enforce the rules of the school courteously, consistently and fairly.
- Deal with behavior problems quickly, firmly and impartially.
- Help with behavior outside the classroom—in the halls, the restrooms and on the school grounds.
- Help each student realize his/her potential by recognizing their individual strengths and weaknesses.

STUDENT BEHAVIOR CODE (FORMERLY KNOWN AS STUDENT DISCIPLINE)

The goals and objectives of this behavior code are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; and (4) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, 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.

Prohibited Student Conduct

The school administration is authorized to discipline students at their discretion for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. 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. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance, or other substance that is prohibited by this policy.
 - h. 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 had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. 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. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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, throwing objects, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*. The School District will take disciplinary action against any student who participates in such conduct or who retaliates against someone for reporting incidents of teen dating violence.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent or tardy without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

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.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. 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 (b) endanger the health or safety of students, staff, or school property. This prohibition specifically includes misconduct committed through the use of technology, including through the use of Facebook, Twitter, Instagram, Snapchat, Kik, and other online/internet-based social networks.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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.

Potential Disciplinary Measures and Behavior Interventions

Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference with student.
3. Disciplinary conference with parent.
4. Tiered Positive Behavior Interventions and Supports including, but not limited to, check in/check out, behavioral contracts, social academic intervention groups and mentoring.
5. Withholding of privileges including after school activities.
6. Temporary removal from the classroom.
7. Return of property or restitution for lost, stolen, or damaged property.
8. Lunch detention.
9. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
10. After-school detention or Saturday detention provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The Building Principal or designee shall ensure that the student is properly supervised.

11. Conflict resolution.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
13. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
14. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
15. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
16. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
17. Transfer to an alternative program if the student qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
18. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. Suspension and expulsion may be the available and appropriate disciplinary interventions in some circumstances where other available and appropriate interventions have been exhausted or it has been determined that there are no other available and appropriate behavioral or disciplinary interventions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.

Corporal punishment is prohibited. 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.

Weapons

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 at least one calendar year but not more than 2 calendar years:

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/), 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 “look alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall 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 shall immediately notify the local law enforcement agency, State Police, and any involved 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.

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 [licensed] 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, Building Principal, Assistant Building Principal, or Dean of Students 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 may suspend a student from riding the bus in excess of 10 school days for safety reasons. The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

ISOLATED TIME OUT AND PHYSICAL RESTRAINT

Isolated time out and physical restraint are permitted in the District's schools only as a means of maintaining a safe and orderly environment for learning, and only to the extent that their use is necessary to preserve the safety of the students and others.

Definitions

For the purposes of this Policy, the terms isolated time out and physical restraint are defined as follows:

- (a) **Isolated time out** means the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.
- (b) **Physical restraint** means holding a student or otherwise restricting his or her movements. Physical restraint includes only the use of specific planned techniques and does not include momentary periods of physical restriction by direct person-to-person contact without the aid of material or mechanical devices, accomplished with limited force and designed to
 - (i) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or
 - (ii) remove a disruptive student who is unwilling to leave the area voluntarily.

Circumstances under which Isolated Time Out or Physical Restraint may be Applied:

Neither isolated time out nor physical restraint shall be used to administer discipline to (i.e., punish) individual students. Both isolated time out and physical restraint should only be used in emergency situations or when other interventions have been attempted and failed. Physical restraint may only be used when the student poses a physical risk to himself, herself or others; there is no medical contraindication to its use; and the staff applying the restraint have been trained in its safe application.

The use of time out and physical restraint by any staff member shall comply with the "Illinois State Board of Education ("ISBE") rules, 23 Ill. Admin. Code § 1.285, "Requirements for the Use of Isolated time out and Physical Restraint." The ISBE rules are adopted as the District's written procedure to be followed by staff in cases where use of these interventions are used.

The Superintendent of the District or his/her designee shall be the designated school official to whom staff is required to report incidents of the use of isolated time out or physical restraint. The Superintendent or his/her designee shall maintain any documentation required pursuant to 23 Ill. Admin. Code § 1.285 when either of these interventions are used.

In the event of an incident of isolated time out or physical restraint results in an injury that the affected student, parent/guardian, staff member or other individuals identifies as serious, the process will be that the Superintendent or his/her designee shall meet with the student, parent/guardian and staff members involved in the incident to evaluate that particular use of the intervention.

If an episode of isolated time out exceeds 30 minutes, an episode of physical restraint exceeds 15 minutes, or repeated episodes have occurred during any three hour period, alternative strategies will be implemented if determined advisable. Alternative strategies may include, but need not be limited to, assessment by a mental health crisis team, assistance from police, or transportation by ambulance.

The District's designated administrative staff shall review, on an annual basis, the District's use of isolated time out and/or physical restraint. The annual review may include at least the following information:

- (a) The number of incidents involving the use of these interventions;
- (b) The location and duration of each incident;
- (c) Identification of the staff members who were involved;
- (d) Any injuries or property damage that occurred; and

- (e) The timeliness of parental notification and administrative review.

MISCONDUCT BY STUDENTS WITH DISABILITIES

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines 7:230 on the use of behavioral interventions and use them as a non-binding reference. The Superintendent may designate at least one staff member as a behavioral intervention consultant who shall oversee the implementation of this policy. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an Individual Education Plan is first implemented for a student. All students shall be informed annually of the existence of this policy and the procedures. At the annual Individualized Education Plan review, a copy of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parent(s)/guardian(s).

Discipline of Special Education Students

The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students (7:230). Except as outlined below, no special education student shall be expelled if the student's particular act of gross disobedience/misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience/misconduct is not a manifestation of his or her disability may be expelled pursuant to the District's expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for an aggregate of ten days per school year, regardless of whether the student's gross disobedience/misconduct is a manifestation of his or her disabling condition. Upon the eleventh day of suspension, such student shall continue to receive educational services in accordance with the IDEA during the time of suspension.

The district may offer a Crisis Intervention and Stabilization Classroom (CISC) program whose misconduct warrants a temporary placement with interventions to stabilize the student in order to return to his/her home school.

Any special education student who has or will exceed ten days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function; knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or to or at a school function; or, has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function may be removed from his or her current placement regardless of the outcome of the manifestation determination. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

EQUAL OPPORTUNITY

Equal education and extracurricular opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, sexual orientation, age, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, gender identity, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy.

Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board Policy 8:20. Any student may file a discrimination grievance by using the Uniform Grievance Procedure found below.

Sex Equity

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

Any student may file a sex equity complaint by using the District's Uniform Grievance Procedure, found below. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

BULLYING AND CYBER-BULLYING

Bullying, including cyber-bullying, is defined as 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:

- (1) Place the student or students in reasonable fear of harm to the student's or students' person or property;
- (2) Cause a substantially detrimental effect on the student's or students' physical or mental health;
- (3) Substantially interfere with the student's or students' academic performance; and/or
- (4) Substantially interfere with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of bullying include, but are not limited to: name-calling, using derogatory slurs, harassment, threats, intimidation, stalking, causing psychological harm, threatening or causing physical violence, sexual harassment, sexual violence, theft, public humiliation, threatened or actual destruction of property, wearing or possessing items which depict or imply hatred of or prejudice against individuals based on one or more of the distinguishing characteristics listed in the Anti-Harassment section below, or retaliation for asserting or alleging an act of bullying. Bullying is strictly prohibited.

Cyber-Bullying is defined as bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of

any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communication. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying above. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or posting of material on an electronic median that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying above.

Bullying is prohibited through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of the school.

Bullying or cyber-bullying is contrary to State law and the policy of Prairie Hills Elementary School District 144.

Students are encouraged to report claims or incidents which they reasonably believe could constitute bullying, cyber-bullying, intimidation, or harassment to any school employee using the *Bullying, Intimidation, Harassment, and Teen Dating Violence Report Form*, attached as Appendix A or through the Harassment and Bullying Reporting link on our website at www.phsd.net. Alternatively, students are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager as outlined below in the Uniform Grievance Procedure section of this handbook. Complaints will be kept confidential to the extent possible given the need to fully investigate the complaint. All reasonable efforts will be made to complete the investigation within 10 school days after the report of the incident was received. Appropriate school support personnel and other staff members with knowledge, experience, and training on bullying prevention, as deemed appropriate, will be involved in the investigation process. Consistent with federal and State laws and rules governing privacy rights, parents and guardians of all students involved in any alleged incident of bullying will be notified and referred for school intervention.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to a range of consequences, including discipline up to suspension and/or expulsion, educational consequences and behavioral consequences.

Interventions to address bullying take place in all District schools and include, but are not limited to, school social work services, social-emotional skill building, counseling, school psychological services, and community based referral services.

ANTI-HARASSMENT

No person, including a District employee or agent, or student, shall harass or intimidate a student based upon a student's race, color, national origin, ancestry, sex, religious beliefs, physical and mental handicap or disability, gender or sexual identity, or actual potential marital or parental status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include, but are not limited to, name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provision in the Uniform Grievance Procedure section, below.

Sexual Harassment

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

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager as outlined below in the Uniform Grievance Procedure section of this handbook.

Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy.

UNIFORM GRIEVANCE PROCEDURE

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Individuals with Disabilities Education Act, 20 U.S.C. §1400 *et seq.*
5. Title VI of the Civil Rights Act, 42 U.S.C. §2000d *et seq.*
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e *et seq.*
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children Curriculum, instructional materials, and/or programs
9. Victims' Economic Security and Safety Act, 820 ILCS 180

10. Illinois Equal Pay Act of 2003, 820 ILCS 112
11. Provision of services to homeless students
12. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.
13. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)

Anyone who believes they are victims of harassment, discrimination, or retaliation, or teen dating violence or have witnessed the same are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate and implement corrective action. Students who make good faith complaints will not be disciplined.

An allegation that one student was harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action, including appropriate disciplinary action.

The District will take appropriate steps to protect students from discrimination, harassment, and retaliation for reporting, filing a complaint of, or cooperating in an investigation

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to a prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witness will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent,

the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within ten school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy.

The Superintendent has appointed the following personnel:

Nondiscrimination Coordinator (Appointed by Dr. Kimako Patterson, Superintendent):

Name: Ms. Terri Sharpp
Address: 3015 West 163rd Street
Markham, Illinois 60426
Telephone: (708) 210 – 2888

Complaint Managers (Appointed by Dr. Kimako Patterson, Superintendent):

Name: Ms. Julia Veazey and Ms. Carrie Ablin
Address: 3015 W. 163rd St.
Markham, IL 60428
Telephone: (708) 210 - 2888

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, discrimination, or retaliation.

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

SEARCH AND SEIZURE

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

School 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 personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent 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 in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness; and
- by a certificated employee or liaison police officer of the same sex as the student.

Following a search, a written report will be made by the school authority who conducted the search, and given to the Superintendent. The student's parent(s)/guardian(s) will be notified of the search as soon as possible.

Seizure of Property

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

RECIPROCAL REPORTING AGREEMENTS

Prairie-Hills Elementary School District #144 is interested in promoting the safety and security of the staff, students, and school premises in the District. The 1970 Illinois Constitution, as well as the Illinois School Code, provide for the development of guidelines for a reciprocal reporting system between local law enforcement agencies and school districts regarding criminal offenses committed by students.

The Board of Education has authorized intergovernmental agreements with the cities of Country Club Hills, Oak Forest, Markham and the Village of Hazel Crest, for reciprocal reporting between the District and the respective municipal police departments.

BUS CONDUCT

All students must follow the District's *School Bus Safety Rules*.

School Bus Safety Rules

The following School Bus Rules are to be abided by on all school buses during transportation to and from school and/or school sponsored activities (7:220).

It is the objective of the District to provide safe bus transportation for students eligible to ride the school buses. Students are granted the privilege of riding the school bus with the understanding that this privilege can be revoked if the student does not behave appropriately while he/she is on the bus or at the bus stop. Please note that students can only be transported within the boundaries of the school district and to specifically approved school sponsored activities or events. Please remind your children of the consequences of unsafe, disruptive behavior on the bus, and understand that bus rules are aggressively enforced.

- Students must cooperate with the bus driver at all times.
- All students are to board and get off the buses at their designated stops only.
- Students are to ride only the bus assigned to them.
- Never wait for the school bus in the street.
- Never board the bus until it comes to a complete stop.
- Students should take their assigned seats immediately and remain in those seats throughout the ride.
- No moving around is permitted while the bus is in motion.
- The bus driver must grant permission before windows or doors may be opened or closed.
- Students are not permitted at any time to extend their hands, arms or head out of the bus windows or to throw any objects out of the bus window.
- Do not tamper with the bus doors or windows or any of its equipment.
- Restitution will be sought for any damage or vandalism to the school bus.
- Keep books, packages, coats, and all other objects out of the aisles to avoid accidents.
- Students must not carry on unnecessary conversations with the driver.
- In case of a road emergency, remain in the bus until the driver gives instructions.
- Exit the bus only after it has come to a complete stop.
- No adults are permitted on the school bus without authorization from the principal or superintendent. Adults are asked to stay off the bus and the police will be called if an unauthorized adult boards the bus.
- Students are to show respect for private property, lawns, shrubs, trees, etc., while waiting for the bus and exiting the bus.
- Smoking, striking matches, or lighting cigarette lighters is prohibited on the bus or at the bus stop.

- Possession of potentially dangerous materials and/or weapons is prohibited on the bus or at the bus stop.
- Display of gang symbols, or paraphernalia recognized as such by local law enforcement and school officials, when such symbols or paraphernalia interfere with an appropriate environment on the bus, is prohibited.
- Obscene language and/or gestures are not permitted.
- Use of any electronic device, including but not limited to, radios, mp3 players, CD players, or computerized games is prohibited on the bus.
- No food, drink or gum is permitted on the bus.
- No garbage is to be left on the floor or seats of the bus.
- Spitting is not permitted.
- Cell phones shall not be used on school buses.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit (School Board policy, 6:290, *Homework*). It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

LUNCHROOM RULES

The following are Lunchroom Rules that are to be abided by throughout the District during all lunch periods by students of all ages. The following Lunchroom Rules are strongly enforced:

- Enter the Lunchroom in a quiet, orderly manner.
- Follow all adult directions in the lunchroom.
- Remain in your seat unless given permission to get up.
- Talk in a normal/quiet voice.
- Use proper table manners at all times.
- Keep hands, feet and all objects to yourself.
- Walk at all times.
- Clean up your space after eating.
- No food or drinks outside the lunchroom.
- No throwing of food.
- No sharing or trading of food due to potential medical issues, including but limited to food allergies.
- No popping of plastic ware.
- No student will be allowed to return to the classroom unescorted during the lunch period.
- When waiting to leave the lunchroom there must be quiet.
- Respond immediately to the line-up whistle/signal.

STUDENT DRESS

Students are required to wear school dress colors to school on all school attendance days, unless otherwise indicated by the Building Principal, in order to maintain and promote orderly school functions, student safety and a positive learning environment. The Building Principal is authorized to designate a maximum of ten days on which this policy may be relaxed. Schools are encouraged to have school spirit days when students may wear T-shirts. Some PTO/G's will be offering parents an opportunity to purchase clothing in the school colors. Parents may purchase school dress clothing from the vendor of their choice.

The Board of Education has determined all students in grades Pre-Kindergarten through 5th Grades, shall wear navy blue slacks, solid colored socks (white, black, blue or brown), skirts with no slits, shorts of fingertip length, jumpers, etc., with white blouses or shirts with collars, including turtlenecks, for both males and females. Students in grades 6th through 8th shall wear khaki bottoms; skirts with no slits, shorts of fingertip length, jumpers, etc.; collared blouses or shirts with colors white for 6th grade, yellow for 7th grade, and navy blue for 8th grade for both males and females. Pants must be worn at the waist. A belt must be worn by both males and females who wear pants with belt loops or which require a belt. All blouses/shirts must be tucked in. No rubber bands may be worn on clothing, and/or body parts, at any time. Belts must be of leather or cloth, black, brown, white or navy in color with no adornments, and a buckle no larger than two inches. Scrolling belts are not allowed. A plain navy blue or white sweater, without a hood, is allowed. It may be of cardigan, pullover or vest style, with no adornment, trim, piping, embroidery or logos of any kind.

The following items of clothing are never allowed: blue jeans, parachute pants, sweatpants, coveralls, spandex of any kind, T-shirts, sweatshirts with hoods, or hoodies. Doo-Rags are not allowed on school property at any time.

All students shall wear fully enclosed shoes of one color: solid black, dark brown, solid white or solid navy blue shoes, with leather or rubber soles, and matching shoelaces, if necessary. No pink, green, orange, or

yellow or any other color, or two-toned shoes, or “blinking” shoes shall be allowed. No sandals, mules or clogs. No bare feet.

No unnecessary jewelry shall be displayed; during school time, all chains/necklaces must be worn under clothing. All facial and nail adornments are prohibited, including, but not limited to: facial stickers and rhinestones; and nose, eyebrow, lip, nail, and tongue piercings. No adornment may be worn on shoes or clothing. All students should have neat and appropriately groomed hair. Stiletto and sharp pointed nails are prohibited.

Students may:

1. display religious messages on items of clothing to the same extent they are permitted to display other messages;
2. wear attire that is part of the student’s religious practice;
3. wear or display expressive items, such as a button, as long as such items do not contribute to disruption by substantially interfering with discipline or with the rights of others; and
4. wear the uniform of a nationally recognized youth organization such as Boy Scouts or Girl Scouts on regular meeting days.

No student shall be denied attendance at school, penalized or otherwise subject to compliance measures for failing to wear a uniform for the following reasons:

1. insufficient time in which to comply with this policy;
2. financial hardship (please contact the Student Services Department to discuss eligibility for financial assistance toward the purchase of school uniforms); or
3. objection by the student’s parent(s)/guardian(s) on religious grounds to the student’s compliance with this policy or the applicable uniform, if they have provided the Board with a signed statement of objection detailing the grounds for the objection.

Notwithstanding the above exceptions, in the event of non-compliance with the policy, the following steps will be taken:

1. Upon the first violation, a note shall be sent home with the student with a copy of these procedures.
2. Upon the second violation, the school will contact the parents to bring a change of clothing to school.
3. Upon the third violation, a conference between student, parent and building administrator must occur.

SUSPENSION PROCEDURES

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.
4. Students assigned an in-school suspension will not be permitted to attend fieldtrips, after school activities, or school hour special events during the duration of their in-school suspension.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. Before suspension, a 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. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend and the specific duration of the suspension, including actual dates of suspension.
 - d. For a suspension of 4 or more school days, a statement of what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
4. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
5. 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. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail:
 - a. That the student committed the gross disobedience or misconduct as charged;
 - b. For suspensions of 3 or fewer days: That the student's continued presence at school would pose a threat to school safety, or a disruption to other students' learning opportunities;
 - c. For suspensions of 4 or more school days:
 1. That the student's continued presence at school would pose a threat to the safety of other students, staff, or members of the school community, or substantially disrupt, impede, or interfere with the operation of the school; and
 2. That other appropriate and available interventions were attempted or whether it was determined that there were no other appropriate and available interventions; and
 - d. The rationale as to the specific duration of the suspension; and
 - e. Describe the appropriate and available support services provided to the student during the period of suspension or whether it was determined that there were no appropriate and available support services.

EXPULSION PROCEDURES

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - e. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. The hearing shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, 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. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning 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 testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document that school officials determined that all appropriate and available behavioral and disciplinary interventions have been exhausted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document that the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

VANDALISM

The Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

SOCIAL NETWORKS

Keeping Yourself and Your Kids Safe on Social Networks

For more information, please visit our website www.phsd.144.net/technology.

Quick Tips:

- Put everything behind password protected walls, where only friends can see.
- Protect your password and make sure you really know who someone is before you allow them onto your friend's list.
- Blur or morph your photos a bit so they won't be abused by cyber bullies or predators.
- Don't post anything your parents, principal or a predator couldn't see.
- What you post online stays online - forever!!!! So ThinkB4UClick!
- Don't do or say anything online you wouldn't say offline.
- Protect your privacy and your friends' privacy too...get their okay before posting something about them or their pictures online.
- Check what your friends are posting/saying about you. Even if you are careful, they may not be and may be putting you at risk.
- That cute 14-year old boy may not be cute, may not be 14 and may not be a boy! You never know!
- And, unless you're prepared to attach your blog to your college/job/internship/scholarship or sports team application...don't post it publicly!
- Stop, Block and Tell! (don't respond to any cyber bullying message, block the person sending it to you and tell a trusted adult).
- R-E-S-P-E-C-T! (use good netiquette and respect the feelings and bandwidth of others).
- Keep personal information private (the more information someone has about you, the more easily they can bully you).
- Google yourself! (conduct frequent searches for your own personal information online and set alerts ... to spot cyber bullying early).
- Take 5! (walk away from the computer for 5 minutes when something upsets you, so you don't do something you will later regret).

And for parents:

- Talk to your kids - ask questions (and then confirm to make sure they are telling you the truth!)
- Ask to see their profile page (for the first time)...tomorrow! (It gives them a chance to remove everything that isn't appropriate or safe...and it becomes a way to teach them what not to post instead of being a gotcha moment! Think of it as the loud announcement before walking downstairs to a teen party you're hosting.)
- Don't panic...there are ways of keeping your kids safe online. It's easier than you think!
- Be involved and work with others in your community. (Think about joining WiredSafety.org and help create a local cyber-neighborhood watch program in your community.)

- This too will pass! Most kids really do use social networks just to communicate with their friends. Take a breath, gather your thoughts and get help when you need it. (You can reach out to WiredSafety.org.)
- It's not an invasion of their privacy if strangers can see it. There is a difference between reading their paper diary that is tucked away in their sock drawer...and reading their blog. One is between them and the paper it's written on; the other between them and 700 million people online!
- Don't believe everything you read online - especially if your teen posts it on her blog!

DIRECTORY INFORMATION

Directory information is defined in the federal and state student records law and refers to information contained in student records that would not generally be considered harmful or an invasion of privacy if disclosed. This information includes the student's name, address, phone listing, e-mail address, photograph, date and place of birth, parents' names and addresses, dates of attendance, grade level, enrollment status, participation in school-sponsored activities, organizations and athletics, weight and height of members of the athletic teams, academic awards, degrees and honors and awards received, and school most recently attended by the student. 23 Ill. Adm. Code 375.80. Parents may request that some or all of directory information not be disclosed without prior consent by sending a request in writing to the Registrar at Prairie Hills Elementary District Office.

DISTRICT PROMOTION POLICY

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on District assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. (Board Policy 6:280)

Policies and Procedures

During the 2008 school year, the Prairie-Hills Elementary School District 144 Board of Education adopted a new Promotion Policy. All students attending this year (2016-2017) will be promoted on the basis of the following criteria:

Minimum Report Card Grades:

- Final passing grade in Reading, Math, Language Arts, Science and Social Studies.

Minimum Performance on District Assessments:

- **Students must make adequate progress on the District assessment (MAP).**
*Adequate is defined as the annual District goal which is subject to change.

***Students who enroll after April 1 will be retained at the current grade-level unless evidence of "promotional eligibility" is produced from a recognized school.**

District PHESD 144 Promotion Procedures

Any student exhibiting academic difficulties and receiving unsatisfactory grades (D or F) in core content subjects (Reading, Math, Language Arts, Science or Social Science) are expected to receive intervention services.

Services may include but not be limited to the following:

- Child Study Team Meeting/ Discussion
- After School Program
- After School Tutoring (Teacher Lead)
- RtI Services
- Any other academic services deemed beneficial by the Child Study Team/RtI Team.

Goals of the Child Study Team/ RtI Team:

- To involve the parents/guardians in the initial discussion.
- To determine whether or not the student should be retained or promoted by investigating all factors and circumstances that influence student performance and well-being. (Will the retention change the problem and the symptoms?)
- To discuss all alternatives to grade level retention.
- To recommend psychological or other testing when appropriate.
- To provide and coordinate a wide range of support, not limited to intervention programs, special services, modifications and accommodations, to the student's instruction.
- To thoroughly document the proposed retention/promotion process.

GRADING & HOMEWORK PROCEDURES

Weighted categories:

Elementary

- 30% Tests
- 30% Classwork
- 20% Projects
- 10% Quizzes
- 10% Homework

Junior High

- 30% Classwork/participation
- 30% Tests
- 15% Projects
- 15% Quizzes
- 10% Homework

Specials i.e., PE, Music, Art, Etc.)

- 30% Tests
- 40% Classwork/Participation
- 20% Performance
- 10% Homework/Practice

Homework is expected daily (Monday – Thursday)

- Kindergarten – an average of **15** minutes per day
- Grades 1, 2 and 3 – an average of **30** minutes per day
- Grades 4, 5 and 6 – an average of **45** minutes per day
- Grades 7 and 8 – an average of **75** minutes per day

Make-up Work

Suspensions: 24 hours from the 1st day of suspension ~ homework and/or classwork will be given to students (mailed if necessary)

Make-up work is due upon return of the student for full credit ~ ½ credit thereafter

Sick/Personal: Students out sick or on personal leave 1-3 days should return make-up work within 48 hours for full credit ~ ½ credit thereafter

Students out sick or on personal leave 4-9 days should return make-up work within 5 school days upon their return for full credit ~ ½ credit thereafter

Students out sick or on personal leave 10 days or more with advance notification and approval from the Superintendent's office will have 10 school days to return make-up work for full credit ~ ½ thereafter

GRADING SCALE

Grade	Percentage	Point Value
A Excellent Progress	100% - 92%	4
B Above Average Progress	91% - 83%	3
C Satisfactory Progress	82% - 74%	2
D Minimal Progress	73% - 65%	1
F Unsatisfactory Progress	64% or below	0

Honor Roll

Students are given special recognition for academic success during Honor Roll assemblies.

Certificates and/or ribbons are awarded to students who meet the following Honor Roll criteria:

- **High Honor Roll:** Grade Point Average 3.75 or better
- **Honor Roll:** Grade Point Average 3.0 to 3.74

Major Subjects: Grades K-5 - Reading, Language Arts, Mathematics, Social Studies, Science, *PE and *Music.

Junior High -Grades 6-8 – ELA, Mathematics, Social Studies, Science, *Spanish, *STEM, *PE, *Art, *Band and *Music, Courses assigned according to grade level.

***Weighted**

Prairie-Hills Elementary School District #144

I/We have reviewed the 2016-2017 Prairie-Hills Elementary School District #144 Student Handbook.

Date

Parent(s) Signature

Parent(s) Name (Please Print)

Child's Name (Please Print)

School

Bullying, Intimidation, Harassment, and Teen Dating Violence Report Form

Today's Date: _____ Date of Incident(s): _____

Person or persons who reported the behavior:

Person completing this form (please indicate if you would like to remain anonymous):

Name of student(s) targeted:

Name of witness(es) to behavior:

Name individual(s) engaged in behavior:

Student or student(s) were targeted because of actual or perceived (check all that apply):

_____ RACE _____ COLOR _____ RELIGION _____ SEX

_____ SEXUAL ORIENTATION _____ GENDER-RELATED IDENTITY/EXPRESSION

_____ PHYSICAL OR MENTAL DISABILITY _____ AGE

_____ NATIONAL ORIGIN _____ ANCESTRY _____ MILITARY STATUS

_____ MARITAL STATUS OR PARENTAL STATUS, INCLUDING PREGNANCY

_____ ASSOCIATION WITH PERSON(S) WITH ONE OR MORE OF THESE CHARACTERISTICS

_____ OTHER DISTINGUISHING CHARACTERISTIC: _____

Student or student(s) were targeted in the following way(s) (check all that apply):

- _____ ELECTRONIC COMMUNICATION (I.E. FACEBOOK, TEXT, EMAIL)
- _____ WRITTEN COMMUNICATION _____ PHYSICAL ACT OR CONDUCT
- _____ VERBAL ACT OR CONDUCT _____ OTHER: _____

Student or student(s) were targeted in the following place(s) (check all that apply):

- _____ CLASSROOM _____ HALLWAY _____ CAFETERIA
- _____ BATHROOM _____ LOCKER ROOM _____ GYM
- _____ BUS _____ BUS STOP _____ TO/FROM SCHOOL
- _____ EXTRA-CURRICULAR ACTIVITY _____ OTHER: _____

Please describe the incident, using as much detail as possible (i.e. time, location, witnesses, verbal or physical interactions):
