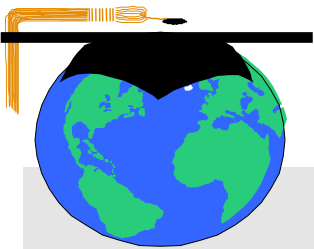


**2011-2012**

# **BEACH PARK CCSD 3**

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## **Elementary Parent-Student Handbook**



# Learners are Leaders

Beach Park Community Consolidated School District 3  
11315 West Wadsworth Road  
Beach Park, IL 60099

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# SUPERINTENDENT'S WELCOME

Dear Parents and Students:

We are extremely pleased to have the opportunity to welcome you to Beach Park Schools for the 2011-12 school year. Certainly, we look forward to working together to achieve the best of success and satisfaction for all of us in the year ahead.

This handbook contains information about procedures, rules, and events. Consistency is important for effective communication and smooth operations. Preventative discipline procedures improve learning, and require each student to be responsible for his/her own actions, attitudes, and habits. A productive learning environment is based upon mutual respect and recognition of each student's unique needs. Our discipline procedures are based upon cooperation among students, school personnel, and parents. We are committed to communicating frequently with parents about the progress and accomplishments of students.

Parents are encouraged to initiate communication with the school. We must work together to support the academic, social, and emotional growth of our students. We invite you to become involved in the school's activities.

Input from students and parents define our goals and help us plan effective instructional programs for students.

Please accept my very best wishes for a most successful and satisfying year.

Sincerely,

Robert DiVirgilio, Ed.D.  
Superintendent

# BEACH PARK ACADEMIC CALENDAR 2011-12

Monday	August 22	Teacher Institute Day – Students Not In Attendance
Tuesday	August 23	First Day of School for Students Grades 1 - 8 – Shortened Day
Wednesday	August 24	First Full-Day for Students Grades 1 – 8
Monday	September 5	Labor Day – Observed
Tuesday	September 13	School Improvement Day – Two-Hour Early Dismissal
<b>Friday</b>	<b>September 30</b>	<b>Progress Reports Sent Home</b>
Tuesday	October 4	Teacher Institute Day – Students Not In Attendance
Monday	October 10	Columbus Day - Observed
Tuesday	October 18	School Improvement Day – Two-Hour Early Dismissal
Wednesday	November 9	End of 1 <sup>st</sup> Trimester
Thursday	November 10	Teacher Institute Day – Students Not In Attendance
Friday	November 11	Veterans' Day - Observed
Tuesday	November 15	School Improvement Day – Two-Hour Early Dismissal
<b>Friday</b>	<b>November 18</b>	<b>Report Cards</b>
Monday	November 21	Parent/Teacher Conferences in evening
Tuesday	November 22	Parent/Teacher Conferences in evening (One-hour early dismissal for students)
Wednesday	November 23	Not In Attendance Day
Thurs.-Fri.	November 24-25	Thanksgiving Vacation – School Not In Session
Tuesday	December 13	School Improvement Day – Two-Hour Early Dismissal
Wed.-Tues.	Dec. 21-Jan. 3	Winter Break – School Not In Session
Tuesday	January 10	School Improvement Day – Two-Hour Early Dismissal
Monday	January 16	Martin Luther King Day - Observed
Friday	January 20	Progress Reports Sent Home
Tuesday	February 14	School Improvement Day – Two-Hour Early Dismissal
Monday	February 20	Presidents' Day - Observed
Monday	March 5*	Casimir Pulaski Day - Observed
Wednesday	March 7	School Improvement Day – Two-Hour Early Dismissal
Friday	March 9	End of 2 <sup>nd</sup> Trimester
<b>Friday</b>	<b>March 16</b>	<b>Report Cards Sent Home</b>
Wednesday	March 21	Parent/Teacher Conferences in evening
Thursday	March 22	Parent/Teacher Conferences – (One-hour Early Dismissal)
Friday	March 23	Not In Attendance Day
Mon.-Fri.	March 26-30	Spring Break – School Not In Session
Friday	April 6	Not In Attendance Day
Tuesday	April 10	School Improvement Day – Two-Hour Early Dismissal
<b>Friday</b>	<b>April 27</b>	<b>Progress Reports Sent Home</b>
Tuesday	May 8	School Improvement Day – Two-Hour Early Dismissal
Monday	May 28	Memorial Day - Observed
Wednesday	May 30	8 <sup>th</sup> Grade Graduation, Beach Park Middle School
Thursday	May 31	Teacher Institute Day – Students Not In Attendance
Friday	June 1*	Last Day of School if <u>Up to Two</u> Emergency Days are Used
		End of 3 <sup>rd</sup> Trimester – Report Cards Go Home
Wednesday	June 6	Last Day of School if <u>All</u> Emergency Days are Used
		End of 3 <sup>rd</sup> Trimester – Report Cards Go Home

\* The district will use Presidents' Day and Casimir Pulaski's Day as an emergency days, if needed).

## **BOARD OF EDUCATION**

Board of Education meetings are open to the public. The Board generally meets the 2<sup>nd</sup> Monday of each month at 6:30 p.m. at Kenneth Murphy School. Notice of meeting times, dates, locations and an agenda are posted at the Beach Park District Office (Kenneth Murphy School) and the district website 48 hours prior to meetings.

A copy of all Board of Education policies are available on our district web page. For more information, go to [www.bpd3.org](http://www.bpd3.org).

### **Members of the Board of Education**

Mr. Andy Luther, President

Mr. Steve Lenzi, Vice-President

Ms. Cindy Bowen, Secretary

Ms. Marianne DeBoer

Mr. Steve Garris

Mr. Jose Olvera

Ms. Marcia White

Ms. Grana, Secretary of Record

## **DISTRICT MISSION STATEMENT**

To provide a high quality education that inspires each child to reach his/her fullest potential to become a responsible citizen and to be able to meet the challenges of the future.

### **High Quality Education**

The school community will offer each child an educational program comprised of a well-balanced curriculum and innovative instruction.

### **Fullest Potential**

The school community will motivate each child by providing challenges with creative teaching and extra-curricular opportunities that develop self-esteem and respect for others within a safe, secure environment.

### **Responsible Citizen**

The school community will help each child to be a contributor to society, to be respectful of themselves and others and to appreciate the diversity of the world.

### **Future**

The school community will help each child meet the challenges of the future and develop team, communication, technological and problem-solving skills.

### **Evaluation**

The school community will conduct an on-going evaluation of its curriculum and programs to maintain high educational standards.

# GENERAL INFORMATION

The State of Illinois requires that all school districts provide parents/guardians with certain notices from the State Administrative Code, the State Education Code and other state codes and regulations relative to the operation of our local public school system. Throughout the year you will receive additional important information from your child's school. Questions concerning the content of the Parent-Student Handbook should be directed to the principal of the student's school of attendance. We encourage you to visit your child's school and to communicate frequently with the teachers and other staff members.

## ATTENDANCE

Please call the school as soon as possible each day your child is absent. If the school does not receive notification of a child's absence, Illinois law requires us to make a reasonable effort to telephone and notify the parent, legal guardian, or other person having legal custody of the child within the first two hours of school. Absences longer than three days may require a physician's note.

Tardiness is considered an absence from school. Please note that students arriving one hour after the start of the school day, will not be able to order hot lunch for that day due to the time needed for food preparation. In an emergency situation, a snack could be provided for the student. If you would like your child to receive lunch that day, please send a bag lunch with your child.

If it is necessary to pick up your child before the end of the school day, please send a note to school stating the reason for early dismissal, time he/she will be picked up and by whom. You or your designee must come to the school office to pick up your child and sign him/her out. Please be prepared to show identification when picking up your student. Students may only be released early for a valid cause.

According to *Illinois School Code*, valid causes for any absence from school, regardless of length, are 1) Illness 2) Family Emergency 3) Religious Holiday and 4) Death in the Family. Any student who is absent from school without valid cause shall be declared truant from school.

***NOTE: Our General State Aid is based upon Average Daily Student Attendance. When a child is absent, we lose approximately \$25.00 per day in state reimbursement. Please reinforce the importance of regular student attendance as it directly impacts learning and financial support.***

## Absences for Religious Purposes

Such absences are considered sanctioned absences. Pupils so absent must accept responsibility for making up work missed. Teachers are requested to make every effort not to schedule work on these days, such as tests or field trips, which are of such nature as to cause difficulty or embarrassment to pupils making up the work.

Pupils with the written consent of their parent or guardian, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship, or at other suitable place or places away from school property designated by the religious group, church, or synagogue.

## **BUILDING SECURITY**

The safety of your children while at school is our top priority. For that reason every building has its individual security plan because of their unique building configurations. Parents and visitors are expected to comply with these building security procedures and with the district school visitor policy referenced on page 10.

## **CHILD ABUSE OR NEGLECT**

It is the philosophy of the district that students must be afforded the utmost protection in all suspected cases of child abuse and neglect. Illinois law requires that any school employee who knows or suspects that a child's health or welfare has been or appears to have been harmed as a result of child abuse or neglect must report the case.

Once the suspected child abuse or neglect is reported, the school employee should refrain from further investigation. All questions about reports must be directed to The Department of Children and Family Services, not the school. The Department of Children and Family Services, not the school will determine if abuse or neglect has occurred.

## **EMERGENCY DRILLS**

The district is prepared to effectively and efficiently respond to emergency situations that may impact students and staff. The district crisis plan is continually reviewed and updated as needed to ensure that best practices are being utilized. Each year schools review and update their emergency operations plan as needed. These plans align with the system wide plan and assist schools to effectively manage emergency situations.

If you are at school during an emergency or emergency drill, you are expected to participate and follow the directions provided by school staff and/or emergency personnel present.

- Bus evacuation drills are held twice a year as practice for emergency conditions on a school bus. Children are instructed in safety procedures for the bus and while waiting at bus stops. Reinforcement of these safety rules occurs throughout the school year.
- Lockdown drills are held at least once a year as practice for emergency conditions that may require sheltering in place. Children are instructed in safety procedures to maintain an orderly and safe environment in the event of a security threat.
- Fire drills are held a minimum of three times a year to provide building evacuation practice. Students are expected to follow their teachers' directions and quietly exit the building. Exit directions are posted in every classroom.

## **ENTRANCE AGE**

Children who are five years old on or before September 1<sup>st</sup> may enroll in kindergarten. Children who are six years old on or before September 1<sup>st</sup> may enroll in first grade. Questions regarding entrance age must be directed the Department of Student Services at 847-599-5056.

A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age.

An assessment procedure is established to determine the degree of intellectual, emotional, and social development of the child.

## **EQUIPMENT AND MATERIALS**

The equipment in our schools is for the use of every student. Each student should make every effort to take good care of all school equipment. Students may be required to pay for any damage to books, lockers, desks and other school equipment. Students will be expected to replace lost books and/or materials.

## **EMERGENCY CONTACT INFORMATION**

Emergency cards must be filled out and returned at the beginning of the school year. Parents are asked to provide work numbers and at least two local telephone numbers of people who will be responsible for the child when the parent is not available. Please do not list persons who are working, unable to drive, or are unavailable during school hours. In case of emergency we must have someone to contact at all times.

**PLEASE NOTIFY THE SCHOOL IMMEDIATELY OF ANY CHANGES  
TO EMERGENCY CONTACT INFORMATION.**

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**To ensure the safety and privacy of children, school staff are not permitted by law to provide any information about their students to anyone other than that child's parent or guardian.**



FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **FEES**

School fees will be charged in accordance with school policy. Fees may be waived on request for children of families who qualify financially under the guidelines established. Please contact Betty Melton, Registrar at 847-599-5005 for those guidelines. All payments made through PaySchools that are returned by the bank will incur a processing fee of \$25.00. Please contact Monika Jankovics, PaySchools Administrative Assistant, at 847-599-5067.

## **GRADING**

A report card is sent to parents every trimester, or three times a year, for students in grades K-8. Regularly scheduled conference days give parents and teachers an opportunity to share information about student progress and needs. In addition to report cards, progress reports are sent to parents between grading periods.

## LOST AND FOUND

Each school has a lost and found location. Please check it for items that your student may have left at school. Unclaimed items will be donated to local agencies.

## LUNCH PROGRAM

Every child needs nourishment during the school day. Many students do not eat a balanced breakfast in the morning, and may be hungry when they arrive at school. Research has shown that children with empty stomachs are lethargic, irritable, and unable to participate fully in learning experiences. Good nutrition is critical to student achievement. Meals are provided at school to enable all students to achieve their highest potential. To apply for free or reduced lunch, contact our Food Service Administrative Assistant at 847-599-5067.

Beach Park Schools has a totally computerized lunch system for students and staff. All lunch and milk purchases will be made online. All purchases in the school lunch line will be computerized.

### LUNCH/MILK PRICES ARE:

Student Lunch: \$2.75      Student Milk: \$ .40  
Reduced Price Student Lunch: \$ .40    Second Student/Guest/Staff Lunch: \$3.25

All purchases for lunch and milk must be made online through the PaySchools™ online payment processing system. PaySchools™ is an online payment processing system that provides schools with an easy and efficient method to collect fees and receive electronic payments for school lunches, field trips, registration, prom tickets, T-shirts and any other school-related fees. PaySchools™ makes it possible for all schools to offer parents the convenience of online purchasing without incurring large administration or setup costs. Parents can access PaySchools™ through a link on the home page of their school district's Web site.

To use PaySchools™ you must have **BOTH** an active email account **AND** a valid credit card or checking account. If you do **not** have **both** an active email account **and** a valid credit card or checking account, you can make a cash or check deposit at your child's school. See your school's secretary for details. If you would like to obtain a free email account, you may do so at many websites, such as [Gmail](#), or [Yahoo!](#).

***PLEASE NOTE:*** *Purchases are transferred from PaySchools™ at 8:00 a.m. each morning and are in your student's lunch account before lunch that same day. Please make purchases **prior to 8:00 a.m.** to ensure your child has money in their account. It is the parent's responsibility to keep sufficient money in lunch accounts. Student's with accounts that fall **below** the price of a lunch or milk will **not** be eligible to receive items until funds are available in his/her account. Please check your child's account **weekly or sooner**. **DO NOT** rely solely on email notifications for lunch balance alerts. Not all internet providers accept Beach Park School District email. **Be Safe: Keep sufficient funds in your child's account at all times.***

***RETURNED PAYMENTS:*** *There will be a \$25.00 processing fee for any electronic payments made through PaySchools™ that are returned by your bank.*

**MEDICAL ALERT:** The Beach Park School District Hot Lunch Program is **NOT** peanut and tree nut-free. Our meal provider, Preferred Meal Systems, Inc. **does not guarantee** that any of its products are produced in a plant that is peanut or tree nut-free. Most items do not contain nuts of any kind; however, the production facility does process peanuts from time to time. If your student is allergic to peanuts or tree nuts, purchasing lunch is not advised. If your child has **ANY** food allergies, please review each day's menu items and decide if it is safe for your child to purchase lunch for that day. If you, as the parent/guardian decide that the menu item is safe for your child, that decision is solely your responsibility. **Alternative food** items will be provided to students who have a completed Physician Statement for Food Substitution on file in the health office, which states the allergy is **life**

**threatening.** Please contact Monika Jankovics, Food Service Administrative Assistant for more information. Her telephone number is 847-599-5067.

For more information about the school lunch program and menus, please visit the district website at [www.bpd3.org](http://www.bpd3.org).

## **LUNCH PROGRAM DISCRIMINATION**

In the operation of Child Nutrition Programs, no child will be discriminated against because of race, color, national origin, age, sex, or handicap. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

## **PARENT-TEACHER ASSOCIATION**

We have a Parent-Teacher Association (PTA) at each school to provide parents with opportunities to volunteer and participate in decision-making processes. Schedules for P.T.A. board meetings and events will be determined at each school. To join the P.T.A. contact your child's school.

## **PERSONAL ITEMS**

Toys, electronic equipment, pagers, trading cards and memorabilia, pets or any other items that may cause a distraction or disruption to the classroom or school environment are not allowed. For safety reasons, heelies, skateboards, rollerblades, etc. are not allowed in school or on school property. Items will be confiscated until parents pick them up at school. **The school takes no responsibility for any of these items that are lost, stolen, or damaged at school.**

## **PLACEMENT, PROMOTION OR RETENTION**

Placement, promotion, or retention shall be made in the best interest of the student after careful evaluation of all the factors. Parental input is important before a decision is made. The final decision in regard to all placements or retentions shall rest with the administration.

Eighth grade promotion occurs when students have satisfactorily completed the prescribed courses of study within their respective abilities to achieve.

## **REPORT CARDS**

Report cards are issued three times a year for kindergarten through fifth grade students. Report card envelopes must be signed and returned to the classroom teacher. Progress reports may be sent home or phone calls made to indicate a student's success or weaknesses by the middle of the grading period. Final report cards are not issued until all materials and/or book fines have been resolved.

## **RESIDENCY**

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. A student's residence is the same as the person who has legal custody of the student.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition when transportation is provided by parent/guardian.

### **Challenging a Student's Residence Status**

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

## **SCHOOL CLOSINGS**

Your child's safety is my major concern when determining whether we should close schools. We consider several variables prior to making this decision including; current and projected weather conditions (combined temperature and wind which exceeds 25° to 30° below zero), road conditions (main roads and side streets), location of bus stops (where can students stand while waiting for the bus?), availability of buses and drivers, approximate route times anticipated (how long will students be waiting outside?), and status of school buildings (heat, electricity, water, having sidewalks open, and parking lots cleared, etc...)

We recognize that most parents in our communities are working during the day and that children are best served by being in school. It is the policy of Beach Park School District #3 to keep schools open during inclement weather if at all possible. When our schools are in session during inclement weather, I encourage each parent to determine the best approach for your child, i.e. wait at the bus stop with child dressed for the cold, transport child to school by car, or keep child home for the day. Again, your child's safety is our primary concern, and as a parent, you are in the best position to determine how to best meet your child's needs.

In the event of a school closing, district officials will notify the following:

- District website – [www.bpd3.org](http://www.bpd3.org)
- Email notification to everyone that provided an email address at registration
- Area radio stations. Most announcements start at 6:00 a.m. Tune to any of the following:
  - FM stations: WILL 95FM, WLS 94.7FM, WBBM 96FM, and WXLC 102.3, WEXT 104.7FM
  - AM stations: WLS 890AM, WGN 720AM, WKRS 1220AM, WMAQ 67 AM, WBBM 780AM, and WLIP 1050AM
  - TV stations:
    - CBS (Channel 2)
    - WMAQ TV (Channel 5)
    - ABC (Channel 7)
    - WGN TV (Channel 9)
    - FOX (Channel 32)

Thank you for your continuing support.

**IF SCHOOL IS IN SESSION AND YOUR CHILD WILL NOT BE ATTENDING,  
PLEASE ADVISE YOUR CHILD'S SCHOOL**

## **SCHOOL HOURS**

7:30 a.m. – 1:55 p.m.	Beach Park Middle School
8:15 a.m. – 2:40 p.m.	Kenneth Murphy School, Newport School
9:00 a.m. – 3:25 p.m.	Howe School, Oak Crest School

Students may enter the building ten minutes before school day begins. Please do not drop your child off before this time since supervision is not available to monitor your child. Your child's well-being is our priority and we want to ensure that your child is adequately supervised at all times.

## **SCHOOL IMPROVEMENT PLANS**

Each of the Beach Park Schools provides regular communication to staff, students, parents and the community about the progress of students in meeting standards for various curriculum areas. The School Improvement Plan (SIP) for each building is reported to the community at public board meetings, usually in the fall and spring. For more information, contact the building principal.

## **SCHOOL VISITOR POLICY**

Parents and visitors are always welcome in our schools. In order to maintain building security, all school doors are locked at all times. Parents and visitors must enter and exit the building through the main office to sign in and out. Visitors should also be prepared to show personal identification. As a courtesy to the teachers and students, visitors are required to make an appointment by contacting the building principal. Once approved by the office, parents who want to visit their child's classroom should speak to the teacher the day prior to the day they wish to visit. If the teacher is ill on the arranged day, the visit will be rescheduled. No preschool children will be allowed to visit in the classroom.

All visitors must report to the main office and secure a visitor's pass. Visitors are required to wear a visitor's badge at all times. Each school determines the length of visits. While adult visitors are welcome in our schools, any individual whose presence is of questionable value or is disruptive to the educational process will be asked to leave.

## **SCHOOL VISITATION RIGHTS**

As a parent/guardian of a student enrolled in Beach Park District 3, Illinois law requires that your employer grant you unpaid leave up to a total of eight (8) hours (no more than four hours of which may be taken on a single day) to attend school conferences and classroom activities related to your child if you cannot schedule the conferences or classroom activities during non-work hours.

Your employer is not required to grant you such leave unless you have exhausted all accrued vacation and/or personal leave benefits. When such leave is taken, your employer is required to make every reasonable effort to permit you to make up the time taken on a different date. You are not, however, required to make up the time taken for such leave. Your employer is not required to schedule make-up time in a manner that would require the payment of your wages on an overtime basis.

The Illinois Department of Labor, in cooperation with the State Superintendent of Education, has prepared a verification of attendance form for the parent or guardian to take to his employer verifying his/her attendance at the conference or meeting. Your school is required to provide such form upon request.

## **SEXUAL EQUITY, DISCRIMINATION AND HARASSMENT**

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, nationality, sex, sexual orientation, **ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy**, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

### **Sexual Harassment Prohibited**

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

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

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

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

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

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. **At least one of these individuals will be female, and at least one will be male.**

**Nondiscrimination Coordinator:**

**Dr. Ray Costa**

**Name**

**11315 W. Wadsworth Road**

**Address**

**Beach Park, IL 60099**

**847-599-5064**

**Telephone**

**Complaint Managers:**

**Dr. Ray Costa**

**Name**

**11315 W. Wadsworth Road**

**Address**

**Beach Park, IL 60099**

**847-599-5064**

**Telephone**

**Rose Betz**

**Name**

**11315 W. Wadsworth Road**

**Address**

**Beach Park, IL 60099**

**847-599-5055**

**Telephone**

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

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

## **STUDENT RECORDS**

*A student record is the written history about performance and activities of any child enrolled in school. This record will contain all of the state and federal mandated information and any other information necessary to evaluate a student's progress.*

### **Access to Records by Parents and Students**

The right to inspect and copy student educational records (both permanent and temporary) at a minimal fee is allowed to parents or guardians of students under age 18. Any student also has the right to read, review and copy his or her permanent educational records.

Parent or student requests for review of records must be made in writing to the school principal. The principal will arrange an appointment within two weeks for the review.

## **Non-Custodial Parents**

In families where parents are separated or divorced, the granting of custody to one parent does not alter the rights of the other, unless there is a court order specifically on this point. Any parent may have access to his or her child's records for the purpose of reviewing them. A non-custodial parent should submit a letter to the principal requesting all information about his/her child.

## **Permanent Records**

Permanent Records are kept a minimum of 60 years. These records include: basic identifying information, academic transcript, attendance record, accident reports and health record, records of release of permanent record information, honors and awards received, information about participation in school-sponsored activities or offices held.

No other information shall be placed in the student's permanent record.

## **Release of Student Records**

Parents and any person designated a representative by a parent have rights of access, inspection and copying with regard to both permanent and temporary student records. Students have a right to access, inspect, and copy their permanent records and may be permitted access to their temporary records.

The following categories of persons are also permitted access: employees or officials of the school district or the State Board of Education who have a current educational or administrative interest in the student, the records custodian of another school in which the student has enrolled or will enroll, any person for research, statistical reporting or planning purposes, provided no student or parent can be identified from the records, persons designated by court order and persons required by state or federal law.

The official records custodian must grant access within a reasonable time, but in no case later than 15 school days after the date of receipt of the request.

A parent or student may be denied access to confidential letters and statements of recommendation furnished in connection with applications. Communications otherwise protected by law as privileged or confidential, including but not limited to information communicated in confidence to a physician, psychologist or other psychotherapist, or information, which is communicated, by a student or parent in confidence to school personnel may also be withheld. Please contact the superintendent, if you have questions.

Each school keeps a log of all agencies or persons who request or obtain access to information from a student's record. Parents, guardians, or eligible students have a right to request a copy of information released.

The records custodian of a school shall transfer the records of a student to the school in which the student has enrolled or intends to enroll upon request of the records custodian of the other school. The parent shall have a right to inspect, copy, and challenge such information. Release of information other than specified above requires prior, specific, dated, and written consent of the parent designating the person, to whom such records may be released, reason for release, and specific records to be released.

A nominal fee may be charged to copy records.



## **Temporary Records**

Temporary Records are destroyed five years after the date of graduation, transfer or permanent withdrawal of the student from the district. These records may include: family background information, intelligence and aptitude test scores, reports of psychological evaluations, elementary and secondary achievement level test results, copies of student's work, participation in extracurricular activities, including offices held, honors and awards received, teacher anecdotal records, disciplinary information, special education files, any certified reports of information from non-educational persons, agencies or organizations, other verified information of clear relevance to the student's education and record of release of temporary record information.

## **TEACHER COMMUNICATION**

Communication among administration, teachers, and parents is very important. Parents are encouraged to contact the teacher if they have a question or comment via email or phone call before or after regular school hours. The teacher will return the call or set up a conference as soon as possible. Teachers are generally available twenty minutes before and after school. To avoid interruptions to instructional time, please do not call the classroom during the school day.

## **TECHNOLOGY CODE OF CONDUCT**

Computer resources, including CD ROM, word processing and the Internet are provided for students to conduct research and communicate with others. Their use is limited to class assignments, and they are not to be used for non-school related activities. Access to computer resources is provided to students who agree to act in a considerate and responsible manner. Permission is required from a teacher or staff member. Access is a privilege not a right. Access implies responsibility.

A teacher or staff member may review files and communications to maintain system integrity and ensure that students are using the system responsibly.

As much as possible, access to district computer resources will be designed in ways, which point students to those resources, which have been reviewed and evaluated prior to use. Computer use will be monitored, but students are responsible for following the district's guidelines for appropriate use and bearing the consequences for misuse.

### **Rules**

- Students will use appropriate language on the computers.
- Students will not reveal personal information such as addresses and telephone numbers.
- Students will treat equipment and software with care and respect.

### **Consequences**

The following consequences will result from inappropriate use:

- Violations will result in a loss of computer privileges.

- Violators will be referred to their respective teacher or staff member for appropriate disciplinary action. Students will be responsible for full restitution for any physical damage/vandalism to equipment or for any software.
- When necessary, the appropriate law enforcement agency will be notified.

Agreement Form (To be signed before a student uses computers at this or her school) “I have read the terms and conditions as set out in the Beach Park Schools’ Technology Code of Conduct and agree to abide by them. I understand that my failure to do so may result in my being denied access to the Internet and computer resources as well as any other disciplinary action as deemed appropriate by a teacher, staff member, or administrator. I further agree that, should this occur, I will not attempt to use any Beach Park computer or network until my access is restored.”

## TRANSFERS

Please notify the main office as soon as possible if you plan to move. Health records and transfer cards must be prepared and sent to your child’s new school. In Illinois, student records must contain a completed School Transfer Form signed by the building principal. Student records are mailed directly to the new school district upon their request.

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. The Superintendent is delegated all authority granted to the School Board in order to implement this policy, subject to specific Board action to the contrary. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted to the School District.

## SMOKING

According to Illinois law, smoking is prohibited on a school property at all times. This law not only applies to the school building but to the parking lots, sports fields and sidewalks surrounding the school.

## TEXTBOOKS

The Beach Park District provides textbooks to all enrolled students. Students are responsible for all textbooks, library books and materials issues to them. In the case of damage or loss, parents will be responsible for the repair and/or replacement costs.

## TRANSPORTATION - BUS

All students attending the district must be transported to school and may ride school buses free of charge to and from school. Riders are under the jurisdiction of the bus driver unless the Board of Education designates another adult to supervise the riders. ***A five-day written notice is required when requesting a permanent change in transportation. Special requests will be granted on a space and route availability basis.***

## WHOM TO CONTACT IF YOU HAVE AN ISSUE

Do you have a question or concern about your schools, your child's progress, or a problem that has arisen? Parents often do, and they are not sure to whom they should turn to for answers or advice.

In Beach Park District 3, our procedure is to contact the person closest to the situation. If the concern pertains to your child, see the teacher first. If your concern is not responded to adequately, you have recourse by contacting the Principal, Director of Student Services, Superintendent, and Board of Education, in that order.

Practice has proven that your schools can be most responsive to your concerns when you follow these "procedures." Please remember to follow the proper communication channels to resolve concerns or to ask questions: Teacher, Principal, Directors, Superintendent, and Board of Education – in that order. Thank you for your cooperation!

## STUDENT HEALTH AND WELLNESS

### ACCIDENT AND EMERGENCY PROCEDURES

In the event a student becomes ill or is injured at school, the teacher or person supervising shall send or take the student to the office and report any needed information. School personnel shall examine the child and notify the parent of the problem.

If a parent cannot be reached in the event of an emergency, the emergency numbers shall be used. **Please be certain your emergency contact information is kept up to date.** If these efforts are unsuccessful, the principal or designee will determine a course of action, which may include calling 911 for emergency treatment and/or transportation.

Children who are injured or ill should not remain in school. Parents must be prepared to make arrangements to take a sick child home and not compromise his or her well being at school or on the school bus.

### ALLERGIES

There is increasing frequency and intensity of allergic reactions that impact students in the educational environment. Parents of a student with a life-threatening allergy must provide the school with documentation from a licensed healthcare provider. This information should include the specific allergy and medical requirements needed for the student.

Staff who will work in partnership with the parents to develop a medical plan may include but are not limited to the principal, school-based public health nurse, student's teachers, after school care coordinator, and the cafeteria manager if appropriate. The goal is to increase awareness & communication, to prevent possible exposure to identified allergens, and to create an emergency procedure for allergic reactions.

### Snacks

Many students celebrate their birthdays in school by bringing individual treats. Please avoid snacks that contain any kind of nuts due to an increasing number of students with food allergies.

## **Animals**

Animals (e.g. pets) are discouraged from visiting the elementary schools. If a teacher would like a particular animal for a lesson or visit, the teacher must check with the nurse for allergies and seek permission from the principal. The teacher will then contact the parents via permission slips.

## **CHRONIC INFECTIOUS DISEASES**

Children with chronic infectious diseases are entitled to a free appropriate public education in the least restrictive environment. They may or may not require special education or adaptive programming which will be determined on an individual basis.

The individual right of privacy determines that the knowledge of the disease should be confined to a need-to-know basis (e.g. the infectious disease team of the principal, nurse, health clerk and student's teacher).

## **COMMUNICABLE DISEASES**

When calling to report an absence due to illness, please inform the school of any communicable disease or condition such as chicken pox, strep throat, impetigo, head lice, or pink eye. A note, signed by the attending physician, is required before a student may return. A student with a rash is excluded from school until the nature of the rash is determined.

A student with an elevated temperature of approximately 100 or greater will be sent home from school. The student must be fever free without medications for one school day before returning to school. A doctor's note may be requested after any absence due to illness or symptoms of a contagious nature.

Students sent home for vomiting and diarrhea must be "vomiting-free and diarrhea-free" for a full school day before returning to school.

In the event of illness, it is recommended that parents make arrangements for sibling or friend to obtain and deliver school work. If this is not possible, parents are asked to call school to make arrangements.

## **LICE**

A child exhibiting symptoms of head lice will be excluded from school until all nits have been removed from the hair and formulated shampoo has been used to kill head lice and their eggs. Upon returning to school after treatment for head lice, the students must report to the office for re-examination by the health clerk or nurse.

## **MEDICAL ALERT**

Please provide information about any outstanding medical condition or change in condition such as allergies, heart problems, hyperactivity, epilepsy, and asthma. Also, inform us of medications that are taken either at home or at school to treat these conditions.

## MEDICATION

The purpose of administering medications in school is to help each child maintain an optimal state of health. Only those medications which are necessary and must be given during school hours shall be administered. School personnel shall not administer any prescription or non-prescription medication to students without written authorization from a licensed prescriber and a parent or guardian.

In all cases, the school district retains the discretion to reject any request for administering medication, in which case a parent or guardian can come to school to do so.

All medications, including inhalers, must come to school in an original container. Prescriptions must be clearly marked with prescription number, date, name of doctor, name and strength of drug, and name of student. Over-the-counter medications must also be in the original container and will only be administered at the direction of a physician (e.g. ibuprofen, cough syrup, Tylenol). No medications may be kept in the student's classroom, locker, teacher's or student's desk. All drugs will be kept in a locked container. Principals will assume responsibility for dispensing and recording all administration of medications at school.

## PHYSICAL EXAMINATIONS, IMMUNIZATIONS, AND EXCLUSION OF STUDENTS

### Required Health Examinations and Immunizations

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

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

### Early Childhood Program

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, upon becoming eligible for the Early Childhood Program.

Upon entering kindergarten, proof of health examinations/immunizations will again have to be provided per requirements stated above.

As required by State law:

**If a child does not present proof of a health examination and immunizations by October 15<sup>th</sup>, the School Board is required to exclude the child from school.**

1. Health examinations must be performed by a physician licensed 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 must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was “risk-assessed” or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless, 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 mid-term 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.

## **Eye Examination**

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

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 Department of Public Health. 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 Illinois Department of Public Health.

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.

## Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification. After presentation to the State, the Health office will notify the parent(s)/guardian(s) of their response;
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.

## Homeless Child

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. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

## CODE OF CONDUCT

Our schools strive to be caring, respectful and safe communities. Responsible citizenship is the result of responsible choices and conduct. In an effort to prepare our students, parents and staff with the skills to achieve their goals and participate as responsible and respectful members of our community, Beach Park District 3 provides these guidelines. The school retains authority over every students as prescribed by law (In loco parentis, N.J.S.A 18A: 25-3). In other words, the school stands "in place of the parent" while students are under the care of the school.

This Code of Conduct will guide all members of our school community in realizing that they have choices and in understanding that there are consequences (favorable and unfavorable) for those choices.

- Everyone is entitled to a safe, secure and orderly environment in which to learn and work.
- Positive and successful school experiences lead to student achievement.
- Discipline is a shared responsibility. Both students and adults are responsible for maintaining a safe and healthy learning environment.
- High expectations and courteous, respectful behavior create a climate of achievement.

## **Student Rights**

- To be treated with honesty, respect and trust
- To be informed of student responsibilities, rights and discipline policies
- To be given the opportunity to be heard as well as have witnesses speak on one's behalf
- To be challenged academically and to pursue a successful education without disruption
- To be transported in a safe manner
- To receive fair and equitable treatment without discrimination
- To expect cultural respect and understanding

## **Student Responsibilities**

- To demonstrate honesty, respect and trust
- To be an active listener and participating learner
- To be culturally sensitive and respect cultural diversity
- To resolve problems while providing dignity for all
- To attend school regularly, arrive on time and bring supplies
- To follow discipline guidelines adopted by the District as well as one's school

## **Parent Rights**

- To be treated with honesty, respect and trust
- To be informed of the Code of Conduct and appeal process
- To be informed and receive explanations of academic progress and behavior
- To be consulted as soon as possible when decisions are made that affect one's child
- To expect school to be a safe place of learning
- To expect children to be challenged academically and to learn
- To expect cultural respect and understanding
- To request and be granted conferences with school personnel
- To express feelings constructively and with respect

## **Parent Responsibilities**

- To demonstrate honesty, respect and trust
- To assist children in learning how to make choices and deal with consequences
- To praise children for effort, improvement and achievement
- To act as partners with school staff for improving student learning and behavior
- To act in a courteous and responsible manner in all school-related activities
- To abide by state laws regarding attendance
- To provide the school with accurate home and emergency phone numbers
- To be an active listener and participating learner
- To follow discipline guidelines adopted by the district



## **Staff Rights**

- To be treated with honesty, respect and trust
- To be supported by other staff and parents/guardians
- To be informed of and/or present at student/parent/administrator conferences
- To work in a safe and positive atmosphere for learning and teaching
- To expect cultural respect and understanding
- To work in an atmosphere free from verbal or physical threats
- To be informed of the Code of Conduct and appeal process

## **Staff Responsibilities**

- To demonstrate honesty, respect and trust
- To academically challenge students and to provide learning for students in an equitable manner
- To respect the rights, dignity and confidentiality of students, parents and other staff members
- To be culturally sensitive and respect cultural diversity
- To inform and consult parents/guardians on the progress of students
- To be fair, equitable and consistent in all interactions
- To be proactive in resolving issues and to initiate parent contact regularly
- To develop and enforce clear behavioral and learning expectations

## **STUDENT DISCIPLINE**

Fair and equitable discipline is intended to protect the rights and privileges of all persons, in all matters relating to the conduct of school. Principals, teachers, bus drivers and school staff stand in loco parentis, that is, in the supervision of students while children are in the care of the school. Rules governing student behavior stem from state and federal laws, school board policies, and administrative regulations. Cooperation among parents, teachers, and administrators is desirable and necessary.

Discipline is intended to be fair and constructive, not arbitrary or excessive. It is intended to help the child learn consideration for the rights of others and their property. The ultimate goal is for each child to be actively engaged in learning and to exhibit appropriate behavior.

The teaching of self-discipline, or the responsibility for a person's own actions, is a goal of the Beach Park School District 3 Code of Conduct. The school is responsible for implementing a program for teaching rules and to administer fair and constructive corrective measures. Should corrective action be necessary, the following will be considered:

- Student's age
- Ability-functioning level of student
- Seriousness of offense
- Frequency of inappropriate behavior
- Circumstances and intent
- Potential effect of misconduct on the school environment
- Relationship of the behavior to any disabling condition

Efforts shall be made to prevent students from engaging in aggressive behavior that may reasonably cause physical or psychological harm to someone else. These efforts may include early intervention and progressive discipline. The Superintendent or designee shall ensure that the parents/guardians of a student who engages in aggressive behavior are 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.

## **Level 1 Behavior**

Level 1 behavior is primarily the responsibility of teachers, school personnel and parents/guardians. Notification of parent/guardian may occur. Administrative and parental assistance can be initiated without engaging the formal referral process. Level 1 behavior includes, but is not limited to the following:

*Cheating/plagiarism, derogatory remarks, disrespect and disobedience, excessive or loud talking, attendance issues, failure to do assigned work, failure to bring necessary materials to class, forging or altering school forms/documents, inattentiveness, inappropriate dress, inappropriate gestures/obscenity/profanity, inappropriate physical contact or displays of affection, leaving the building without permission, littering, loitering, possession of unauthorized electronic devices, possession of false id, pushing or shoving, throwing objects*

Documented evidence of recurrent behaviors, appropriate interventions and administrative approval may move the matter to Level 2.

## **Level 1 Intervention**

The following interventions may be used to address Level 1 behaviors. Other interventions may be used as appropriate. The use of multiple interventions should include parent contact.

*Letter of apology acknowledging responsibility, assigned school service relative to behavior, behavioral contracts or management plans, student conference, parent contact, classroom meeting, consultation with other school personnel, time out, detention, grade adjustment (cheating and plagiarism), incentives and positive reinforcement, peer mediation, review of classroom/school rules, verbal correction, withdrawal of privileges and temporary alternative placement.*

## **Level 2 Behavior**

Level 2 behavior is the responsibility of school-based administration, with assistance from teachers, school personnel and parents. One or more interventions may be used. Level 2 behavior includes, but is not limited to the following:

*Persistent Level 1 behaviors, bullying/threats/intimidation, computer violation, damage to property, discriminatory conduct, distribution/possession/exhibition of harmful and/or offensive materials, failure to attend assigned discipline program, fighting, fireworks or incendiary objects, gambling, gang-related behavior, gross disrespect, gross disobedience, harassment/hazing, leaving the building or grounds without permission, physical abuse, possession of stolen property, sexual harassment or misconduct, unsafe behavior, theft, trespassing, truancy, use/possession/distribution of tobacco materials, verbal abuse.*

Fighting among older students represents a greater risk of harm to bystanders and school personnel as well as the fight participants. School administration may elevate a fight occurrence to a Level 3 offense.

## Level 2 Intervention

The following interventions may be used to address Level 2 behaviors, but are not limited to the following:

*Peer mediation, Multiple before and/or after school detentions, Saturday detention, Parent/guardian conference with school personnel, in-school suspension, out of school suspension, restitution, consultation/referral to policy agency, citation and possible arrest, alternative educational placement (possibly off-site), recommendation for expulsion and referral to outside agency*

## Level 3 Behavior

Level 3 behavior is the responsibility of school-based administration and central office personnel, with assistance from teachers, school personnel and parents. One or more interventions may be used. Level 3 behavior includes, but is not limited to the following:

*Persistent Level 2 behaviors, arson/attempted arson, battery, bomb threats, burglary, behavior, distribution, sale, use and/or possession of alcohol, drugs, look-alike drugs and/or drug paraphernalia, extortion, gang-related activity, group violence, harassment/hazing, indecent exposure, interference with school personnel, misuse of fire alarms, possession, use or transportation of hazardous materials, sexual harassment, sexual misconduct, staff assault, threats/intimidation/bullying, use of a legitimate tool as a weapon, use/possession of a weapon, vandalism*

## Level 3 Intervention

The following interventions may be used to address Level 3 behaviors, but are not limited to the following:

*Parent/guardian conference with school administration/school personnel, up to 10 days of out of school suspension, referral to outside agency or authority, restitution, alternative educational placement off-site, recommendation for expulsion, consultation or referral to police agency, citation and possible arrest.*

## BULLYING

According to Board of Education policy 7.190, bullying is defined as physical or verbal conduct, by one or more students, which serves to harass, demean, humiliate, abuse, victimize, deny or exclude one or more students of this school district, or any other school district, from or in connection with the pursuit of, participation in, and/or enjoyment of any program or activity sponsored by the school district.

Such conduct includes, but is not limited to, direct behaviors such as teasing, taunting, intimidating, threatening, name-calling, ridiculing, belittling, hitting, physical attacks and/or violence. Indirect behaviors, such as spreading rumors, causing social or psychological isolation, are also considered bullying.

**Students and parents are asked to contact school personnel immediately if a bullying incident occurs.** The student's teacher should be consulted first. If the problem is not resolved between the parent and teacher, then the building administration should be contacted.

## DRESS CODE

In order to help our students feel safe and to maintain a productive learning environment, students should dress appropriately for daily school activities and school-sponsored events. Dress and grooming should place an emphasis on neatness, cleanliness and modesty. It must not disrupt the educational process, or interfere with the maintenance of a positive learning environment.

- Clothing should cover all undergarments. Inappropriately revealing clothing should not be worn to school.
- Hats and head coverings should not be worn in any school building.
- Offensive or obscene clothing will not be worn to school, including but not limited to slogans or logos that depict: controlled substances such as alcohol, drugs and tobacco, profane or abusive language, sexual overtones or innuendos, violence and weapons, gang-related clothing and paraphernalia.

**Building principals or their administrative designees will make the final decision if a student's clothing is inappropriate, and disruptive to the learning environment.**

## **CORPORAL PUNISHMENT**

Corporal punishment is defined as the infliction of bodily harm upon an individual for disciplinary purposes. Beach Park District 3 does not believe in corporal punishment as an effective means of enforcing or maintaining proper student behavior. Corporal punishment is prohibited, however, reasonable force to prevent bodily harm to one's self or others is not prohibited.

## **SCIENCE SAFETY GUIDELINES**

To ensure a safe learning environment for kindergarten through fifth students, a Science Safety Agreement must be on file in the school's main office. Please review the following rules with your child.

- I will follow the rules for preparation, use and clean-up of science equipment and materials.
- I understand that my safety and the safety of my classmates depend on me following these rules.
- I will be careful to ask questions first when I am unsure of what to do.

## **SCHOOL BUS SAFETY GUIDELINES**

Student safety is the primary concern of the Beach Park School District. Misbehavior on school vehicles poses a serious threat to the safety of everyone on the roadway. Laws and regulations have been established to ensure the safety of students and drivers on school transportation.

All standards of conduct as outlined in this section will apply while students are on the school bus, regardless of time or location. Any behavior on a bus that would endanger the well being of the students, the bus driver or the general public may result in a loss of bus riding privileges. Behaviors that distract the driver from watching the road cause an unsafe bus ride and increase the possibility of accidents. Even Level 1 behaviors can create an immediate danger and can be treated as Level 2 or 3 behaviors.

The bus driver is responsible for assigning every student a seat and making sure the students sit in their assigned seats. Bus drivers will use any of the interventions presented each time a Level 1, Level 2 or Level 3 behavior occurs.

## Bus Conduct

All students must follow the District's School Bus Safety Guidelines. 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 Discipline*.
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. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

## 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.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

## SUSPENSION

While supervising students, school personnel are authorized to impose any disciplinary measure, other than suspension, expulsion or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. All school personnel may use reasonable force as needed to maintain safety for other students, school personnel or other persons, or for the purpose of self-defense of property. A student may be removed 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 school personnel and may suspend students from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons.

## **General Procedures**

1. Before being suspended, the student shall be provided with a pre-suspension conference during which the charges will be explained and the student will be given an opportunity to respond.
2. When the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process occurs, a pre-suspension conference is not required and the student can be immediately suspended. In such cases, the notice and conference shall follow as soon as practical.
3. Any suspension shall be reported immediately to the student's parent/guardian. A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent/guardian of their right to a review of the suspension.
4. Upon request of the parent/guardian, a hearing officer appointed by the Board of Education shall conduct a review of the suspension. At the review, the student's parent/guardian may appear and discuss the suspension with the hearing officers and may be represented by counsel provided at their own expense.

## **EXPULSION**

Expulsion is the most severe punishment a school system may use. Expulsion (by action of the Board of Education upon recommendation by the Superintendent or designee) is the complete removal of a student from school for a definite period of time of up to two calendar years, as determined on a case-by-case basis. The student may lose all rights of attendance and promotion.

## **General Procedures**

1. Before expulsion, the student and parent/guardian shall be provided written notice of the time, place and purpose of a hearing by registered or certified mail requesting their appearance. If requested, the student shall have a hearing at the time and place designated in the notice by a hearing officer. The hearing officer shall report to the Board and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and parent/guardian may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board shall hear evidence of whether the student is guilty of the charged offense. After presentation of the evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate.

# **SUPPORT SERVICES**

*Beach Park District #3 provides a comprehensive continuum of support services and programs to meet the needs of students. The information provided below is an overview of those services.*

## **BEHAVIORAL INTERVENTION FOR STUDENTS WITH DISABILITIES**

Beach Park #3 Board of Education has adopted policy and procedures related to the use of behavior interventions for students with disabilities as required by Public Arts 89-1103 and 98-0191. A fundamental principle of the policy is that positive behavioral interventions should be used to the maximum extent possible and preferable to the use of aversive or restrictive interventions. The use of restrictive interventions should maintain respect for the individual student's dignity and adhere to professionally accepted educational practices. All of the procedural safeguards available to students with disabilities and their parents/guardian under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and rights to appeal, must be observed when developing and /or implementing behavioral interventions.

## **BILINGUAL SERVICES**

All parents new to Beach Park complete a Student Language Survey/Bilingual Census form during registration process. By the end of the 3<sup>rd</sup> week of school, students who reside in a home of non-English speaking background are evaluated through group or individual methods to determine their need for specific help with English.

The results of this assessment are discussed with parents. Students found to be eligible and in need of specific instructional services are recommended for the Transitional Program of Instruction (TPI). TPI instruction is designed to assist students who have limited proficiency in English to progress better in their academic subjects while receiving specialized instruction in English.

## **GIFTED, ACCELERATED, TALENTED AND ENRICHMENT PROGRAM (GATE)**

Beach Park District #3 recognizes "truly gifted" children as students who consistently excel or show the potential to consistently excel above average in one or more of the defined areas of giftedness defined by the state.

The GATE program is in place for students in grades 3-8. The program provides units of study where students develop the ability to think critically and creatively, while evaluating their own talents and interests.

## **SOCIAL WORK**

The Beach Park District #3 Social Work Program serves to improve the social-emotional component of a student's education. Social workers provide consultation, crisis intervention and direction services at each school. Emphasis with students individually and in groups is on improving relationships, building self-esteem, coping with stress and developing problem solving skills within the educational context. Social workers assist parents in effectively participating in their children's education and helping them utilize school and community resources.

## **STAFF QUALIFICATIONS**

All parents may request, and the district will provide upon request, information regarding the qualifications of the student's classroom teacher and/or qualifications of the paraprofessional serving their child as required.

## **TITLE 1 READING SERVICES**

Reading assistance is available for students in grades K-5 identified as needing intervention services. This additional assistance is provided for students who are not receiving special education services.

## **SPECIAL EDUCATION SERVICES**

Beach Park District #3 ensures that a free appropriate public education (FAPE) is available to each child with a disability who is between the ages of three and fifteen (or graduation) who resides and is enrolled in the district and requires special education and related services to address the adverse effects of the disability on his or her education.

Nondiscriminatory screening and identification procedures are used to identify all children three to fifteen with disabilities who reside in District #3.

Each school in the district has a Student Support Team which meets on a regular basis to review concerns about individual students and develop interventions which assist the student to be successful in the educational environment.

Eligibility for special education services is based on a full and individual evaluation and shall be determined at one or more conference(s). Once eligibility has been determined, the provision of a child's special education will be based upon an individualized education program (IEP) developed at an IEP meeting, involving a child's parents/guardian. The IEP is reviewed annually or upon request of parents or school personnel.

The district provides a continuum of placement options to address the educational needs of students with disabilities. They include: consultative, resource, instructional, home/hospital and preschool special education. Related services are also provided to address the adverse effect of a child's disability on his/her education. In addition, services and programs are available through Special Education District of Lake County (SEDOL).

## **HOMELESS**

Homeless children may attend District schools when: (a) they resided in the District's attendance area when permanently housed or last enrolled in school; or (b) they are currently living within the District's attendance area. A homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency.