

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

Prairie- Hills S.T.E.A.M. Academy
3035 W. 163rd Street
Markham, IL 60428
(708) 985-2401

Primary Learning Center
3215 W. 162nd Street
Markham, IL 60428
(708)-331-3364

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.
- Have 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 academic and behavioral progress.
- School Visitation Rights:

- The *School Visitation Rights Act* permits employed parents who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their child attends.
- Upon written request, employers must grant employees leave of up to eight hours per school year, not to exceed four hours in any given day, to attend their children's classroom activities or school conferences which cannot be scheduled during non-work hours.
- For regularly scheduled, non-emergency school visits, the District will make time available for visitation during both regular school hours and evening hours to the extent practicable.
- The District will provide documentation to the parent of the time and date of each school visitation participation upon a parent's request.

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 child (ren) 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.
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 unless the student is authorized to be administered a medical cannabis-infused product and such use or supervised possession is pursuant to Board Policy 7:270).
 - 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 unless the use or supervised possession is pursuant to Board Policy 7:270.
 - 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, possessing, controlling, or transferring any explosive device, including but not limited to fireworks and bombs.

6. 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.

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. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.

9. 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.

10. 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.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.

12. 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.

13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.

14. Entering school property or a school facility without proper authorization.

15. 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.

16. 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.

17. 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.

18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

20. 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.

21. 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.

22. 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 includes misconduct committed through the use of technology, including through the use of Tik Tok, 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 may be 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 5/241).
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 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, TIME OUT AND PHYSICAL RESTRAINT

Isolated time out, time out and physical restraint are permitted in the District's schools only for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s). Isolated time out, time out, or physical restraint shall not be used as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

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 an Alternative Learning Environment for 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 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.

EDUCATION OF STUDENTS 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.

In accordance with state and federal legislation regarding the education for students with disabilities, the District offers a wide range of programs and services to eligible students. Special education programs and services are available to students meeting qualifying conditions within the following categories:

- Developmental Delay
- Deaf-Blindness
- Deafness
- Intellectual Impairment
- Other Health Impairment
- Speech and Language Impairment
- Traumatic Brain Injury
- Visual Impairment (including blindness)
- Autism
- Emotional Disability
- Multiple Disabilities
- Specific Learning Disability
- Hearing Impairment
- Orthopedic Impairment

Students are identified eligible for services under the regulations set forth by the Individuals with Disabilities Education Act (IDEA). If a student is determined to be eligible, services will be delivered by learning behavior specialists or speech pathologists. Student may qualify for services provided by other related service providers as deemed necessary including speech and language therapists, occupational and physical therapists, school psychologists, school social workers, teachers of the visually impaired, and hearing itinerants.

Students with disabilities receive special education assistance within the learning environment determined most appropriate: within their home schools and the regular classroom environment; within special education classrooms; or within non-district facilities when alternatives to the public school setting are needed. In accordance with the provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the District has also developed policies and procedures designed to assure an appropriate education to eligible students.

Copies of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” and/or the Illinois State Board of Education’s special education regulations may be obtained from the District office, upon request.

Section 504 of the Rehabilitation Act:

Students with disabilities who do not qualify for an Individualized Education Program (“IEP”), may qualify for services under Section 504 of the Federal Rehabilitation Act of 1973, if the student (1) has a physical or mental impairment that substantially limits one or more major life activity, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

If you believe your student meets one of the above categories and requires reasonable accommodations, you may contact the Director of Student Services, Theresa Smith at 708-210-2888 for more information regarding the identification, assessment, and placement of your student.

Related Service Logs

Parents have a right to request copies of related service logs that record the types of related services administered under a child’s IEP and the minutes of each type of related service that has been administered ((speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services).

Qualified Interpreter Services

Interpretation services are available at IEP team meetings for parents/guardians whose native language is not English or for parents/guardians who are deaf. If a qualified interpreter is not available, the school may use outside vendors, including telephonic interpreters. A parent/guardian requiring interpretation services at an IEP meeting may contact the Building Principal, at least 5 business days in advance, to request an interpreter at their child’s IEP meeting.

A parent or guardian has the right to request that the interpreter serve no other role in the IEP meeting other than interpreter, and the school should make reasonable efforts to fulfill this request. A parent/guardian may contact the Building Principal with any questions or complaints about interpreter services.

For more information regarding the provision of special education and related services within the District, please contact the District’s Director of Student Services, Theresa Smith at 708-210-2888.

ENGLISH LEARNERS

As required by the Every Student Succeeds Act (ESSA), the District will inform the parents/guardians of limited English proficient students identified for participation or participating in a language instruction education program, as determined under Part C of the Title II of ESSA:

The reasons for their being identified;_

- Their student's level of English proficiency;_
- The instructional method used;_
- How their student's program will meet their student's needs;_
- How the program will help the student learn English;_
- Exit requirements for the program to meet the objectives of any limited English proficiency._
- For a child with a disability pursuant to the Individuals with Disabilities Education Act, how the program meets the student's objectives in his IEP;_
- Information regarding parental rights, including:_
 - The right that parents have to have their child immediately removed from such a program upon their request_
 - The option that parents have to decline to enroll their child in such a program or to choose another program or method of instruction, if available_
 - Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity_

As required by the ESSA Section 1112(3)(B), the District must notify the parent/guardian of students identified as English Learners during the school year of the student's eligibility to receive English Language services during the first two weeks of the student being placed in a language instruction educational program.

As required by ESSA Sections 1112(3)(C), the District has implemented an effective means of outreach to its parents/guardians of limited English proficient students to inform them how they can be involved in their student's education, and be active in participants in assisting their students to attain English proficiency, achieve at high levels in core academic subjects, and meet the challenging state academic achievement and content standards. In addition, the outreach includes holding and sending notice of opportunities for regular meetings to formulate and respond to parent/guardian recommendations.

EDUCATION OF HOMELESS CHILDREN

Pursuant to Board Policy 6:140, Education of Homeless Children, each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A *homeless child* is defined as provided in the McKinney Homeless Assistance Act and the Ill. Education for Homeless Children Act.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. In the alternative, a homeless child living in any district school's attendance area may attend that school. Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.

For more information regarding supports and services available to homeless students and families, please contact the District's Homeless Liaison Ms. Tina Alexander.

FREE AND REDUCED-PRICE FOOD SERVICES

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Ill. State Board of Education. From time to time, the income eligibility guidelines and standards may not be necessary when reimbursements for students' free breakfasts and lunches are claimed through the U.S. Depts. of Agriculture and Education's Community Eligibility Provision (CEP). When claiming the CEP, the District will follow its requirements.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Dept. of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk. During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal. The status of a student's appeal or eligibility for free or reduced-price food services shall not relieve the District of its obligation to provide him or her with a free meal or snack under the Hunger-Free Students' Bill of Rights Act if he or she requests one, regardless of his or her ability to pay. The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

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

Harassment Prohibited

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.

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination/Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any other District employee with whom the student is comfortable speaking. For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination/Title IX Coordinator shall consider whether action under Board Policy 2:265, Title IX Sexual Harassment Grievance Procedure, should be initiated. For any other alleged student harassment that does not require action under policy 2:265, Title IX Sexual Harassment Grievance Procedure, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, Uniform Grievance Procedure, 7:180, Prevention of and Response to Bullying, Intimidation and Harassment, 7:190, Student Behavior, or any other relevant Board policy should be initiated, regardless of whether a written report or complaint is filed.

Title IX Sexual Harassment Grievance Procedure

Sexual harassment, as defined in Title IX (Title IX Sexual Harassment) and Board Policy 2:265, is prohibited.

Sexual Harassment Defined:

Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Title IX Sexual Harassment Prevention and Response:

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, Curriculum Content, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report:

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX/Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

Non-Discrimination/Title IX Coordinator: Dr. Kenneth Scott, 3015 W. 163rd Street, Markham, IL 60428, 708-210-2888.

Processing and Reviewing a Report or Complaint:

Upon receipt of a report, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, Uniform Grievance Procedure; 5:20, Workplace Harassment Prohibited; 5:90, Abused and Neglected Child Reporting; 5:120, Employee Ethics; Conduct; and Conflict of Interest; 7:20, Harassment of Students Prohibited; 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; 7:185, Teen Dating Violence Prohibited; and 7:190, Student Behavior, to determine if the allegations in the report require further action.

Where the Title IX Coordinator determines that the report will be processed and reviewed according to this policy, the Title IX Coordinator and/or designee will promptly contact the Complainant to: (1) discuss the availability of supportive measures, (2) consider the Complainant's wishes with respect to supportive measures, (3) inform the Complainant of the availability of supportive measures with or without the filing of a Formal Title IX Sexual Harassment Complaint, and (4) explain to the Complainant the process for filing a Formal Title IX Sexual Harassment Complaint.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process:

When a Formal Title IX Sexual Harassment Complaint is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all Formal Title IX Sexual Harassment Complaints are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat Complainants and Respondents equitably by providing remedies to a Complainant where the Respondent is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a Respondent.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
4. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent.
5. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
6. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
7. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.
8. Include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
9. Include reasonably prompt timeframes for conclusion of the grievance process.
10. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
11. Base all decisions upon the preponderance of evidence standard.
12. Include the procedures and permissible bases for the Complainant and Respondent to appeal.
13. Describe the range of supportive measures available to Complainants and Respondents.
14. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement:

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in Title IX sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in Title IX sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined,

at the conclusion of the grievance process, to have engaged in Title IX sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited:

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. A person who believes that he or she is being retaliated against should make a report to the Title IX Coordinator, Nondiscrimination Coordinator, or Building Principal.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

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, 42 U.S.C. §12101 et seq
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints which are governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. State Officials and Employees Ethics Act, 5 ILCS 430/70- 5(a); Illinois Human Rights Act 775 ILCS 5/, Title VII of the Civil Rights Act of 1964 42 U.S.C. §2000e et seq. ((Title IX sexual harassment complaints are addressed under policy 2:265, Title IX Sexual Harassment Grievance Procedure)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children Curriculum, instructional materials, and/or programs
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180
12. Illinois Equal Pay Act of 2003, 820 ILCS 112
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.
15. 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.)

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. 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. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy 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. For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, Workplace Harassment Prohibited, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parents/guardians 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 or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (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 or age or older. The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after 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. The Superintendent will keep the Board informed of all complaints. If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

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 and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the preponderance of evidence standard. Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board of Education 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 of Education. 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 after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action. For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a 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 Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers. The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers. The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator and Complaint Managers on an annual basis.

The Superintendent has appointed the following personnel:

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

Name: Dr. Kenneth Scott
3015 West 163rd Street
Markham, Illinois 60426
(708) 210 – 2888

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

Name: Dr. Tiffany Burnett-Johnson
3015 W. 163rd St.
Markham, IL 60428
(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 or navy-blue 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.

Students attending the S.T.E.A.M. Academy shall wear red or navy polo shirts. The girls shall wear green plaid skirts/ jumpers and the boys shall wear navy or black slacks.

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, clogs or Crocs. 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. Stiletto and sharp pointed nails are prohibited. Rat tail combs, picks, and brushes are prohibited on school property.

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 misconduct will be explained and the student will be given an opportunity to respond to the asserted misconduct.
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 misconduct will be explained and the student will be given an opportunity to respond to the asserted misconduct, when possible.
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.

ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information

- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

In addition to the above, the federal Children’s Online Privacy Protection Act, or COPPA (15 U.S.C. §§ 6501-6506), requires that educational technology vendors obtain verifiable parental consent before collecting personal information from children under age 13. However, COPPA permits school districts to consent to the collection of personal information on behalf of their students. For more information on the web-based tools currently being utilized within the District, please contact Leonard Hill, Director of Technology.

Keeping Yourself and Your Kids Safe on Social Networks

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

RIGHT TO PRIVACY IN THE SCHOOL SETTING ACT

School officials may not request or require a student or a student’s parent/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported so that school officials may make a factual determination.

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. The District may release student directory information to outside persons, organizations or entities, without parental consent. 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 no later than 30 days within the first day of school or within 30 days of your child's first day of school.

STUDENT RECORDS

The District is responsible for maintaining records for all students in attendance. A student's school records are confidential, and information from them will not be released other than as provided by law.

Student Records Rights

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

1. Inspect and review the student's educational records no later than 10 business days after the day the District receives a request for access, unless the District extends the response time by no more than 5 business days from the original due date.
 - a. No person who is prohibited by an order of protection from inspecting or obtaining school records of a student shall have any right of access to, or inspection of, the school records of that student.
 - b. There may be a charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost. This includes the right to review and copy a student's school student records prior to any special education eligibility or IEP meeting.
2. Request that a record be amended and/or to challenge the contents of a record if it is 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 them of their right to a hearing. 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. Permit disclosure of personally identifiable information contained in the student's education records, except to the extent FERPA or ISSRA authorizes disclosure without consent. The District may disclose personally identifiable information from the records of a student without obtaining prior written consent of the parent(s)/guardian(s) or the eligible student:
 - To other school officials, including teachers, whom the school has determined to have legitimate educational interests. A school official includes, but is not limited to, a person within the District such as an administrator, supervisor, teacher, instructor, support staff member (including health or medical staff and law enforcement unit personnel), volunteers, a person serving on the School Board, a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, accountant, insurance provider, therapist, physician, educational technology vendor, collection agency, contractor, consultant, other party to whom the school has outsourced institutional services or functions, or other business services in consultation with individuals and organizations outside the institution), or a parent 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 including, but not limited to, an educational interest in the student, or in the management and administration of education in the district as a more general matter or provision of services related to the institution's mission.

- a. To officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
 - b. To persons authorized or required by state or federal law to gain such access.
 - c. To appropriate officials in connection with a health or safety emergency.
 - d. To comply with a judicial order.
 - e. To a governmental agency or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the compulsory student attendance laws of Illinois.
 - f. To those SHOCAP committee members who fall within the meaning of "state and local officials and authorities" for purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources.
 - g. To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
 - h. To the State Board or another State government agency or between or among State government agencies in order to evaluate or audit federal and State programs or perform research and planning.
 - i. To any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified.
 - j. To juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
4. A copy of any school student record proposed to be destroyed or deleted.
 5. Prohibit the release of directory information concerning the student. Please see below for more information regarding release of directory information.
 6. Obtain a copy of the District's policy and administrative guidelines on student records that are not included herein.
 7. File a complaint of noncompliance with the U.S. Department of Education concerning alleged failures by the District to comply with requirements of the Family Educational Rights and Privacy Act (FERPA). The Family Policy Compliance Office (FPCO) administers FERPA, the Protection of Pupil Rights Amendment (PPRA) and provisions of the Elementary and Secondary Education Act (ESEA) that require local educational agencies that receive ESEA funds to provide military recruiters with contact information on students unless their parents/guardians opt out of the disclosure. You may contact the United States Department of Education at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave SW
Washington, D.C. 20202-4605
 8. 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.
 9. The District will not permit the collection, disclosure or use of personal information collected from students for the purpose of selling that information.

Permanent Records:

The District maintains a student's permanent records for no less than 60 years after the student has transferred, graduated, or otherwise withdrawn from the District. Examples of permanent records include,

but are not limited to, personal identifying information, student and parent/guardian names and addresses, birth date and place, gender, academic transcripts, attendance records, health records, honors and awards received, school-sponsored activity information, and proof of release of permanent record information.

Temporary Records:

The District maintains a student's temporary records for no less than 5 years after the student has transferred, graduated or otherwise withdrawn from the District. Examples of temporary records include, but are not limited to, family background information, aptitude information, achievement test scores, psychological test results, special education records, Section 504 Plans, disciplinary records, any verified information from non-educational agencies or persons, and proof of release of temporary record information.

Surveys:

The board of education respects the privacy rights of parents/guardians and their children. No student shall be required, without prior written consent of his/her parents/guardians, to participate in any survey, analysis or evaluation that reveals information concerning:

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

Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parents/guardians will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Parents/guardians may also refuse to allow their child to participate in a survey or evaluation as described above. The school and/or district will not penalize any student whose parents/guardians exercise this option.

ATTENDANCE AND TRUANCY

School attendance is the responsibility of students and their parent(s)/guardian(s).

Valid Cause of Absence: A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, serious family emergency, other situations beyond the control of the student as determined by the Board of Education, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health, or other reason as approved by the Superintendent or designee, including but not limited to students in grades 6 through 8 to sound Taps at a military honors funeral held in Illinois for a deceased veteran, who have provide notice and students on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.

If a student's absence is unexcused, it will be recorded as truant.

Habitual Truant: If a student's absence is unexcused, it will be recorded as truant. If the student is a habitual truant, action may be taken against the parent(s)/guardian(s) of the student. A habitual truant is defined as a student subject to compulsory school attendance who is absent without a valid cause from such attendance for five percent (5%) or more of the previous 180 regular attendance days. A note from a qualified medical professional may be required for each health-related absence if requested by school administration.

Chronic Absenteeism: Absences that total ten percent (10%) or more of school days of the most recent academic school year, including absences with and without valid cause, including out-of-school suspensions, for an enrolled student, are defined as chronic absenteeism and requires school districts to collect and review the data and determine needed resources to engage chronically absent students and their families.

Support Services: The following support services may be offered to a student who is truant:

- student conferences
- parent-teacher conferences
- counseling services
- behavior interventions
- alternative school placement
- community agency services

If these supportive services prove ineffective and the behavior persists, building and district administration will solicit the resources of the South Suburban Intermediate Service Center.

Any person who induces or attempts to induce any student to be absent from school unlawfully, or who knowingly employs or harbors, while school is in session, any student absent unlawfully from school for three (3) consecutive school days, is guilty of a Class C misdemeanor.

RESIDENCY & VERIFICATION

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law.

The school district works continuously to ensure all students enrolled in its schools are residents of the district. The district conducts residency checks in partnership with Cook County Sheriff's Police. The school district may take steps to verify a student's residency status, which may include, but are not limited to the following:

- Requesting additional documentation to verify the student's residency status
- Contacting realtors or lending institutions
- Contacting a landlord, lessor, or homeowner
- Interviewing the individual enrolling the student
- Conducting a home visit
- Conducting surveillance

Non-resident students who are unlawfully enrolled in our schools put an additional burden on the district taxpayers. Any person who enrolls or attempts to enroll in the schools of a school district, on a tuition-free basis, a pupil known by that person to be a nonresident of the district, or any person who presents to any school district any false information regarding the residency of a pupil for the purpose of enabling that pupil

to attend any school in that district without the payment of a nonresident tuition charge, shall be guilty of a Class C misdemeanor. If the school district determines a person enrolling a pupil has provided false information about the student's residency within the school district, they may be referred for criminal prosecution.

Parents/guardians of students enrolling in the District for the first time must present the following within 30 days:

1. A certified copy of the student's birth certificate; or
2. Other valid reliable proof of the student's identity and age, and an affidavit explaining the inability to produce a birth certificate.

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

According to the Prairie-Hills Elementary School District 144 Board of Education adopted a new Promotion Policy, all students 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 1st 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 Junior High

30% Tests 30% Classwork/participation

30% Classwork 30% Tests

20% Projects 15% Projects

10% Quizzes 15% Quizzes

10% Homework 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**

HEALTH REQUIREMENTS

Below is Board Policy 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), which features information about the health requirements for students attending school in Illinois.

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required from students in grade six.

As required by state law:

1. Health examinations must be performed by a physician licensed by the state of Illinois to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.

Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.

4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
5. The IDPH will provide all female students entering sixth grade and their parents/guardians with information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

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

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

All children enrolling in kindergarten for the first time shall have an eye examination. Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof 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. The superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Hearing & Vision Screening

Vision and hearing screening tests shall be conducted in accordance with rules and regulations of the Illinois Department of Public Health and by individuals whom the Department has certified. Vision screening is not a substitute for a complete eye and visual evaluation by an eye doctor. Students are not required to undergo a vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the superintendent or designee. When a Certificate of Religious Exemption form is presented, the superintendent or designee shall immediately inform the parents/guardians of the exclusion procedures pursuant to board policy 7:280 (Communicable and Chronic Infectious Disease), as well as the state rules regarding an outbreak of one or more diseases from which the student is not protected;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show 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 requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

MEDICATION ADMINISTRATION

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe 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 and otherwise follow the District's procedures on dispensing medication. No School District employee shall administer to any student, or supervise a student's self-administration of, any

prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Self-Administration of Medication

A student may possess an epinephrine auto-injector, e.g., EpiPen®, and/or asthma medication 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 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 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 medication, or the storage of any medication by school personnel.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee may implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

Void Policy; Disclaimer

The School District Supply of Undesignated Epinephrine Auto-Injectors section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors. Upon any administration of an undesignated epinephrine auto-injector or an opioid antagonist, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur. Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply. No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding such medication(s).

INSPECTION OF INSTRUCTIONAL MATERIALS

Parents/guardians have the right to inspect any instructional material that is used as part of their child's educational curriculum. Parents/guardians will have access to the instructional material within a reasonable period of time after a request for review/inspection has been received and processed by the building principal. The term "instructional material" means instructional content that is provided to a student regardless of its format. It includes printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

A parent/guardian has the right to request information regarding the professional qualifications of any teacher who is instructing their student. Information regarding the following may be requested:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status
- The bachelor's degree major of the teacher;
- Any other certifications or degrees held by the teacher and the subject areas of the certifications or degrees; and/or
- If services are being provided by paraprofessionals, and if so, their qualifications.

ASSESSMENTS

Students must participate in assessments mandated by the Every Student Succeeds Act (ESSA) and by the State of Illinois or the District. A parent/guardian may request information regarding any State or local educational agency policy regarding student participation in any assessments mandated by ESSA Section 1111(b)(2). Assessments required by ESSA, the State of Illinois or the District include: teacher-created classroom assessments, Performance Series, the Cognitive Abilities Test, the SAT Suite of Assessments, the Illinois Snapshots of Early Literacy, Accessing Comprehension and Communication in English from State to State, Dynamic Learning Maps, the Illinois Science Assessments and the Partnership for Assessment of Readiness for college and Careers.

Requests for inspection of instructional material, qualification information, or assessments should be sent to the building principal.

STUDENT FEE WAIVER

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

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

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

Verification

The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.mds.

Prairie-Hills Elementary School District #144

I/We have reviewed the 2022-2023 Prairie-Hills Elementary School District #144 Student Handbook.

Date

Parent(s) Signature

Parent(s) Name (Please Print)

Child's Name (Please Print)

School

Homeroom Teacher

*Parents to help mitigate COVID precautions and procedures in our school district, we are asking that you provide us with the vaccination status of your student.

_____ Vaccinated

_____ Not vaccinated

APPENDIX A

Bullying, Intimidation, Harassment and Sexual Misconduct 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 individual(s) targeted:

Name of witness(es):

Name individual(s) engaged in bullying:

Individual(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: _____

