



2019-2020

District Handbook

**Westchester Public Schools
District 92½**

Board of Education

Donald A. Slager , President _____	2013-2021
Bryan Voegtle , Vice President _____	2015-2023
Molly Quiroz , Secretary _____	2015-2023
Stephanie L. Boyd , Board Member _____	2019-2023
Mary R. Douglas-Pieniazek , Board Member _____	2017-2021
Rose Marie Ortiz , Board Member _____	2019-2023
Dana Wesolowski , Board Member _____	2017-2021

Functions

The School Board is responsible for educational policies and curriculum of District 92½. The Board has full financial control over expenditures and investments, within limits established by District 92½ voters and Illinois law.

Meetings

Meetings of the Board of Education are open to the public. The regular meetings of the Board are held on Thursdays each month at 6:30 p.m. Please refer to your District calendar for specific meeting dates, including Committee of the Whole Meetings. Meeting dates and agendas are also posted on the District website, www.sd925.org, at least 48 hours before the meeting.

Membership

The Board of Education consists of seven members elected by the District's registered voters. They are elected at the Consolidated Election in April of odd-numbered years. A School Board member must be at least 18 years old, a registered voter, and a District resident for one year prior to the election date. The term of office is four years. Should a member resign, the Board appoints a successor to serve until the next regular election. Terms are staggered; all members are not elected the same year. There is no legal limit to the number of terms a person may serve. Board membership is a community service. Members are not compensated for their service to the School District.

Officers

The Board elects a President from its members for a two-year term. The Vice-President and Secretary each serve a one-year term.



★ Committed to Excellence ★

9981 Canterbury Street, Westchester, Illinois 60154
(708) 450-2700 Fax (708) 450-2718

Philip Salemi, Superintendent

2019 - 2020

Dear Parents/Guardians,

This handbook is designed to provide parents and guardians of Westchester School District 92½ students with an introduction to a variety of topics, practices, and procedures that are in place in our schools. Please take the time to read and review the handbook and discuss with your child.

Our goal is to ensure that your children are in a safe, secure environment in which they are challenged to learn and achieve. We hope this handbook will assist us as we work together to accomplish this goal.

Sincerely,

Philip Salemi
Superintendent



Vision

Westchester Public Schools, District 92½, will provide all students with a well-rounded education empowering them to become the next generation of critical thinkers who will lead their communities.

Approved by the Board of Education - October 17, 2013

Mission

Westchester Public Schools, District 92½, will apply inquiry-based strategies within the curriculum and foster a culturally responsive, caring and safe environment that addresses the instructional needs of all students while developing leadership skills and opportunities.

Approved by the Board of Education - March 20, 2014

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**Board of Education and
District Office**

**9981 Canterbury Street
Westchester, IL 60154**

District Office: 708-450-2700

Fax: 708-450-2718

www.sd925.org

Office Hours: 8:00 a.m. – 4:00 p.m.

Philip Salemi _____ 708-498-0850
Superintendent

Kelly L. Baas _____ 708-498-0063
Assistant Superintendent of Curriculum and Instruction

Dennis L. Gress _____ 708-498-0023
Director of Finance and Operations/CSBO

Beth R. Malinski _____ 708-498-0066
Special Needs Coordinator

Jakub Banbor _____ 708-498-0081
Director of Technology

Sheri Wagner _____ 708-498-0011
Superintendent's Secretary

Katie Neal _____ 708-498-0049
Administrative Assistant for Finance

Candice Hollis _____ 708-498-0064
Administrative Assistant for Finance

Kirsten Pope _____ 708-498-0069
District Data Administrative Assistant

**Westchester Primary School
Mary Jane Kennedy Building**

**2400 Downing Avenue
Westchester, IL 60154**

School Office: 708-562-1509

Health Office: 708-498-0632

Fax: 708-562-1547

www.sd925.org/wps

Office Hours: 8:00 a.m. – 4:00 p.m.

Stephanie M. DelFiacco _____ Principal

Gina Chayka _____ Administrative Assistant

Judy Sardinias _____ Health Clerk

Student Day

EC/PreK A.M. Session: 8:45 a.m. – 11:15 a.m.

EC/PreK P.M. Session: 12:45 p.m. – 3:15 p.m.

Half-Day Kindergarten: 8:45 a.m. – 11:45 a.m.

Full-Day Kindergarten, Grades 1 and 2: 8:45 a.m. – 3:15 p.m.

Students are not to arrive before 8:35 a.m.

P.M. EC/PreK students should not arrive before 12:35 p.m.

**No supervision is provided prior to 8:35 a.m. and
after dismissal at 3:25 p.m.**

**Westchester Intermediate School
High Ridge Building**

**10900 Canterbury Street
Westchester, IL 60154**

School Office: 708-562-1011

Health Office: 708-498-0095

Fax: 708-562-0299

www.sd925.org/wis

Office Hours: 8:00 a.m. – 4:00 p.m.

Shawn P. Barrett _____ Principal

Linda Stanislav _____ Administrative Assistant

Wendy Hennings _____ Health Clerk

Student Day

Grades 3 - 5: 8:45 a.m. – 3:15 p.m.

Students are not to arrive before 8:30 a.m.

**No supervision is provided prior to 8:30 a.m. and
after dismissal at 3:25 p.m.**

**Westchester Middle School
George F. Nixon Building**

**1620 Norfolk Avenue
Westchester, IL 60154**

School Office: 708-450-2735

Health Office: 708-498-0429

Fax: 708-450-2752

www.sd925.org/wms

Office Hours: 7:30 a.m. – 3:30 p.m.

Gregory W. Leban _____ Principal

Richard J. Novy _____ Assistant Principal

Laura Panuska _____ Administrative Assistant

Karen Litwin _____ Health Clerk

Student Day

Grades 6 - 8: 8:00 a.m. – 2:45 p.m.

Students are not to arrive before 7:40 a.m.

**No supervision is provided prior to 7:40 a.m. and
after dismissal at 2:45 p.m.**

Introduction

Thank you for taking time to review this handbook with your child. This handbook is provided as a reference for programs, notices, procedures, and the school calendar. It will provide you with a framework for a positive working relationship with our District throughout this school year. Please also be aware that this handbook is only a summary of Board of Education policies governing the District. Board policies are available to the public at the District Office and also on our District website, www.sd925.org. This handbook may be amended during the year without notice.

Entrance Requirements

Westchester Public School students must legally reside within the school district boundaries. All students must prove residency each year as a requirement of enrollment and registration. The school district conducts residency checks when residency is uncertain. Any family that fails to cooperate with the authorized District investigators to provide proof of legal residency shall be deemed a non-resident and denied the right to enroll. It is important to note that District officials may conduct random residency home visits at any time during the school year.

An official birth certificate is required for initial registration. Students starting kindergarten at the Westchester Public Schools must be five years of age on or before September 1st. Students entering first grade must be six years of age on or before September 1st of this school year.

Students Transferring Into Our District

Parents transferring their children into the Westchester Public Schools must provide an Illinois State Board of Education (ISBE) Transfer Form and arrange for academic and health records to be sent from their previous school. Complete health records must be received prior to enrollment unless the student is coming from a state other than Illinois or exclusion from school will result. New students must prove residency before they are allowed to attend school. Further information can be obtained at the school offices.

Students Transferring Out of Our District

Parents should notify the principal at least one week in advance when a student is transferring from the Westchester Public Schools. When leaving, a student will receive an ISBE Transfer Form. Student records will be forwarded only if the parent has signed a release and a request from the receiving school has been received.

Attendance and Punctuality

Students who are absent or not arriving at school on time without notice from the parent or guardian are considered truant. The parent is advised of the truancy. Truancy cases will be referred to the Superintendent or designee for correction of the problem. All truanancies will follow processes established by the West 40 Intermediate Service Center #2. Letters will be sent by West 40 ISC #2. If needed, a legal hearing will occur.

Per Policy 7:70, a “truant” is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for five (5) percent or more of the previous 180 regular attendance days. If the school determines that the student is a

“chronic or habitual truant”, a review of the absences will be initiated to determine the causes and establish a plan to alleviate these absences. If invalid absences continue, the Superintendent will work with the truant office of the West 40 Intermediate Service Center #2 to intervene and assist the District.

A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student’s control as determined by the Board of Education or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

One of the best ways to ensure success in school is through regular attendance. The child who is frequently absent misses class instruction and discussion, even though written work is made up. Punctuality is also an important part of school training. Students who are frequently late, or who come in unprepared, may be expected to make up the time after school or have privileges taken away. Parents are urged to help their children develop punctual habits; not only to arrive at school on time, but to complete and hand in their work on time.

Students must be in school for 150 minutes for ½ day attendance and 300 minutes for full day attendance, excluding the student’s 40-minute lunch.

Dismissal for Vacation

ILLINOIS LAW MANDATES STUDENT ATTENDANCE IN SCHOOL ON ALL CALENDAR ATTENDANCE DAYS. Absences due to vacation are unexcused. Parents should not plan vacations while school is in session. The nature of our curriculum necessitates teacher assistance in making up work following a child’s return to school. **Teachers are not responsible for providing student work prior to a planned vacation.** The students will be given one day for each day absent to make up the work which was missed after they have returned from their absence.

Attendance/Absences

When a student will be absent, the parent or guardian must call the School Health Service Office before the start of the school day. For your convenience, you may call the office earlier, including the previous evening, and leave a message on the Health Office voice mail. The telephone numbers are:

Westchester Primary School	708-498-0632
Westchester Intermediate School	708-498-0095
Westchester Middle School	708-498-0429

You will be asked to spell your child’s name, identify his/her teacher, leave your name and a number where you may be reached, and share the reason for the absence. In cases of extended absences, you need not call each day. Rather you can advise us of the approximate length of the absence along with the nature of the illness (such as chicken pox, etc.). When a student has been absent three or more consecutive days, a doctor’s statement may be required before the student is able to return to school. Following three days of absence a parent may request class assignments by contacting the Health Office. Please refer to *Procedures for Handling Cases of Communicable and Chronic Infectious Diseases*. If a student becomes ill during the school day, parents will

be notified to pick up their child. It is extremely important that we have up-to-date emergency information on file in the school health office for each student.

Prearranged absences and early dismissal (orthodontia appointments, etc.) must be requested in writing by the parent and submitted to the Health Office.

Students who are absent from school are not allowed to attend or participate in extra-curricular activities on the day of the absence. Students need to be in attendance more than 50% of the day (five consecutive class periods) to attend or participate in extra-curricular activities on the day of the absence.

Arrival at School

The cooperation of everyone, parents and students, regarding the arrival time at school is important for the safety of all children. **Students should not arrive more than 15 minutes prior to the beginning of the school day. The school provides no supervision and cannot accept any responsibility for the safety and welfare of children who arrive on the school grounds prior to the designated time.**

Tardiness

The State of Illinois defines student absences by the number of minutes a student is present in the building. Specifically, a student is considered absent for ½ day when he/she is present between 150 minutes to 299 minutes. And, a student is considered absent for the entire day when he/she is present for 149 minutes or fewer.

Students are expected to arrive at school on time. **If the student is not in the room and in his/her seat when the tardy bell rings, he/she will be marked tardy and should report to the office prior to going to class.** Students who are tardy interrupt not only their own classroom instruction, but that of all of the students in their classroom. The District will follow truancy guidelines for students who are repeatedly tardy.

Westchester Primary School and Westchester Intermediate School

The final bell rings at 8:45 a.m. If the student arrives after 9:00 am, the parent must accompany the student to the school office. The student will receive a note from the office to give to their teacher.

Westchester Middle School

Students who arrive late must have a note signed by their parent and report to the Health Office for a pass before proceeding to class. Students will be considered tardy to school if they report to their 1st period class after 8:00 a.m. Students with notes receive an excused tardy. Students without notes receive an unexcused tardy and are considered truant. After three (3) tardies, students will be required to attend one (1) 45-minute detention. When a student is tardy to class without a pass from the previous teacher, the teacher will issue a red card to the student. Every two (2) red cards will result in a detention. In addition, the student will be removed from participation in school sponsored activities for that day.

Early Dismissal

A student who has been excused by the principal to leave school early will be dismissed only to his/her parent or an adult assigned by the parent. If it is known in advance that an early dismissal is absolutely necessary, parents must send a written notice to the office. Children who leave school early must be picked up at the school office. Students will not be called to the office for an early dismissal until the parent/guardian or pre-arranged designee has arrived at the school. For safety reasons, they are not permitted to wait outside or walk home alone.

After School/Activities

At the close of the school day, all students are to depart the building and go home promptly unless they have a supervised activity or they are staying to see a teacher. The school is not responsible for the supervision of children who return to the school grounds after the school day.

Evenings and Other Times

When students and/or parents attend evening activities held at the schools, the main entrance doors should be used. In general, the building is open 30 minutes before an activity begins. School conduct rules are in effect for all school programs. These include compliance with the school dress code. **When evening activities conclude and students are released from an event, parents are responsible for transporting their children or otherwise arranging for their safe return home.**

Visitor Management System

In an effort to increase student and staff safety, all District 92 ½ buildings implement the Raptor Visitor Management System. The system should not be viewed as a deterrent to parents/volunteers accessing our buildings. Rather, the intent is to ensure all visitors are registered in the office and screened prior to having access to our buildings.

Immediately upon arrival, all parents and visitors are required to report to the school office. You must present a government issued picture ID (any state or country) to enter school grounds or check out a student from school. The system has the ability to provide alerts regarding people who may jeopardize the safety of students. Prior to gaining access to the school, all visitors are screened using the public sex offender database. This is NOT a background search- no other criminal information, immigration status, or financial background is searched. We are certain this will help to keep our schools safer and ask for your cooperation.

Classroom Visits

Classroom visits may be made with prior arrangement with the teacher and approval of the principal. Same day appointments will not be able to be accommodated. All parents and visitors must check in at the front office and present a government issued ID. All visitors must wear a visitor's pass while they are in the building. It is important to realize that visitors can disrupt classroom instruction and may cause an individual student's rights to be violated. Consequently, the principal is authorized to deny access to any visitor whose presence in the school is harmful or disruptive.

Parents must leave items that the student may have forgotten in the school office with the child's name on the item. The school office staff will see that items are delivered to the classroom.

Accommodations will be made for parents and other visitors attending parent teacher conferences, school programs, and school board meetings as needed.

What You Can Do To Keep Our Schools Safe

- Report any unlocked door to the Principal immediately. Be patient with the inconvenience locked doors present to you.
- Report directly to the school office when you enter a school, sign in and wear an identification badge. Please understand that you will be escorted back to the office if you do not do so.
- Report any unusual or disturbing behavior around school grounds immediately. Notify the Principal during school hours or the Westchester Police after school hours.
- **Maintain updated emergency contact information throughout the school year, including new work and cell phone numbers.**
- Talk to your children about the importance of safe schools. Be sure they know what to do in an emergency. Be sure they understand the importance of reporting a student who threatens harm to himself or others. Confidentiality will be maintained to the fullest extent possible.
- Have a back-up plan for child care if students must be sent home during an emergency and you (the parent/guardian) are not available.
- In an emergency, refrain from calling the school. We will need open telephone lines for emergency use. Parents/guardians whose children are directly involved in a crisis will be contacted immediately.
- Refrain from speaking to the media and posting to social media in order to avoid rumors and excessive disruptive coverage.

Student Fees

A fee is charged to each student to partially cover the cost of textbooks, consumable supplies, and activities. The fee is due at the time of registration. For detailed information regarding student fees, please consult the District website. All fees paid online will be charged a 2.5% service fee that will be added to the total bill at the time of payment.

Students whose parents are unable to afford student fees may receive a fee waiver or reduced fees as provided under Board Policy 4:140. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment. Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) on an application form available from the building principal. Questions regarding the fee waiver request process should be addressed to the Principal.

Textbooks

Textbooks are provided by the District. Students are asked to take the best possible care of their books. Books must be covered for protection during the school year. No covers with adhesives are permitted and paper covers are recommended. Parents will be charged the replacement cost for lost books and severely damaged books that cannot be

reissued. Fines are charged for damaged books. The fee is determined by the age, condition, and replacement cost of the book.

Supplies

Westchester Primary and Intermediate School

Students are responsible for their classroom supplies such as notebooks, notebook paper, pencils, pens, folders, crayons, etc. Students are provided with a list of supplies at the close of the school year and lists are also available online on the schools' websites so they may come prepared on the first day of school. Parents are asked to replace supplies during the year as the need arises. Those students will be notified by their classroom teachers.

Westchester Middle School

Supplies needed include pencils, pens, calculator, notebook paper, notebooks and folders. Students will be notified when specific materials are needed for semester or trimester classes. Parents are asked to replace supplies during the year as the need arises. Book bags and/or athletic bags can be used to carry books to and from school. Students will NOT be allowed to carry book bags/athletic bags during the school day.

Hall/Gym Lockers

At the beginning of the school year, each student at the Westchester Middle School is assigned to a hall locker for his/her coats and books. **Lock combinations should not be shared with other students.** All items of value should be kept in a locked locker. Students should report damaged, broken, or lost locks to the office. Students who lose locks will be charged for the replacement cost. Students are required to have a combination lock for their gym locker. Lock fees are included in student fees.

To maintain order and security in the school, school authorities may inspect and search all lockers owned or controlled by the school, as well as students' personal effects left in lockers, without notice to or the consent of the student. School authorities may request the assistance of law enforcement officials for the purpose of locker searches. Evidence produced as the result of a search may be seized by school authorities and disciplinary action may be taken against a student. Evidence may also be turned over to law enforcement authorities.

Student Insurance

A student accident insurance program will be available to students of all grade levels. Even though participation in this program is voluntary on the part of the parents, it is strongly urged that each child be covered. Inexpensive basic coverage is available for all students. Twenty-four-hour coverage is also available for an additional charge.

We encourage all parents to carefully read the insurance brochure which you will receive at the beginning of school as to the coverage provided under this student package. This is not an all-inclusive policy.

Proper Dress

Student Appearance
(Board Policy 7:160)

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbook.

Revised: December 6, 2001

Dress and Grooming Guidelines

Students are expected to keep themselves well-groomed and neatly attired while on school property and/or in attendance at school sponsored activities. Any form of dress or hairstyle which is contrary to good hygiene, disruptive or distracting in appearance, and/or detrimental to the purpose and conduct of the school, will not be permitted.

The following guidelines shall govern student dress:

- Shoes must be worn in the school building. Any footwear, accessories, or clothing items that damage furniture or equipment may not be worn (e.g., athletic spikes, roller shoes, high heels). Sandals with a back may be worn.
- Strapless or spaghetti strap shirts must be worn with a shirt/blouse over.
- Wearing clothing that bares the midriff or chest, or is made of see-through fabric, is inappropriate.
- Spandex is not allowed unless worn under other clothing. Clothing intended for underwear may not be showing and must be completely covered.
- It is expected that when tights/leggings/yoga pants are worn, that the hip area is not exposed.
- Shorts and skirts must not be higher than six inches above the top of the knee when standing up.
- Bottoms must be worn at the waist at all times, regardless of the number of layers.
- Wearing jewelry or clothing that displays or suggests obscene, profane, vulgar language or pictures, or has sexual innuendo is prohibited.
- Wearing jewelry or clothing that displays or suggests tobacco, alcohol or illegal drugs is prohibited. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Gang-related clothing and items are not permitted.
- Outerwear coats or jackets are not to be worn during school hours. Wearing sunglasses inside the building is prohibited.
- Hats, coats, bandanas, sweat bands, hoods, and sunglasses may not be worn in the building during the school day or during after-school functions unless for religious reasons.
- Clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.

A student whose dress causes a substantial disruption to the orderly process of school functions or endangers the health or safety of the student, other students, staff or others

may be subject to discipline. If there is any doubt about dress and appearance, the school administration will make the final decision as to the appropriate nature of student dress.

Marking Clothing

Articles of clothing, books, shoes, book bags, and lunch boxes should be marked with the child's name so they may be returned if lost. Each school has a "lost and found" box. Articles which are found should be brought in immediately and children should check this box as soon as they lose an item. Parents are also encouraged to go through the "lost and found" box to reclaim lost items.

Personal Property

It is strongly urged that any items of value **NOT** be brought to school. Students who bring in valuable electronic equipment, jewelry, and other personal property do so at their own risk. The school is not responsible for their loss, nor does the school carry insurance for lost, damaged, or stolen property at school. School district time will not be spent on investigating theft issues regarding electronic devices.

Articles Not to be Brought to School

Objects which create a safety hazard or which interfere with school procedure should not be brought to school. Parents are urged to help children understand which items are undesirable and why. If inappropriate objects are brought to school, they will be placed in the main office and parents will be notified.

To promote safety in our schools, we also ask parents to be aware of the items their children are bringing to school. Parents are urged to check backpack contents daily. Students should not bring toys, stuffed animals, electronic devices, iPods, clip-on toys, pocketknives, skateboards, scooters, rollerblades, or any other unnecessary or potentially dangerous items to school. Electronic devices (e.g. phones, iPods, etc.) are allowed at WMS after the school day has ended.

Students are encouraged to carry only the amount of money needed for lunch and specific school activities and must assume responsibility for its safe keeping. Purses should be locked in students' lockers at all times. Purses or money found should be turned in to the office immediately.

To ensure that communication devices (e.g. cellular phones, PDAs) would not be a disruption to the educational setting, the Board of Education created a policy to provide guidance to those students that choose to bring a cell phone to school. The Board of Education clearly states in Policy 7:190, #6, that during the regular school all electronic devices "must be kept powered-off and out-of-sight."

Birthday Celebrations and Invitations

Westchester Primary School and Westchester Intermediate School

1. At WPS, students will take part in a monthly celebration with the principal. Students will eat lunch with the principal during the month of their birthday. Students with a summer birthday will eat lunch with the principal during a designated month. Students will bring or order lunch as they normally do. When your child has Lunch with the Principal or Birthday Lunch with the Principal, please do not send any peanut or tree nut containing items for your child to eat for lunch

that day. We have many students who do have severe allergies and we want to make sure all students have a safe and enjoyable lunch.

2. Parents may elect to purchase a Birthday Book from the library for \$10.00. The student's name is placed in the front cover of the book and donated to the library. Books are on sale during Open House.
3. If students elect to bring in a celebratory gesture to share with classmates, they may bring in a school-related item for each student in the class. Items to consider are pencils, pens, erasers, or a highlighter. Because of the dangerous nature of food allergies, food treats of any kind are strictly prohibited to be brought into school.
4. Party invitations may be passed out at school only if all students in the classroom are invited.

Animals in School

Many students are allergic to animals. For this reason, students or parents may not bring animals to school for show and tell, star of the week, etc. Teachers will provide parents written notification if there is an animal kept in the classroom.

Pets are not allowed on school property/sidewalks before or after school for the safety of all of our students.

Telephone Calls

Students will not be called to the telephone during school hours nor can messages be delivered to the student except in the case of an emergency. However, emergency messages will be taken and delivered to the students by the end of the school day.

Teachers are not called from their classes to answer the telephone. If you would like to talk with a teacher, it is suggested that you call after school is dismissed or leave your name and phone number on the teacher's voice mail and have the teacher call you when time permits.

Student Pictures

Individual student pictures are taken near the beginning of each school year. A packet of pictures may be purchased by the student if he/she so desires.

Occasionally we include photos of students in the District newsletter or in local newspapers. You must give permission to us through the photo permission form if you do or do not wish your child photographed for local publications.

Videotaping

During the year, the school may videotape or arrange to have various activities/programs videotaped. Videotaped activities/programs may include, but are not limited to, music performances, class activities and 8th Grade Commencement. Videotaped activities may be shared with the local cable channel and/or displayed on the Internet. You must give permission to us through the photo permission form if you do or do not wish your child videotaped.

For the safety and privacy of our students, please DO NOT post any pictures of students other than your child on social networking websites. It is imperative that we protect the identity of our students.

Distribution of Fliers/Virtual Backpacks

Throughout the year the school may distribute fliers from local organizations. However, the administration tries to keep the number of fliers sent home to a minimum. All materials sent home will have the prior approval of the Superintendent. Some fliers not approved for general distribution, i.e. those announcing special activities and programs in surrounding communities, are available for pick up in the school offices.

The District will post appropriate fliers on each school's "Virtual Backpack" webpage. The link to the "Virtual Backpack" can be found under the "For Parents" tab located on each school's website.

Surveys

We frequently seek parent and student input through surveys as part of our planning process. We value opinions and appreciate timely inquiry responses. Most surveys will be posted on the District website. Copies are available in the school offices. If, for any reason, you do not want your child(ren) to participate in a survey, please contact the school office. District 92½ does not sell student information and follows the Federal Educational Records and Privacy Act (FERPA).

Website

The District's website is to provide timely information about school and District activities. The website can be found at www.sd925.org. From the District homepage, links to the individual school web pages are provided.

Use of Building Facilities

The Westchester Public Schools are primarily used in educating the children of the district, from early childhood through eighth grade. Non-profit community organizations that are authorized under Board policy to use school facilities and grounds may request and file an application for use at the District Office, 9981 Canterbury Street and must follow all Board policies and administrative rules when using any of our facilities.

Vandalism

We encourage all residents to immediately notify the Police Department upon witnessing any damage to school buildings and/or grounds. Your assistance will help us in keeping the schools free from vandalism. With the cooperation of the Westchester Police Department and other agencies, full restitution will be sought from those parties responsible for any vandalism involving school property.

Channels of Communication

Constructive comments regarding the schools are welcome whenever they are motivated by a sincere desire to improve the quality of the educational program or to help the schools do their job more effectively. Comments and suggestions are best handled and resolved as close to their origin as possible. The Board of Education should only be involved when a problem cannot be resolved through consultation with staff members. Comments or suggestions should be channeled according to the subject involved.

Subject: Instruction, Discipline, or Learning Materials

1. Teacher
2. Principal
3. Assistant Superintendent of Curriculum and Instruction
4. Superintendent
5. Board of Education

Subject: School Personnel

1. School Employee
2. Principal, where applicable
3. Assistant Superintendent of Curriculum and Instruction or Director of Finance and Operations /CSBO
4. Superintendent
5. Board of Education

Subject: Transportation

1. Transportation Office
2. Principal
3. Director of Finance and Operations/CSBO
4. Superintendent
5. Board of Education

Subject: Special Education

1. Special Needs Coordinator
2. Superintendent

Subject: Board Operation or Policies

1. Superintendent
2. Board of Education

Every effort will be made to reply promptly to questions and comments. Matters referred to the Superintendent and Board of Education should be in writing and sent to the District Office.

School Meal Program

District 92½'s food service program ensures that meals meet USDA requirements and all nutritional guidelines. Meals include fresh fruits, vegetables, whole grains, dairy and ample protein that promotes healthy eating. Serving sizes are appropriate to the dietary needs of the age served helping students with healthy choices. Food service rules shall restrict sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture in the food service areas during the meal periods.

The District offers both a breakfast and lunch program on a daily basis. The prices for meals and cartons of milk are determined annually. Menus for both the breakfast and lunch programs will be available on the website monthly for students who wish to eat a school breakfast or lunch. In addition, menus will be available for parents without Internet access in the school offices.

Payments (cash or check) can be submitted to the student’s homeroom teacher in a sealed envelope with the student’s name and homeroom clearly labeled on the envelope. Checks should be made payable to the “Board of Education, District 92½”. Those who wish to pay by credit card may do so by going to our district website, <http://www.sd925.org>. There will be a 2.5% convenience fee charged for credit card payments. Eligible families may qualify for free or reduced meal rates. More information is available on the District 92½ website and applications are available in the school offices. Free or reduced meals are provided under the National School Lunch Program.

Students may also bring a lunch from home and they have the option to purchase white or chocolate milk. If a student forgets to bring a lunch, the school will provide a lunch and the parent/guardian will be charged the price of the meal.

Severe Weather Conditions

Each principal has a basic plan for the protection and overall security of the students and faculty during a tornado warning or watch. Students are instructed in safety drills in the event it becomes necessary to evacuate a building.

In addition, each school has a weather alert receiver to inform the administration of severe weather conditions in the immediate vicinity. If a tornado or a severe storm is in progress just prior to, or at dismissal time, children will be kept in school until the building principal or superintendent has determined that it is safe for them to leave.

Inclement Weather

Westchester Public Schools will close or implement a late-start schedule delaying the start of school by two hours depending on temperature forecasts if wind chills would have students outside beyond the recommended times as prescribed by the National Weather Service. The following chart will be followed.

Windchill Table

As wind speed increases, your body loses heat more rapidly, making the air feel colder than it really is. The combination of cold temperature and high wind can create a cooling effect so severe that exposed flesh can freeze.

Wind Speed (mph)		Temperature (°F)													
Calm	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35
5	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	-52
10	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59
15	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64
20	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	-68
25	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	-71
30	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	-73
35	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	-76
40	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	-78
45	19	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79
50	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81
55	18	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68	-75	-82
60	17	10	3	-4	-11	-19	-26	-33	-40	-48	-55	-62	-69	-76	-84

Frostbite occurs in:

30 minutes **10 minutes** **5 minutes**

Example: When the temperature is 15°F and the wind speed is 30 miles per hour, the windchill, or how cold it feels, is -5°F.

-courtesy National Weather Service

Emergency Closing

Every effort will be made to keep the schools open. However, in cases of extreme emergency, such as severe weather conditions or mechanical failure in the school plant, the superintendent will take the action necessary to protect the health and safety of all personnel. In the event it is necessary to close the schools, the district will post an emergency closing message on the District website (<http://www.sd925.org>) and utilize the District's phone and email emergency system so that all district family homes should receive a phone call and/or email. **It is imperative that you keep the school offices informed of all phone and email contact changes.** The Superintendent will then notify the following of the closing:

TV Stations

CBS – Channel 2
WGN – Channel 9

NBC – Channel 5
FOX – Channel 32

ABC – Channel 7
CLTV News

Radio Stations

WGN—AM 720

WBBM-AM 780

Emergency Closing Center

Website Address: www.EmergencyClosings.com

Search by “Facility Info” (Westchester Public Schools or 708-450-2700)

Academic Programs

Westchester Primary School

English/Language Arts
Math
Science
Social Science

Physical Education/Health
Art
Music
Technology
Library Skills

Westchester Intermediate School

English/Language Arts
Math
Science/Health
Social Science

Physical Education
Art
Music
Grade 4/5 Elective: Instrumental Music

Westchester Middle School

Grade 6

English/Language Arts
Math
Science
Social Science
Physical Education/Health
Band (Elective)

Trimester Classes:
Art
Creative Thinking
Family and Consumer Sciences
General Music
Research and Technology
Spanish
Choral Music (Elective)

Grade 7

English/Language Arts	Semester Classes:
Math	Art
Science	Creative Thinking
Social Science	Family and Consumer Sciences
Physical Education/Health	General Music
Band (Elective)	Choral Music (Elective)
Spanish (Elective)	Instrumental Music (Elective)

Grade 8

English/Language Arts	Semester Classes:
Math	Art
Science	Creative Thinking
Social Science	Family and Consumer Sciences
Physical Education/Health	General Music
Band (Elective)	Choral Music (Elective)
Spanish (Second Year Only)	Instrumental Music (Elective)

Computer Science/Library Skills will be integrated in the content areas.

Instruction in Recognizing and Avoiding Sexual Abuse

Per Illinois School Code, 5/27-13.2, no pupil shall be required to take or participate in any class or course providing instruction in recognizing and avoiding sexual abuse if the parent/guardian submits written objection. Refusal to take or participate in such class or program after the written objection is made shall not be reason for failing, suspending or expelling the student. Written notice will be sent to the parent/guardian at least five (5) days prior to the start of the class or program.

Reporting to the Parent

The student's total education is dependent upon a cooperative working relationship between the home and the school. The aim of the Westchester Public Schools is to provide such a working relationship in its method of reporting pupil progress. The reporting program attempts to give an understanding of the student and set up a process of parent-teacher planning. The school is primarily interested in the academic progress of the student but fully realizes academic growth is difficult or impossible if the physical, social, and emotional aspects are not taken into consideration.

Parent-Teacher Conferences

Parent-teacher conferences will be held in November. Scheduled conference appointments will be conducted this year at Westchester Primary School and Westchester Intermediate School. Westchester Middle School will have open conference times, scheduled appointments, and student-led conferences. Extended conference hours will be planned for kindergarten based on enrollment. Specific plans for all conference times will be provided from each school.

We encourage all families to take advantage of the opportunity that conferences provide for direct, focused communication between parents and teacher. We also invite you to visit classes to become familiar with our total educational program.

If at any time you have a question or a concern about your child's program or school progress, please initiate a conference with our staff at your earliest convenience. Please call the school to set up or schedule a conference appointment. We also encourage parents to track their child's progress through our online grading system.

Report Cards

At WPS and WIS, students are given report cards three times per year. At WMS, report cards are issued quarterly. Parents are able to access eSchoolPLUS Home Access Center (HAC) to monitor their child's progress at any time. Reminders to view mid-trimester progress checks on HAC are listed on the monthly calendar. Please contact your child's teacher if you have questions regarding grades.

Schools in the District utilize a consistent grading scale to provide a uniform standard for grading student performance at all grade levels where letter grades are used. The District's grading scale is as follows:

E	92 to 100	A	92 to 100
S+	83 to 91	B	83 to 91
S	74 to 82	C	74 to 82
N	65 to 73	D	65 to 73
U	0 to 64	F	0 to 64

The report card envelope has a provision for parent signature and may also be used for sending parent replies or comments back to school.

Promotion and Retention Procedures and Criteria

District 92½ is committed to ensuring that each student is placed at the instructional level that will most benefit the individual's academic, social and emotional growth. The administration and professional staff shall determine if a student shall be promoted to the next grade level based on successful completion of the curriculum and performance on district assessment program tests.

Please note that this criterion is based on the minimal standard for promotion and is not the acceptable student performance standard for a student at any grade level.

In compliance with Illinois law and to implement District Policy 6:280, criterion has been established for all students requiring:

- A. **Successful Completion of the Curriculum:** A student in grades K-2 must receive a 3rd trimester grade of N/or higher in English/Language Arts and Mathematics to be promoted to the next grade. A student in grades 3-5 must receive a cumulative grade average for the year of D or higher in English/Language Arts and Mathematics through the 3rd trimester to be promoted to the next grade. A student in grades 6-8 must receive a cumulative grade average of D or higher in English/Language Arts and Mathematics through the final quarter to be promoted to the next grade.
- B. **Bilingual/ESL Student Exception:** Students requiring second language services will receive testing accommodations based on individual need.

The following notification schedule will be used annually. Additional details will be provided with the early warning notification.

1. Significant Concern: Prior to December 1.
2. Serious Warning: Prior to February 1.
3. Retention Decision Deadline: Between April 20 and June 1, as determined by the completion of all criteria analysis.

Note: Any student failing to meet the criterion for promotion will be assigned an Individualized Acceleration Plan to determine progress benchmarks for the next school year.

State Report Card

School Report Cards contains information regarding student characteristics, instructional resources, district financial information, student academic performance, and planned improvements. School Report Cards are available by October 31 of each year.

Honor Roll

The Westchester Intermediate School and the Westchester Middle School operate under two academic honor rolls - honors and high honors.

Students in grades 3, 4 and 5 are recognized at the conclusion of the grading period. Students who have achieved honor roll all grading periods will be awarded special recognition.

At the Westchester Intermediate School and Westchester Middle School, a student is presented with a certificate at the end of the year for all of his/her accomplishments.

Staying After School

There are many reasons why a student might remain after school. Students may stay to see their teacher concerning class work or participate in extracurricular activities. When the student is kept after school by the teacher, late buses provide transportation to the school building in each quadrant of the community - Westchester Primary School, Westchester Intermediate School, Westchester Middle School or Britten School.

Student's Responsibility for Assigned Work

Absence

Upon returning from an absence, a student has one school day for each day of absence to make up and turn in missed assignments and/or examinations. Tests and/or work not completed during this time will be recorded as a failing (F) or unsatisfactory (U) grade. In cases of extraordinary student absences, requirements for turning in late assignments or taking missed tests may be adjusted at the discretion of the teacher or building principal.

If a child is absent from school more than two days, a parent may request assignments when calling in the absence. The work will be assembled by the teacher and may be picked up in the office after school.

Homework

Homework that is well planned and understood by the child will add to his/her total education. The purpose of homework is to reinforce classroom learning through practice

and application, to enrich the learning through related home activities and/or to stimulate the child's independence and responsibility. The teacher will make every attempt to have the child understand the assignment so that he/she may work independently.

Late Assignments

It is the responsibility of the student to see that all homework assignments are accurately completed and turned in on the assigned date. Students not complying with this requirement can expect to receive a failing or unsatisfactory grade on each assignment not completed. Depending upon the assignment and the discretion of the teacher, the student may be given additional time to complete the assignment. If this option is exercised, the assignments will be accepted, graded, and averaged with the original (F) or (U) for a final grade. If extraordinary circumstances prohibit a student from turning in an assignment on time, the final decision as to whether or not the assignment can be made up will be left to the discretion of the teacher or building principal.

Testing and Evaluation

Testing in District 92½ is designed to aid in the evaluation and improvement of both teaching and learning. Test scores are not the sole source of information about student learning and program effectiveness. They are beneficial when they are considered in relation to other aspects of learning in and out of school. Students at identified grades are required to take State of Illinois tests. Students and parents are informed of participation in these tests in advance. This testing together with locally developed tests provides a balanced approach to assessment in our schools. After tests are scored, parents will receive their children's results. The teacher, principal, or Director of Curriculum are available to discuss test results with parents.

Response to Intervention

Response to Intervention (RtI) is the practice of providing instructional and behavioral interventions that match specific student needs. RtI provides intervention to students not making expected rates of progress. Teachers target instruction and monitor the progress of achievement in specific skill areas. District 92½ uses assessment and other data to determine the academic, social, emotional and behavior needs of students (or groups of students). In the fall of each year, a universal screener is administered for academics and behaviors. Classroom performance provides additional information to aid teachers in identifying students who are not making expected rates of progress. Diagnostic data is used to determine appropriate interventions which are implemented and monitored to determine progress. If students do not demonstrate improvement, they are given more intensive or alternative instruction.

Title I Targeted Assistance and Parent Involvement and Activities

District 92½ offers Targeted Assistance intervention services. The schools will develop opportunities for parents to become involved with their children's education.

Differentiation of Instruction

Differentiation is a way of thinking about teaching and learning. It is the way teachers plan lessons so that all students have access to, support, and guidance in mastering the content standards. Teachers are aware that children have different needs, interests and learning profiles. They are able to plan a variety of approaches to what students need to learn, how they will learn and how they will demonstrate learning. Teachers plan

instruction to address essential skills, concepts and principles. They use assessment data to monitor student learning, and to modify the content, process or product to meet the needs of all students.

Typical procedures for differentiating include adding new content, process or product expectations to existing curriculum, extending existing curriculum to provide enrichment activities, providing alternative assignments or products to extend or expand the thinking of students who are ready and/or interested in moving beyond the basic lesson. Differentiation also includes scaffolding instruction for struggling learners, making adaptations for language learners and/or students with an IEP.

Examples of differentiation include flexible learning groups, student-centered assignments, some independence or choice of product, varying levels of complexity or creativity or a variety of pacing. Differentiation is more about quality than quantity and blends whole-class, small group and independent learning. It is continually adjusting to meet the goal of matching the learning to the learner. In short, differentiation is a teacher's response to the learner's needs.

English Learners

Students whose native language is not English are offered assistance in either a Transitional Program of Instruction (TPI) or a Transitional Bilingual Education (TBE) program. The Transitional Program of Instruction (TPI) is for non-native English speaking students who have difficulty with written or spoken English. The program provides support to help students succeed in academic subjects and learn English.

The Transitional Bilingual Education Program (TBE) provides instruction in the student's native language with transition into English. The program helps students to succeed in academic subjects and learn English. District 92½ offers a Transitional Bilingual Education Program (TBE) for Spanish speakers. The TBE program can be full time or part time. The full time program offers instruction in the student's home language and in English, as well as English as a Second Language. Instruction in the history and culture of the student's native land and the history of the United States is also offered. The part time TBE program focuses on English as a Second Language and English literacy.

Responsive Classroom

In District 92½, we believe that children learn best when they have both academic and social-emotional skills. As a result, our District has implemented the principles of Responsive Classroom® in each elementary school. This approach to elementary teaching emphasizes social, emotional and academic growth in a strong and safe school community. Backed by evidence from independent research, the Responsive Classroom approach consists of classroom and school-wide practices and has seven guiding principles:

1. How children learn is as important as what they learn; process and content go hand in hand.
2. The social curriculum is as important as the academic curriculum.
3. The greatest cognitive growth occurs through social interaction.

4. To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control.
5. Knowing the children we teach—individually, culturally and developmentally—is as important as knowing the content we teach.
6. Knowing the families of the children we teach and working with them as partners is essential to children’s education.
7. How the adults at school work together is as important as their individual competence: Lasting change begins with the adult community.

PBIS (Positive Behavioral Interventions and Supports)

A major advance in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a patchwork of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and nonclassroom settings (such as hallways, restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional (pbis.org). Please refer to the Student Expectation charts found on pages 62-64.

Special Education

District 92½ is a member of the LaGrange Area Department of Special Education (LADSE). The District provides for the assessment and identification of special education needs and offers early childhood screenings. A range of services is provided to meet the special needs of students who reside within District 92½ boundaries. Programs and services are available for students enrolled in our schools as well as for those enrolled in private schools. When needed, the District plans for and provides behavioral intervention assessment and planning. Questions regarding special education services should be directed to our Special Needs Coordinator at the District Office.

Counselor/Social Worker Services

Westchester Public Schools provide the services of a guidance counselor and/or a social worker to help students resolve such personal, emotional and social problems as may interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered them.

Library/Media Center

The Library/Media Center in each building is designed to provide students and teachers with a way to expand the regular education program through the use of printed and non-printed materials. Computers are available for students and staff to practice and expand their computer skills, search for information, and select reading materials.

Students are responsible for all Media Center books and materials loaned under their name. Library fines are charged for overdue materials. The student and parent must pay for materials not returned.

Math Acceleration

Westchester Public Schools offers an accelerated math course for students currently in kindergarten through 7th grade. The goal of our accelerated math course is to provide equal access to rigorous opportunities for all of our students. Please keep in mind that regardless of placement, teachers will be implementing our math resource and will continue to provide a rigorous learning environment with appropriate scaffolds so that all students are given the opportunity to excel and experience success.

Spanish

Spanish is taught to sixth grade students for one trimester as an introduction to foreign language. Spanish taught in seventh and eighth grades is for the entire year. Standards for placement in seventh and eighth grade Spanish are good academic achievement, excellent study habits and high self-motivation.

After successfully completing seventh and eighth grade Spanish, a student may be placed in the second year of Spanish in high school. However, this placement is at the option of the high school and depends upon scores received on a proficiency test administered by the local high school.

Technology Education

All the Westchester elementary schools are committed to the use of computer technology in our curriculum, as a research tool, and to the development of life-long technology skills. Students will be actively engaged in the use of computers in their learning in the Westchester Public Schools. Additionally, computer technology will be used in our media centers for both research and selection of reading materials.

Each family will be asked to sign the District's Acceptable Use Policy prior to the student's use of computer equipment and access to the Internet. Our District utilizes Internet filters for student Internet protection. We are committed to the appropriate use of this technology throughout our curriculum and as a life-long skill for students to develop for their future education and life-long needs.

Physical Education

Westchester Primary School and Westchester Intermediate School

Physical education classes or targeted movement activities are provided for every child. On physical education days, students must wear gym shoes. If students bring a separate pair of gym shoes to school, the shoes should have their names written in them. Notes from parents are acceptable as a short-term excuse from student physical education activities. If a student absence from physical education is greater than three (3) days, the District may ask for a note from a person licensed under the Medical Practice Act.

Westchester Middle School

Student participation in daily physical education/health classes is required by Illinois law. Notes from parents are acceptable as a short-term excuse from student physical

education activities. If a student absence from physical education is greater than three (3) days, the District may ask for a note from a person licensed under the Medical Practice Act.

A gym uniform and gym shoes are required for participation in the program. A combination lock is required for their physical education locker. All students are tested in the fall and the spring of the year for physical fitness. Grades are determined by dress, participation, motor skill tests, and written rules test.

Instrumental Music

The District provides an instrumental music program. Activities are planned to develop and promote the child's interest and ability. Students in grades 4 through 8 may participate in this program. The program includes Concert, Symphonic, Cadet, Beginner, and Jazz Bands.

Every year a beginning instrumental music class is organized in the Intermediate School. Music aptitude tests are given to all 3rd grade students and to all new students in grades 4 through 8 who request it. Students in grades 6-8 will receive a report card grade for instrumental music. Instrumental music students are organized in small groups and receive class instructions once a week during the school year. Class schedules are arranged so that the same academic subject is missed a minimal number of times during the year. In order to maintain interest and to encourage top performance, the school district sponsors several special activities and concerts.

An annual fee is charged. In addition, the Westchester Band Parents Association provides financial assistance in support of the instrumental music program.

Vocal Music – Chorus

The District provides a vocal music program. Chorus activities are planned to develop and promote the student's interest in singing and performing. 3rd, 4th, and 5th graders at Westchester Intermediate School practice once a week after school. Students perform at various school events and within the community.

Chorus is open to all 6th, 7th, and 8th graders at Westchester Middle School. Practices are held during the school day in the Vocal Music class. The WMS chorus performs at special concerts, community functions, and also has limited activities outside the community.

In addition, show choir and chamber ensemble practices are held outside the school day. Auditions are required.

Musical

Students at WMS may try out for the musical which is offered in the spring of each year.

Field Trips/Educational Tours

During the school year teachers may take their classes to various places of interest. A field trip offers children the opportunity to gain first-hand experience and knowledge on topics which the class is studying. The trips are planned carefully by the teacher and discussed with the students. In addition to field trips which the teachers may choose as

an expansion of their curriculum, there are **optional** educational tours which may be taken each year. These are:

6th Grade	Environmental Outdoor Education
7th Grade	Springfield – State Government
8th Grade	Washington, D.C. – Federal Government
6th -8th Grade	Band Tours

Parents must sign a permission slip and liability waiver before the child is allowed to go on a field trip. Most trips are made on our own school buses. Charter buses may be contracted for special tours such as the 7th grade Springfield trip and the 8th grade Washington trip.

While on field trips and optional educational tours, students are expected to exhibit good conduct and to act in a responsible, courteous manner. When necessary, parents may be asked to help provide supervision.

Students may also take walking field trips in their school community to support classroom instruction. A parent permission form must be signed at the beginning of each school year to allow students to go on walking field trips within a block or two of the school.

Cell phones may not be allowed on field trips and/or educational tours such as Band tours, 6th Grade Outdoor Education, 7th Grade Springfield, and 8th Grade Washington, D.C., trips. Students will be notified of the decision well in advance of the tour.

Extracurricular/Enrichment Activities

Westchester Primary School, Westchester Intermediate School and Westchester Middle School provide activities before and after school in addition to the regularly scheduled school program. The extracurricular program offers additional opportunities for the development of desirable qualities and special abilities. Clubs may focus on various topics and special interests. Extracurricular activities are engaged in voluntarily by the student providing the student's conduct and application to studies is acceptable. Intramural and interscholastic athletic programs are available for both boys and girls.

Parents should be aware of their child's extracurricular schedule and make special note of meeting dates/practices and conclusion time of such programs. A late bus will drop the students off at the public school sites in their neighborhood (Westchester Primary School, Westchester Intermediate School, Westchester Middle School and Britten School). **Parents are responsible for the safety of their children if the parents allow them to walk home after an extracurricular activity ends instead of taking the late bus.**

WMS Specific Extracurricular/Enrichment Activities and Responsibilities

Students attending the Westchester Middle School are strongly encouraged to participate in athletics, co-curricular or extracurricular activities. To be eligible to participate or attend these activities, students must maintain a minimum standard with their grades. Students must be passing all of their classes with a D or above to be permitted entrance into or be able to participate in an activity. Students who are ineligible are encouraged to use this

time to work with their teacher to improve their grade in the class in which they are not passing.

Student eligibility is checked weekly and the list of ineligible students is sent to all teachers. Students will be informed by their teacher that they are ineligible and they will be required to have a red eligibility form signed acknowledging that their parent is aware of this grade. During this time students will be asked to leave the school when trying to attend any activities. When a student raises their grade and is passing, the teacher will give them a green eligibility form which requires a parent signature. Students are eligible to participate the day they turn in the form to the office with all required signatures. This cannot be the same day they received the form.

Athletics

Westchester Intermediate School

Intramural Sports

An intramural program is available for all 4th and 5th grade students. Various activities take place throughout the year. They may include softball, basketball, gymnastics, soccer, floor hockey, and volleyball. **Transportation is not provided for students who participate in intramurals.** A physical examination and proof of insurance is required prior to participation in any activity. Please refer to the District calendar for physical examination due dates.

Interscholastic Sports

Interscholastic sports are available for both 5th grade boys and girls. Students participate in a basketball league and compete against area schools. Squads are limited to numbers which the coaches feel they can adequately handle. Tryouts are held and the students are chosen on their abilities, talents and performance. Students are charged a fee to participate on the team. Uniforms are provided. Team members must furnish their own shoes. A physical examination is required prior to the start of tryouts. Please refer to the District calendar for physical examination due dates.

Practice sessions normally last from 3:15 p.m. to 4:30 p.m. District transportation is not provided following practices.

Westchester Middle School

Interscholastic Sports

Interscholastic sports are available for both boys and girls at the 7th and 8th grade levels as well as 6th grade basketball. Students compete in softball, basketball, volleyball and co-ed soccer against area schools. Squads are limited to numbers which the coaches feel they can adequately handle. Tryouts are held and the students are chosen on their abilities, talents and performance. Students are charged a fee for each interscholastic sport in which they compete. Uniforms are provided. Team members must furnish their own shoes. A physical examination is required prior to the start of tryouts. Please refer to the District calendar for physical examination due dates.

Practice sessions normally last from 2:50 p.m. to 5:00 p.m. District transportation is not provided following practices.

Cheer and Dance Team

The Cheer and Dance Team is available for both boys and girls at the 7th and 8th grade levels. The squad is limited to numbers which the coach feels he/she can adequately handle. Tryouts are held and the students are chosen on their abilities, talents and performance. Students are charged a fee for participation on this team. Uniforms are provided. Team members must furnish their own shoes. A physical examination is required prior to the start of tryouts. Please refer to the District calendar for physical examination due dates.

Practice sessions normally last from 2:50 p.m. to 5:00 p.m. District transportation is not provided following practices.

Awards/Celebrations

Student achievements are celebrated at the end of the school year.

Westchester Intermediate School

Presidential Award of Academic Excellence: Fifth grade students attaining a cumulative 3.50 average who meet criteria on the District's local assessment in reading and math, and who receive two teacher recommendations are eligible to receive this award from the President of the United States.

Citizenship: All students who consistently follow school rules for an entire grading period are named to the citizenship honor roll and receive a certificate at the end of the year. Students who have achieved citizenship honor roll all three grading periods will be awarded a citizenship ribbon.

Activity Awards: Students are recognized for participating in extracurricular activities.

Westchester Middle School

Presidential Award of Academic Excellence: Eighth grade students attaining a cumulative 3.50 average in grades 6, 7, and 8 and who meet criteria on the District's local assessment in reading and math, are eligible to receive this award from the President of the United States.

Activity Awards: Students participating in activities may be presented with certificates.

Richard T. Crohn Award: This award is presented to the student who has achieved the highest overall grade point average over three years, grades 6 - 8.

Matthew P. Gerald Award: This is the highest band award that an 8th grade student can receive. Requirements include superior ratings in solo and ensemble contests, sitting first chair in the instrument section, and the recommendation of the band director.

Larry J. Meyers Award: Presented to an 8th grade girl and boy. These awards recognize outstanding effort and attitude in the field of athletics.

Marlyn Shawky Award: This award is presented to the eighth grade boy or girl who has achieved the highest science grades in the 7th and 8th grades.

Student Safety

There are many ways in which safety rules are emphasized. The homeroom teachers stress the need for observance of safety rules in the school, on the school grounds, on the street, and at home.

Children should walk on the sidewalks and cross at the corner crosswalks. Parents can aid the efforts of the school by giving instructions to the children at home. Parents can further assist by encouraging their children to cross only at the crosswalks even when being picked up or dropped off at school.

Children should go directly home as soon as they are dismissed from school or the school bus. Parents should be aware of their children's schedules and know the time they should arrive home and the route they take from school or the bus stop.

Bus Transportation

Bus transportation is provided for all students who must cross Roosevelt Road, Mannheim Road, or Cermak Road in order to get to school. Due to the large number of riders per bus, special transportation requests (such as scout meetings, birthday parties, playtime at a friend's house) cannot be honored.

Proper student behavior while riding the school bus is essential for the safety of all students. Students are under the jurisdiction of the school bus driver while riding the bus unless the Superintendent designates another adult to supervise the riders. Cameras are installed on all District buses that record video and audio to enhance student safety and promote appropriate behavior.

Students are not to talk on the phone while on the bus. Students are expected to keep their phones on silent/vibrate as outlined in Board Policy 7:190. The District reserves the right to confiscate any electronic devices brought on the bus. The District is not responsible for any items that are lost, damaged, or stolen.

Please note that students being transported elsewhere for school activities must depart and return on the school bus. Parent transportation for students in these activities is not permitted, except as authorized by a school administrator.

For the safety of the children, the District cannot accommodate requests for changes in bus pick-up or drop-off locations from the regular stop.

All Kindergarten students must have a family member or adult meet them at the bus stop.

Safe Ride Program Components

- A hierarchy of the discipline structure starting with the bus driver.
- A Safe Ride Contract signed by the parent and student.
- Briefing from each bus driver at the beginning of school to review the bus rules and riding expectations with reviews throughout the school year.

How the program works: The program promotes **instant accountability** for unsafe behavior as shown below.

Unsafe Behavior on the Ride Home

1. If unsafe behavior occurs before the bus leaves the school, the student will be provided with two options:
 - a. Correct the behavior and continue home (*behavior documented*) or
 - b. Be referred to the school administrator to be removed from the bus and sent to the office to contact their parent to pick them up.
2. If unsafe behavior occurs after the bus leaves the school, the bus driver will contact the school administrator. The school administrator will assess the situation and then make a determination on either returning the student back to school or continue on.
3. If either of the above instances occurs, the Graduated Discipline Plan will be in effect.

The program also includes a defined and graduated discipline plan to encourage the student to make better behavior choices.

Graduated Discipline Plan

1st Offense: Referral submitted to school and school administrator contacts the Parent to explain the unsafe behavior. Student will be re-assigned to the front of the bus for one (1) week

2nd Offense: Referral submitted to school and school administrator contacts the parent to explain the unsafe behavior. Student will be re-assigned to the front of the bus for two (2) weeks.

3rd Offense: Referral submitted to the school with a recommendation for bus suspension. Upon return, student will be re-assigned to the front of the bus for one (1) week.

4th Offense: Referral submitted to the school with a recommendation for bus suspension. Upon return, student will be re-assigned to the front of the bus for two (2) weeks.

5th Offense: Referral submitted to the school with a recommendation for bus suspension. A conference will be set up within five (5) days with the parent, student, school administrator and transportation staff to discuss possible bus suspension for the remainder of the year. A recommendation will then be submitted to the District Office.

Safe Ride Rules

Students should observe the following Safe Ride Rules established by Westchester Public School District 92½ . These rules are posted on all school buses:

1. Arrive at the bus stop five minutes before scheduled arrival time, properly dressed for the weather.
2. Students are to wait at the bus stop in an orderly manner.
3. Remain at a safe distance from the bus until it is stopped and the door is opened (outside the danger zone).
4. Once you have exited the bus students should never reenter the danger zone (10 feet around bus).
5. The driver is in complete charge and will assign seats. The driver is to be respected at all times.
6. Remain seated and out of the aisle while riding the school bus and make as little noise as possible (do not shout).

7. Do not put your arm, leg or head outside a window.
8. Windows should be open no more than the indicated amount.
9. Do not throw objects.
10. Respect others (do not push or hit) and their property, and do not use vulgar language.
11. Do not eat or drink on the bus, littering on the bus will not be tolerated.
12. No vandalism will be tolerated (the parent is financially responsible for vandalism caused by their child).
13. Use only the bus (and bus stop) to which the student is assigned.
14. Maintain complete silence at railroad crossings.
15. In case of an emergency, follow the directions of the bus driver or the police if the driver is unable to give instructions.
16. Do NOT tamper with bus equipment, or the emergency exits.
17. Harassment and bullying is prohibited at all times.
18. Parents required to be at the bus stop for younger children are to be there five minutes prior to bus stop scheduled time.
19. The driver is in complete charge of cell phone usage on the bus. If requested to put cell phone away the student should comply immediately.

Students not complying with these rules may forfeit transportation privileges. When a student is on the school bus, he/she is expected to follow all school rules knowing that any infraction may incur a consequence as detailed in Policy 7:190.

Late Bus Runs

After School:

Westchester Intermediate School: 4:00 p.m.

Westchester Middle School: 3:50 p.m.

Note: All students are dropped off at the public school sites in their neighborhood (Westchester Primary School, Westchester Intermediate School, Westchester Middle School, and Britten School).

Health Services

There is a health service office and a registered nurse or health clerk on duty at the Westchester Primary School, the Westchester Intermediate School, and the Westchester Middle School.

Health Service Office Hours/Phone Numbers

Westchester Primary School	8:00 a.m. – 4:00 p.m.	708-498-0632
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Westchester Intermediate School	8:00 a.m. – 4:00 p.m.	708-498-0095
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Westchester Middle School	7:30 a.m. – 3:30 p.m.	708-498-0429
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School Health Program

1. First aid is administered as needed.
2. Parents are called to pick up an ill or injured child.

3. Health records are maintained for all students. When a student transfers from our district, the entire health record is sent to the new school upon written request of that school.
4. Periodic vision and hearing tests are given. Parents are notified when results indicate a need for a more complete examination. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that examination has been administered within the previous 12 months.
5. Schools furnish a dental examination form to be completed by the family dentist as part of the dental program.
6. A special physical examination by your own physician is required each year for students who plan to participate in intramural and/or extra-curricular activities of the physical education department. Please refer to the District calendar for physical examination due dates.
7. A statement from the doctor is required for any student to be excused from physical education classes for more than three (3) consecutive days.
8. Information regarding contagious diseases is furnished to parents following the guidance of the Cook County Department of Public Health (CCDPH) and the Illinois Department of Public Health (IDPH).

Parent Participation in Program

1. See that the child receives the physical examination as required by law. The physical examinations are due for kindergarten students and returning sixth grade students by the first day of school or student attendance. 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.
2. Notify the Health Office when the child has a contagious disease.
3. Cooperate with the school when a doctor's note/certification is required.

Illness or Injury at School

If a child becomes ill or is injured while at school, the parents will be notified immediately. If school personnel cannot reach a parent, then an adult designated by the parents as an emergency contact will be called. Therefore, **it is extremely important that we have up-to-date emergency information on each student.**

Whether one or both parents of children enrolled in the school are at work, it is important that all working parents register their business phone number with the health office. If the phone number changes, register the change with the health office

Parents are expected to use their personal insurance coverage benefits for accidental injuries to students that occur on school property. The District is not responsible for such injuries.

Defibrillator

Each school has an automated external defibrillator (AED) located in the gym for use in a cardiac emergency. When the AED is used, school personnel will call 911 immediately. Parents are encouraged to view the video posted on the Illinois High School Association's

website. The video can also be viewed on the Illinois State Board of Education's website (http://www.isbe.state.il.us/school_health.htm).

After Surgery

Pupils returning to school after surgery or broken bones shall be restricted in activity until directed by the family physician. A medical statement is required to reenter the physical education program.

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students (Board of Education Policy 7:100)

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, 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 grades 6 and 12.

As required by State law:

1. The required 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. Beginning with the 2017-2018 school year, 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.
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 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 the first day of student attendance 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 coming from a state other than Illinois within the United States who register after the start of the 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 the first day of student attendance, the student must present, by the first day of student attendance, 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 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 exclusion

procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is 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.

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.

Revised: August 1, 2017

Homeless Contact Persons for each building:

Westchester Primary School – Stephanie DelFiacco, Principal

Westchester Intermediate School – Shawn Barrett, Principal

Westchester Middle School – Gregory Leban, Principal, and Richard Novy, Assistant Principal

District Liaison for Homeless Children – Beth Malinski, Special Needs Coordinator

Communicable Disease

The child will be excluded from school for the following communicable diseases and may be required to bring a health certificate from a doctor to be readmitted: measles, regular and German; mumps; chicken pox; streptococcal sore throat; scarlet fever; pneumonia; influenza; poliomyelitis; infections; rashes; impetigo; scabies; infectious hepatitis; pediculosis (head lice); or salmonella. In addition to the ones listed, there may be other illnesses that will require a health certificate and/or exclusion (e.g., H1N1). This will be determined by the principal and/or health clerk in accordance with Illinois public health guidelines. The certificate should state that the child is free from disease. The child will not be admitted to class without a health certificate when one is required.

Procedure for Handling Cases of Communicable and Chronic Infectious Diseases Students

General Conditions

1. Each case of known communicable and chronic infectious disease will be determined on an individual basis.
2. Any report that a student of the District has a communicable and chronic infectious disease or has been diagnosed as having AIDS or ARC, or as having been infected with HIV (human immunodeficiency virus) or any other identified causative agent of AIDS, shall be made or forwarded in confidence to the Superintendent.
3. The identity of a student who has or is believed to have a contagious disease (such as hepatitis B, tuberculosis, AIDS or ARC, or has been infected with HIV or other

identified causative agent of AIDS, or has a similar contagious disease) shall not be revealed by any District employee or official to anyone including other District employees except as is authorized in writing by the Superintendent. In cases where the Illinois Department of Public Health or a local health department gives notice to a Principal of the identity of a child diagnosed as having AIDS or ARC, or as having been infected with HIV or other identified causative agent of AIDS, the Principal shall disclose the identity of the child to the Superintendent of the school district in which the child resides. The Principal may, as necessary, disclose the identity of the child to the registered nurse at that school, the classroom teachers in whose classes the child is enrolled, and those persons, who, pursuant to federal or state law, are required to decide the placement or educational program of the child (i.e., the multi-disciplinary team). Further, in such cases, the Principal may inform such other persons as may be necessary that an infected child is enrolled at that school so long as the child's identity is not revealed.

4. The Superintendent or his designee shall notify the Department of Public Health if any student of the District has a condition for which reporting is required by the Department.
5. Decisions regarding the type of educational setting for infected children should be based on the behavior, neurologic development, and physical condition of the child and the expected type of interaction with others in that setting. These decisions are best made using the team approach which may include the child's physician, public health personnel, the child's parents or legal guardians, and school personnel. In each case, risks and benefits to both the child and others in the setting shall be weighed.

Specific Procedures

1. Once the Superintendent has been notified that a student in the District has a communicable and chronic infectious disease, the Superintendent or designee shall immediately contact the parent or guardian of the student and require that a letter from the student's physician be submitted indicating whether or not the student is able to continue in his educational program without endangering himself or others. The opinion of the student's physician will be considered but not controlling.
2. The principal may invite the student's teacher(s) to participate or provide input.
3. The Superintendent will notify the Department of Public Health when an infected student enrolls in another school.
4. In the case of a student in the district who has AIDS or ARC:
 - a. The Superintendent shall convene a meeting of the Review Committee which shall consist of the Superintendent, principal of the student's school, the registered nurse or health clerk, the child's parents or legal guardian, the child's physician, and personnel from the County Health Department.
 - b. The Review Committee shall maintain a protocol file in the Office of the Superintendent for case management purposes, which file shall not become a part of the student's permanent record. The file shall contain all recommendations and reports to the Review Committee, and any conclusions or decision of the Committee. The file shall also contain a list identifying any and all individuals who have been made aware of the identity of a student who has AIDS or ARC, or has been infected with HIV or other identified causative agent of AIDS.

- c. If the Review Committee finds at any point that the health and safety of the child or others would be endangered by the student's continued presence in his current educational program, the Superintendent may direct a temporary exclusion or an interim alternative placement pending the completion of these procedures.
- d. The Review Committee shall investigate the student's case and shall make a recommendation to the School Board whether or not the student should be permitted to continue in his current educational program. This recommendation shall be based on the following considerations:
 - The nature of the risk (how the disease is transmitted);
 - The duration of the risk (how long is the carrier infectious);
 - The severity of the risk (what is the potential harm to third parties; what is the affected person's physical condition, behavior and ability to control bodily functions and secretions); and
 - The probabilities that the disease will be transmitted and will cause varying degrees of harm.
- e. If the Review Committee determines that a change in the student's current educational placement is warranted in order to reasonably accommodate the student, a case study evaluation of the student shall be commenced and an individualized education program developed, as may be necessary to address special education needs in accordance with Reauthorized IDEA, Article 14 of the Illinois School Code and their respective rules and regulations. Participation in case study evaluations shall be had on a "need to know" basis.
- f. If the Review Committee determines that no change is warranted in the student's educational program, the Superintendent shall so advise the student's parent or guardian. The Review Committee may designate a person to monitor the student's condition and behavior and to inform the student's parent or guardian and the student's physician in the event there is an outbreak of contagious disease in the District. The Review Committee may reevaluate the student's case at any time but not less than once every six (6) months.
- g. The Review Committee will advise the Board of Education of its finding and make recommendations about arrangements for the afflicted person. The final decision on all recommendations and arrangements will be made by the Board.
- h. The Review Committee will recommend to the Board of Education if any public forum(s) are necessary.

Administering Medicines to Students

(Board of Education Policy 7:270)

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.

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

This policy shall be included in the District Handbook and shall provide a copy to the parents/guardians of students.

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.

Revised: April 11, 2017

The following are rules and regulations for administering medicines to students:

- I. Authorization for the Administration of Medication and Emergency Medical Assistance
 - A. School employees shall not administer prescription or over-the-counter medication such as Tylenol, Advil, or cough medicine to students in non-emergency situations unless the following authorizations have been obtained:
 1. A written order from the student's physician, dentist, or other person legally authorized to prescribe medication. The written order shall contain:
 - a. the student's name;
 - b. date of birth;
 - c. licensed prescriber's name, signature, and phone number;
 - d. name of the medication;
 - e. dosage of the medication;
 - f. route of administration of medication;
 - g. frequency and time of administration of medication;
 - h. date of prescription and order;
 - i. discontinuation date;
 - j. diagnosis requiring medication;
 - k. intended effect of medication;

- l. possible side effects;
 - m. other medications the student is receiving; and
 - 2. A written request and waiver of liability from the parents and/or guardian requesting the administration of medication by school employees.
- B. Emergency medical assistance shall be provided, during the school hours or at school-sponsored activities, to all students should the need arise.
- C. Authorizations required by this Section shall be placed in the student's health file with a copy placed in the student's temporary records file.

II. Administration of Medication

When the conditions contained in Section A of these Rules and Regulations are satisfied, medication shall be administered to the students in the following manner:

- A. Prescription medications shall be brought to school in the original container which shall display:
 - 1. the student's name;
 - 2. prescription number;
 - 3. medication name, dosage, route of administration and other required directions;
 - 4. licensed prescriber's name;
 - 5. date and refill instructions;
 - 6. pharmacy name, address, and phone number;
 - 7. name or initials of the pharmacist.
- B. Over-the-counter medications shall be brought to school in their unopened original container with the seal unbroken and the student's name affixed to the container.
- C. All medications shall be stored in a separate locked or secure area. Medications requiring refrigeration shall be refrigerated in a secure area. Students requiring asthma medication or an EpiPen® with them at all times require a physician's statement to that effect.
- D. The principal shall designate the employee or employees authorized to dispense the medications including employees who are required to administer medications in an emergency situation. Teachers or other non-administrative school employees, except registered nurses, shall not be required to administer medication to students. However, such employees may be so designated if they agree or volunteer to administer the medication. When necessary, a registered nurse shall instruct these employees concerning the manner in which the medication shall be administered, and the circumstances requiring the administration of medication and the possible side effects.
- E. Each dose of medication shall be documented for the student's health records. Documentation shall include date, time, dosage and route and signature or initials of the person administering the medication. In the event the medication is not administered as ordered, the reasons therefore shall be entered in the record.
- F. When requested by the student's physician, the medication's effectiveness and side effects shall be assessed and documented.

III. Discretionary Administration of Medicine

If a parent consents to the administration of medication on a discretionary basis, the registered nurse or health clerk shall provide the necessary information and instructions for the administration of the medication including defining any side effects to the designated personnel. The administration of medication on a discretionary basis shall be done only by a registered nurse or by a previously designated and instructed employee after consultation with and approval of the parents with written instruction from the physician, pharmacist, or health care specialist.

IV. Emergency Medical Treatment

School personnel shall render medical assistance to any student when paramedical or licensed physicians are not available or have not arrived and such assistance is necessary to protect the student's health, safety or welfare. The school personnel providing emergency medical assistance shall attempt to contact the principal as soon as possible and contact a licensed physician or certified paramedical personnel to provide or assist in providing emergency medical assistance.

The student's parent or guardian shall be contacted as soon as possible after the injury giving rise to the need for emergency medical assistance.

V. Self Administration of Medication

If a parent requests assistance from school personnel in the student's self-administration of medication, the procedures set forth in these Rules and Regulations concerning the administration of medication by school personnel shall be followed.

VI. Removal of Unused Medication

The parent or guardian of a student will be responsible at the end of the treatment period for removing from the school any unused medication which was prescribed for their child. If the parent or guardian does not pick up and dispose of the medication, the registered nurse or health clerk shall dispose of the medication and document that the medication was discarded. Medications will be discarded in the presence of a witness. Exceptions to this procedure will be afforded only those students with doctor's orders to carry EpiPens® or inhalers.

Special Education

Westchester Public Schools, District 92½, ensures that a free and appropriate public education (FAPE) is available to each child with a disability who is between the ages of three and fifteen, who legally resides in the District and is enrolled in the District and requires special education and related services to address the adverse effects of a disability on his or her education. These services are mandated by Article 14 of the *Illinois School Code*, its implementing regulations and the federal *Individuals with Disabilities Education Act* (IDEA) and Section 504 of the *Rehabilitation Act of 1973* (Section 504).

Westchester Public Schools, District 92½, provides a variety of special education services with our own staff and, in some cases, through our special education cooperative, the LaGrange Area Department of Special Education (LADSE). Upon request, we will provide

you with written materials that indicate the specific policies, procedures, rules and regulations regarding the identification, evaluation, or educational program/placement of children with disabilities pursuant to the IDEA and Section 504.

In addition, the District may provide special education and related services to children between the ages of three and fifteen who are enrolled in a non-public school located within the District boundaries. Any person interested in more information about our special education and related services should contact the Special Needs Office at 708-498-0069.

Identifying Children with Disabilities

Nondiscriminatory screening and identification procedures are used to identify all children three to fifteen with disabilities who legally reside in the District or attend a non-public school within the District boundaries. Appropriately credentialed personnel who participate in ongoing staff development perform such procedures. Any concerned person, including school district personnel, the parent(s)/guardian(s) of the child, an employee of a community service agency, another professional having knowledge of a child's problems, a child, or an employee of the Illinois State Board of Education, may initiate referrals for an individual and full evaluation.

Referrals are considered when a child is suspected of having a disability which adversely affects their education and performance. Requests for a referral should be made by contacting the Special Needs Office at 708-498-0069. When making a request for a referral, one must provide the following information to the District: the child's name, age and reason for the referral. We will provide assistance to enable persons making referrals to meet these requirements. All parents/legal guardians will be provided notice with respect to their procedural safeguards upon the child's initial referral for evaluations, along with each notification of an IEP meeting, along with each request for consent for the re-evaluation of the child and upon receipt for request for due process pursuant to the Illinois State Board of Education regulations.

If the District determines the referral for an individual and full evaluation of possible IDEA eligibility is warranted, the child's parent/guardian will be contacted to obtain their informed written consent before proceeding with the evaluation. If the parent/guardian refuses consent for an initial evaluation, the District may continue to pursue the evaluation via due process or mediation. If the District determines not to proceed with the evaluation, it will provide the parent(s)/guardian(s) with written notice of the date of the referral, the reasons for which the evaluation was requested, and the reasons for the decision to deny the request. The school shall also provide written notice of the decision to deny the request to the person making the referral, if not the parent(s)/guardian(s), and the reason(s) for the denial of the request subject to *Illinois Student Records Act* and its implementing regulation. The team will also advise the parent(s)/guardian(s) of their right to seek an impartial due process hearing to review the decision of the team.

Eligibility/Placement/Services

Westchester Public Schools, District 92½, 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 if necessary to assist a child eligible for special education.

Eligibility for and the provision of special education for a child is based upon an individualized education program (IEP) developed at an IEP meeting, involving a child's parent(s)/guardian(s) and other members of the IEP team. The IEP is reviewed at least annually. Parent(s)/guardian(s) may also request a meeting to review the IEP.

Westchester Public Schools, District 92½, provides a free and appropriate education in the least restrictive environment for students with the following disabilities:

- hearing impairments
- speech and language impairments
- visual impairments
- mental retardation
- emotional disturbances
- orthopedic impairments
- autism
- traumatic brain injury
- specific learning disability
- deaf-blindness
- other health impairments including, but not limited to, attention deficit disorder
- multiple disabilities
- deafness
- developmental delay

If parent(s)/guardian(s) object to identification evaluation or placement of their child they have the right to request a due process hearing. Parent(s)/guardian(s) are encouraged to discuss their concerns with the school principal and other staff working with their child. Further, parent(s)/guardian(s) may request a mediator from the Illinois State Board of Education before requesting a due process hearing.

The Board of Education has adopted a policy and procedures related to the use of behavior interventions for students with disabilities. All of the procedural safeguards available to students with disabilities and their parent(s)/guardian(s) under the *Individuals with Disabilities Act* (IDEA), including notice and consent, opportunity for participation in meetings, and rights to appeal are observed when developing and/or implementing behavioral interventions.

The District furnishes a copy of its local policies and procedures to parent(s)/guardian(s) of all students with individualized education plans, within fifteen (15) days of amending such policies and procedures, or at the time an individualized education plan is first implemented for a student. In addition, at the annual individualized education plan review, the District explains the local policies and procedures, furnishes a copy of the local policies to parent(s)/guardian(s), and makes available upon request of any parent(s)/guardian(s), a copy of local procedures. Each school also annually informs its students of the existence of the policies and procedures through this handbook.

For more information about the District's Behavioral Interventions Policy/Procedures, contact the Special Needs Office.

Student Discipline

The Westchester Public Schools, District 92½, operate under definite discipline procedures that reflect the discipline policy as established by the Board of Education and

the *Illinois School Code* and in conjunction with recommendations made by the Parent-Teacher Advisory Committee in compliance with SB730.

Discipline is a means of fostering the growth of students toward maturity and responsibility. The educational environment of the district shall be such that the school personnel shall demonstrate fair, just and flexible attitudes and disciplinary efforts toward all students.

One of the basic goals of the Westchester Public Schools is to teach self-control and self-reliance. Good discipline results when the students and the teacher recognize their responsibilities and do their utmost to carry them out. High standards of discipline are not only conducive to learning, but they are also essential to order and good citizenship.

Since the influence of the home is very important, the parents can assist the schools in periodically reviewing and encouraging the essentials of good discipline and good citizenship with their children.

Suspension will generally be imposed in cases of grave and/or frequent misconduct of the same nature. When a student serves an in-school/out-of-school suspension, the student completes the work assigned from his/her classes and full credit is given. Tests and long-term projects can be made up and full credit will be received. Students may not participate in or attend extra-curricular activities while under either type of suspension.

The Westchester Public Schools and the Westchester Police Department have engaged in a reciprocal reporting agreement as mandated by Section 10-20.14 of the *Illinois School Code*.

Student Behavior

(Board of Education Policy 7:190)

Because the Board of Education is entrusted with protecting the safety, health, and welfare of the students, staff, and property of the School District, it may be necessary at times to discipline students whose conduct affects the well-being of the schools. The Board of Education hereby authorizes the use of discipline in accordance with this Policy.

The goals and objectives of this policy 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; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

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

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

represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

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

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

- 4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device.
- 6. 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, retaliation, hazing, bullying (as described in Board Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*), 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. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- 12. Teen dating violence, as described in Board Policy 7:185, *Teen Dating Violence Prohibited*.

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 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.

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.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. 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.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board Policy 7:220, *Bus Conduct*.
11. 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.
12. 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 also shall be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid

suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

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

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

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

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect

that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other 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. In addition, provided the appropriate procedures are followed, the Superintendent, Building Principal, Assistant Principal, or Dean of Students may issue in-school suspensions; may issue out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions) for up to 10 consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

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. Students and their parents/guardians must acknowledge receipt of the student handbook in some form following its receipt of the handbook.

Revised: August 18, 2016

Student's Social Networking Password or Other Account Information

The school may require a student to cooperate in an investigation if there is specific information about activity on the student's social media account that violates a school disciplinary rule or policy. As part of the school's investigation, a student may be required to share the content that is reported in order to make factual determination, but the school cannot request or require disclosure of social media account passwords or other account information.

Student Use of Cell Phones

To ensure that communication devices (e.g. cellular phones, PDAs) will not be a disruption to the educational setting, the Board of Education created the preceding policy to provide guidance to those students who choose to bring a cell phone to school.

Using cell phones during school hours may be disruptive to the school environment and impacts student learning. Texting can result in students sharing test information and answers. It allows students to socialize when they should be paying attention to instruction. When a cell phone is taken, parents will be required to pick the phone up in the Principal's Office. Chronic offenders may be required to leave cell phones in the school office.

Prevention of and Response to Bullying, Intimidation, and Harassment

(Board of Education Policy 7:180)

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

Cyber-bullying means 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 communications. *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*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium 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*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously

based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Philip Salemi
9981 Canterbury Street
Westchester, IL 60154
psalemi@sd925.org
708-450-2700

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

- f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Revised: September 19, 2019

Bullying, harassment, and intimidation are behaviors that unreasonably interfere with student learning or that creates an intimidating, hostile, or offensive educational environment whether occurring on or off District property. The District will not tolerate bullying, harassing, or intimidating conduct, whether written, verbal, physical, or visual. This includes cyber-bullying and sexual harassment (e.g. touching, crude jokes or pictures, discussion of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities). No person, including a District employee, agent, or student, shall bully, harass, or intimidate another student or staff member.

Bullying involves repeated physical, verbal, electronic, or psychological attacks or intimidation directed against a victim who cannot properly defend him- or herself because of size or strength, or because the victim is outnumbered or less psychologically resilient. Bullying behavior includes assault, tripping, intimidation, rumor spreading and isolation, demands for money, destruction of property, theft of valued possessions, destruction of another's work, and name-calling. Bullying can be face-to-face or electronic. Not all taunting, teasing, and fighting among students constitutes bullying.

The term harassment and intimidation include, but are not limited to, slurs, jokes, or other vulgar, graphic, or physical conduct related to an individual's race, color, religion, ancestry, sex, sexual orientation, national origin, age or handicap/disability. Ethnic and racial harassment includes the use of derogatory words, phrases, or actions, to characterize a racial or ethnic group.

Students who believe they are victims of bullying, harassment, or intimidation or have witnessed bullying, harassment, or intimidation are encouraged to discuss the matter with a building administrator or Social Worker. Bullying can also be reported by submitting a District 92½ Bullying Incident Report available on our District website. Complaints will be kept confidential to the extent possible given the need to investigate.

Student Records

(Board of Education Policy 7:340)

The Board of Education is required to properly collect, maintain, disseminate, destroy, and protect the confidentiality of student records and student information. The Board adopts this Policy on Student Records and intends that this Policy and the actions of the Board and its employees, agents, and attorneys conform with applicable state and federal statutes and their accompanying regulations. The Board of Education authorizes the Superintendent to develop procedures to implement this Policy consistent with the requirements of federal or state law.

Adopted: September 3, 1998

Revised: January 17, 2002

Notice Concerning Student Records

The Illinois School Student Records Act ("ISSRA"), the Family Educational Rights and Privacy Act ("FERPA"), and the regulations issued pursuant to these laws require that the Board of Education adopt a Student Records Policy ("Policy"). The Board of Education has adopted a Policy and Regulations which are available upon request from the Office of the Superintendent.

The District maintains both a permanent and temporary record for each student. The Permanent Record consists of basic identifying information concerning the student, his or her parents' names and addresses, the student's academic transcript, attendance record, and a record of release of this information. The Temporary Record consists of all other records maintained by the District concerning the student and by which the student may be individually identified.

A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student's permanent and temporary records except as limited by the Policy or state or federal law. A student has the right to inspect or copy his or her permanent record. (All rights of the parent become the exclusive rights of the student upon the student's 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first.) In order to review the student's record, a parent must make a written request to the District. The request will be granted within fifteen (15) school days after the date of receipt of the request. The District may charge a fee of \$.15 per page for copies of the record. This fee will be waived when the parent is unable to pay.

The District prohibits disclosure by school employees to any person against whom the District has received a certified copy of an order of protection of the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner's child or children are enrolled. The District shall maintain the copy of any order of protection in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection. In addition, no person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student.

The District will release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

1. a District or State Board of Education employee or official with a current demonstrable educational interest in the student, including appropriate administrative interest, when the records are in furtherance of such interest. A District official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task or institutional services or functions (such as an attorney, auditor, medical consultant, therapist or records management contractor); 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.
2. any person for the purpose of research, statistical reporting or planning, so long as no student or parent can be identified from the released information and the person receiving the information signs an affidavit agreeing to comply with all applicable rules and statutes pertaining to school student records,
3. in an emergency situation, if the information is necessary for the health and safety of the student or other persons,
4. if the disclosure is in connection with a student's application for or receipt of financial aid, provided that personally identifiable information from the student's record may be disclosed only as may be necessary for determining the eligibility, amount, conditions or enforcement of the financial aid,
5. if disclosure is necessary to the audit and evaluation of federally-supported education programs,
6. as allowed under the Serious Habitual Offender's Compensation Action Program,
7. 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, provided that the records are released to the agency's employees or agents who are designated by the agency to be working on behalf of the District, or
8. if the information is directory information, as explained below, and the parent has not informed the District that such information is not to be released.

Student records may be released without parental consent, but, to the extent required by law, with notice to the parent of their right to inspect, copy or challenge the contents of the records to be released, unless otherwise allowed by law:

- to the records custodian of a school to which the student has transferred or intends to transfer;
- pursuant to a court order (including subpoena);
- to any person as specifically required by law; or
- pursuant to a reciprocal reporting agreement, or to state and local officials or authorities to whom such information is allowed to be disclosed pursuant to state statute if the disclosure concerns the juvenile justice system, including release of records or information to juvenile authorities, when necessary for the discharge of their official duties, who request information prior to adjudication of the student and who

certify in writing that the information will not be disclosed to any other party except as provided under law or order of court.

Any other release of information requires the prior written consent of the parent. The parent has the right to request a copy of any released records.

A parent also has the right to challenge or seek amendment to any entry in the student's school record, except for (1) grades; and (2) references to expulsions or out-of-school suspensions, if the challenge to expulsions or suspensions is made at the time the records are forwarded to another school to which the student is transferring. Parents may challenge or seek amendment to a student's school record by claiming that the record is inaccurate, irrelevant, improper, misleading, or violative of the student's privacy rights. The School District's Student Records policy, and its accompanying Rules and Regulations, provide for hearing and appeal procedures and an opportunity to include a statement in the record discussing or explaining any entry. To challenge a record or entry, the parent must contact the Superintendent. Parents may obtain a copy of the School District's Student Records policy by contacting the District Office.

The Policy also provides time lines for the destruction of records. The timeline for the destruction of records will be posted on the website. Permanent records are kept for sixty (60) years. Temporary records are kept for the period of their usefulness to the school, but in no case less than five (5) years after the student leaves the District. Student records are reviewed by the District every four (4) years or when a student changes attendance centers. A parent has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted.

The law and the Policy designate certain information as "Directory Information." Directory Information consists of identifying information, including the student's name, address, gender, grade level, birth date and place, and his/her parents' names and mailing addresses, parents' electronic addresses and phone numbers; academic awards, degrees and honors received; photographs, videos, or digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics; major field of study; and period of attendance in the school. **This information will be released to the general public from time to time, including, but not limited to, by way of a school directory; a student yearbook; classroom, school and District newsletters unless a parent informs the District in writing within ten (10) days of this Notice that information concerning his or her child should not be released, or that the parent desires that some or all of this information not be designated as directory information.**

Finally, no person may condition the granting or withholding of any right, privilege or benefit 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 the ISSRA or regulations. If you believe the District has violated or is violating this policy, you have the right to file a complaint with the United States Department of Education concerning the District's alleged violation of your rights.

Notifications

Ability to Access Private Insurance Notification

The regulations implementing the Individuals With Disabilities Education Act (IDEA), afford parents eligible students certain rights with respect to a school district's ability to access private insurance or public benefits, such as Medicaid, to help pay for certain services that are provided at school. These rights are as follows:

1. You have the right to receive notice in an understandable language.
2. Your child's confidential information cannot be disclosed without your consent.
3. Your child has a right to Special Education and related services at no cost to you.
4. You may withdraw consent at any time.

Asbestos Management

District 92½ adheres to all State of Illinois and Federal regulations regarding the removal of asbestos containing materials. An asbestos management plan is available at each of the District's buildings for public inspection. Please contact your school office for further information.

Budget Document Notification

The District's annual budget is available for viewing online at www.sd925.org.

Care of Students with Diabetes Act Notification

The parent of a student with diabetes is expected to call the registered nurse/health clerk or principal to develop a school diabetes plan as part of a Section 504 Plan or I.E.P.

Cleaning Products Notification

Our schools are cleaned with environmentally-sensitive cleaning products that meet Illinois requirements for schools.

Lawn Care Products Application and Notification

Our schools maintain a registry of parents/guardians of students who have requested to receive written notification prior to application of pesticides and herbicides to school grounds. We respect the concern that some children who suffer from allergies may be impacted by some weed control products. However, we also recognize that many children suffer when weeds are left to grow and multiply. The timing of applications will occur during weekends providing a sufficient dissipation period. If you would like to be notified before the application of pesticides/herbicides to school grounds, please contact your building principal.

Parents Right to Know Notification

Parents/guardians are advised of their right to receive information about student academic performance as well as the performance of their school(s). This information is provided in the Student Progress Reports issued at the end of the trimester/semester and on the School Report Card issued in the fall.

Parents also have the right to inquire about teachers' college degrees and licensure. Inquiries regarding the degree and licensure of a teacher can be done online using the link on the Curriculum page of the District website.

Pest Control Notification

Westchester Public Schools participate in integrated pest management to keep our schools free of insects and pests. The system uses non-toxic methods of eliminating pests and uses pesticides on an emergency basis only.

If you wish to be contacted for any scheduled insecticide sprayings, should they be necessary, please contact your school office and ask to be placed on the notification list.

Physical Restraint Notification

In rare circumstances, physical restraint may be utilized by a staff member trained in Crisis Prevention Intervention (CPI).

Sex Offender Notification

Parents and guardians may access information regarding registered sex offenders that is available to the public. Individuals may search the database by name, zip code or county. Access is free. The Illinois Sex Offender Registry is available through a link of the Illinois State Police website at: <http://www.isp.state.il.us/>. Registered sex offenders are prohibited from being on school grounds without prior notification and only for specific purposes.

Violence and Drug Prevention Efforts Notification

As part of the District's violence and drug prevention efforts, students may participate in Red Ribbon Week activities and attend assemblies that discuss topics such as drugs, alcohol and social emotional standards. The District will make efforts to inform parents of the content of safe and drug-free school programs other than classroom instruction. If a parent objects to a student's participation in these programs, written notice must be sent to the building principal.

Policies

Policies of the District 92½ Board of Education protect the rights of all students, in compliance with state and federal laws. The policies are available for inspection in the District and school office and will be posted on the District website during the course of this school year. No statement within this handbook is intended to supersede Board of Education policy.

Accommodating Individuals With Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Compliance Statement

District 92½ complies with all applicable federal laws and regulations prohibiting discrimination and legal and applicable requirements and regulations of the U.S. Department of Education. The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin,

sex, sexual orientation, age, status of being homeless, ancestry, marital status, arrest record, military status, order of protection status, or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

The District's Nondiscrimination Coordinator, Kelly Baas, can be contacted by calling 708-498-0063.

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, 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, Community Use of School Facilities. Any student may file a discrimination grievance by using Board Policy 2:260, Uniform Grievance Procedure.

The District's Nondiscrimination Coordinator, Kelly Baas, can be contacted by calling 708-498-0063.

Sexual Harassment/Sex Equity

The Board of Education has adopted policies concerning sexual harassment and sex equity. Copies of these policies are on file in each school and at the District Office.

Any students or parents who allege sex discrimination or sexual harassment may file a complaint with the Superintendent or designee in accordance with Board Policy 2:260, Uniform Grievance Procedure. A description of this procedure and copies of this policy may be obtained at the District Office, 9981 Canterbury Street, Westchester. Designated Complaint Managers are Kelly Baas and Dennis Gress.

Teen Dating Violence Prohibited

(Board of Education Policy 7:185)

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:

- a. *7:20, Harassment of Students Prohibited.* This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. *7:180, Prevention of and Response to Bullying, Intimidation, and Harassment.* This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
 3. Incorporates age-appropriate instruction in grades 7 and 8, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. 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*.
 4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.
 5. Notifies students and parents/guardians of this policy.

Adopted: January 23, 2014

Westchester Primary School Dolphin Pride Expectations

	Classroom	Hallway	Recess	Washroom	Lunchroom	Bus	Assembly	Field Trip	Arrival & Dismissal
Voice Level		1-Whisper 1) Be quick & quiet 2) Stay together 3) Be quick 4) Keep it neat 5) Swallow water at fountain	2-Indoors 4-Outdoors 1) Dress for the weather 2) Use play equipment properly 3) Return equipment 4) Line up quickly	1-Whisper 1) One child per stall 2) Be quick & clean 3) Use inner tube space	2-Quiet Conversation 1) Use good table manners 2) Raise your hand 3) Pick up trash	2-Quiet Conversation 1) Sit in assigned seats 2) Sit back to back, seat to seat	0-No sound 1) Sit on your bottom with legs pretzel-style 2) Hands, feet and objects to self 3) Listen & watch		1-Whisper 1) Be on time 2) Go to your assigned area 3) Wait patiently
Be Ready	1) Be prepared 2) Have materials ready 3) Pay attention to teacher 4) Be responsible 5) Best effort	1) Use kind words 2) Leave space around doorways	1) Listen to & follow directions 2) Use kind words 3) Play fair & share 4) Include everyone	1) Flush 2) Put paper towels in trash 3) Quietly wait your turn 4) Give privacy to others	1) Use kind words 2) Keep area clean	1) Listen to the bus driver 2) Use kind words	1) Pay attention to speaker 2) Raise hands 3) Applaud appropriately	1) Use inside voice 2) Use kind words	1) Listen to and follow directions 2) Use silent greetings and good-byes
Be Caring	1) Use inner tube space 2) Walk 3) Use materials properly	1) Watch where you are going 2) Use innertube space 3) Keep two feet on the carpet 4) Be alert and calm	1) Listen to & follow signals 2) Keep hands feet & objects to self 3) Use equipment safely 4) Stay in area 5) Get help when needed	1) Lock the stall door & unlock when finished 2) Keep two feet on the floor 3) Wash hands 4) Water stays in sink 5) Keep bathroom clean	1) Follow directions 2) Wait your turn 3) Stay seated until dismissed 4) Keep hands, feet and objects to self	1) Keep hands, feet and objects to self 2) Keep area clean	1) Enter and Exit quietly 2) Sit in assigned area 3) Stay with your group 4) Follow directions	1) Stay with group 2) Two feet on the floor 3) Hands, feet, and objects to self	1) Keep two feet on the floor 2) Listen for directions 3) Use inner tube space 4) Stay with your group
Be Safe									

Please note: We want to create a positive behavior recognition and reinforcement system with continuity across all areas of our school. We ask parents, faculty and staff to help students understand why they are being recognized and connect positive recognition with a specific positive behavior on the matrix. Additional areas and positive behavioral expectations can be added to the matrix at any time. Your ideas and input are much appreciated.

WIS Student Expectations

School Settings									
Matrix of School-Wide Expectations	Classroom	Hallway	Playground & Indoor Recess	Washroom	Cafeteria	Bus	Assembly/Field Trips	Emergency Situations	Arrival & Dismissal
Code	01	02	03	04	05	06	07	08	09
Be Here & Ready	<ol style="list-style-type: none"> 1) Be on time 2) Supplies ready 3) Follow directions 4) Do neat work 	<ol style="list-style-type: none"> 1) Everyone ready before leaving the room 2) Proceed directly to next class 	<ol style="list-style-type: none"> 1) Have a plan for play 2) "Whistle, wait, walk" 	<ol style="list-style-type: none"> 1) Stay in & use your own space 	<ol style="list-style-type: none"> 1) Sit in assigned spot 2) Order lunch during morning homeroom 	<ol style="list-style-type: none"> 1) Wait safely for the bus 2) Be on time 	<ol style="list-style-type: none"> 1) Be positive 2) Be ready to participate 	<ol style="list-style-type: none"> 1) Be alert! 	<ol style="list-style-type: none"> 1) Arrive between 8:30 & 8:37 a.m. 2) Line up in designated area at the 8:37 bell 3) Be on time to extracurricular activities
Be Respectful	<ol style="list-style-type: none"> 1) Raise hand 2) Use quiet voices 3) Put things where they belong 4) Try your best 5) Treat others the way that you want to be treated 	<ol style="list-style-type: none"> 1) Maintain personal space in silence 2) Keep hands & feet to self 	<ol style="list-style-type: none"> 1) Use equipment properly 2) Return equipment 3) What is on the ground "stays" on the ground 	<ol style="list-style-type: none"> 1) Respect your and others' privacy 2) Use inside voices 3) Be polite 	<ol style="list-style-type: none"> 1) Use quiet voices 2) Eat your own food 3) Respect food choice 4) Listen to lunchroom supervisors 	<ol style="list-style-type: none"> 1) Respect yourself & others 2) Listen to the bus driver 3) Respect property 4) Use appropriate language 	<ol style="list-style-type: none"> 1) Sit quietly 2) Clap & laugh at the right times 3) Thank the presenters 	<ol style="list-style-type: none"> 1) Respect personal space 	<ol style="list-style-type: none"> 1) Remove headwear upon entering the building & keep headwear off until exiting the building 2) When exiting the building, stay to the right and do not pass the student ahead of you 3) Use inside voices
Be Responsible	<ol style="list-style-type: none"> 1) Use kind words 2) Be a good friend 3) Help others/share 4) Be honest 5) Use quick & quiet transitions 	<ol style="list-style-type: none"> 1) Stay together 2) Keep it neat 3) Return promptly to class 	<ol style="list-style-type: none"> 1) Play safe 2) Play fair 3) Share 4) Include others 5) Listen & be cooperative 	<ol style="list-style-type: none"> 1) Keep bathroom clean 2) Be quick 	<ol style="list-style-type: none"> 1) Practice good table manner 2) Place trash in trashcan 3) Raise your hand & seek permission to leave seat 	<ol style="list-style-type: none"> 1) Sit in assigned seats 2) Sit back to back, seat to seat 3) Use kind words 	<ol style="list-style-type: none"> 1) Enter & exit quietly 2) Pay attention to surroundings 	<ol style="list-style-type: none"> 1) Stay calm 2) Keep hands & feet to self 3) Listen for directions 	<ol style="list-style-type: none"> 1) Bring only acceptable materials to school 2) Bring all needed materials to school 3) Take necessary materials home 4) Stay in your bus line
Be Safe	<ol style="list-style-type: none"> 1) Always walk 2) Keep hands, feet, & objects to self 3) Keep both legs on the ground 	<ol style="list-style-type: none"> 1) Walk single file 2) Stay to the right 3) Do not open doors for anyone 4) Walk up and down stairs 5) Use hand rail 	<ol style="list-style-type: none"> 1) Walk on playground/walk on grass 2) Inform staff of problems immediately 3) Dress for weather 	<ol style="list-style-type: none"> 1) Wash hands in the sink 3) Use equipment properly 	<ol style="list-style-type: none"> 1) Stay seated until dismissed 2) Keep hands, feet, & objects to self 3) Follow directions 4) Wait for turn 	<ol style="list-style-type: none"> 1) Face forward 2) No eating, gum chewing, or drinking 3) Walk when getting on or off 	<ol style="list-style-type: none"> 1) Sit on your bottom 2) Stay with your group 3) Follow directions 	<ol style="list-style-type: none"> 1) Listen for directions 2) Remain silent 3) Follow directions 	<ol style="list-style-type: none"> 1) Use the crosswalk & sidewalk 2) Obey adult/crossing guard directions 3) Walk to line up at 8:37 a.m. 4) Walk up and down stairs
Please Note	<p>We want to create a positive behavior recognition and reinforcement system with continuity across all areas of our school. We ask parents, faculty, and staff to help students understand why they are being recognized and connect positive recognition with a specific positive behavior on the matrix. Additional areas and positive behavioral expectations can be added to the matrix at any time. Your ideas and input are much appreciated. Thank you!</p>								

WMS Student Expectations

	Assemblies	Arrival/Dismissal	Hall/Locker Stairs	Extra Curricular	Bathroom	Cafeteria	Classroom	Bus
Be Safe	1 * Keep hands, feet, and objects to self * Keep aisle clear * Enter and exit in an orderly fashion * Face forward	2 * Keep hands, feet, and objects to self * After school, exit building at designated area unless staying for activities * Wait patiently at designated entrance	3 * Keep hands, feet, and objects to self * Walk to the right in the hallways	4 * Keep hands, feet, and objects to self * Use equipment appropriately	5 * Keep hands, feet, and objects to self * Report unsafe conditions	6 * Keep hands, feet, and objects to self * Respect personal space * Remain seated at assigned table	7 * Keep hands, feet, and objects to self * Use classroom supplies and materials appropriately	8 * Keep hands, feet, and objects to self * Remain in assigned seat * Be quiet when crossing railroad tracks * Walk when getting on or off the bus
	9 * Respect others space * Applaud appropriately * Listen politely to the speaker	10 * Follow adult directions * Remove headwear upon entering the building * Follow the dress code	11 * Use inside voice * Respect the space of others	12 * Use inside voice * Be polite	13 * Respect the privacy of others * Keep bathrooms clean	14 * Use inside voice * Wait your turn in line * Use good table manners	15 * Follow classroom rules and procedures * Create a caring community * Communicate in a respectful way * Cooperate with others	16 * Use inside voice * Follow the driver's directions * Be courteous
Be Responsible	17 * Sit in your assigned seat * Follow adult directions	18 * Remain in assigned area until dismissed * Bring only acceptable materials to school * Have a hall pass	19 * Food and drink may be consumed only in the cafeteria * Pick up after yourself * Keep lockers in good condition	20 * Listen and be cooperative	21 * Use bathrooms during passing periods * Wash hands	22 * Return directly to your table * Clean up your table	23 * Maintain your work area * Challenge yourself and stay committed * Do your own work	24 * Keep aisles clear * No food or drink * Exhibit the 4 B's
	25 * Be positive	26 * Arrive between 7:45 and 7:55 * Be on-time to after school activities * Bring all materials to school and take all needed materials home	27 * Go directly to your next class * Promptly gather books and materials from your locker	28 * Arrive and leave promptly	29 * Be aware of time limits * Be prompt	30 * Have your lunch ticket ready for cafeteria staff	31 * Be in your seat when the bell rings * Have your homework out and ready * Bring assignment notebook and classroom materials	32 * Be at your stop five minutes before the bus arrives * Wait on the sidewalk

2019-2020 Special Days

July 10, 2019	Returning Student Registration Begins
July 10, 2019	New Student Registration Begins
July 24, 2019	Returning Student Early Bird Discount Ends
July 31, 2019	Returning Student Registration Deadline
August 12 - 16	New Teacher Orientation
August 21	First Student Attendance Day
September 2	Labor Day
October 14	Columbus Day
November 27 - December 1	Thanksgiving Break
December 21 - January 5	Winter Break
January 20	Martin Luther King's Birthday
February 17	Presidents' Day
March 2	Casimir Pulaski's Birthday
March 21 - 29	Spring Break
May 25	Memorial Day
June 9	Last Day of School

Teacher Institute Days

(No School for Students)

August 19	August 20	October 11	March 17
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Parent-Teacher Conferences

(No School for Students)

November 25 (12:00 p.m. - 7:00 p.m.)	November 26 (10:00 a.m. - 5:00 p.m.)
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School Improvement Half-Day Inservices

Dismissal Times: WPS - 11:45 a.m. / WIS - 11:45 a.m. / WMS - 11:15 a.m.

Adjusted Early Childhood/Pre-Kindergarten Schedule

September 25	January 29	April 29
October 30	February 26	May 20
December 20	March 20	June 9

Commemorative Holidays

(School May Be in Session - Please Refer to Calendar)

September 11	September 11th Day of Remembrance
September 17	Constitution Day
October 1	Recycling Day
November 10	Korean War Veterans' Day
November 11	Veterans' Day
December 7	Pearl Harbor Veterans' Day
January 28	Christa McAuliffe Day
February 12	Abraham Lincoln's Birthday
February 15	Susan B. Anthony's Birthday
March 29	Vietnam War Veterans' Day

Westchester Public Schools, District 92½ School Calendar 2019-2020

August 2019							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
				1	2	3	0
4	5	6	7	8	9	10	0
11	12	13	14	15	16	17	0
18	19TI	20TI	(21	22	23	24	3
25	26	27	28	29	30	31	5
Total							8

September 2019							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
1	2X	3	4	5	6	7	4
8	9	10	11	12	13	14	5
15	16	17	18	19	20	21	5
22	23	24	25S	26	27	28	5
29	30						1
Total							20

October 2019							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
		1	2	3	4	5	4
6	7	8	9	10	11TI	12	4
13	14X	15	16	17	18	19	4
20	21	22	23	24	25	26	5
27	28	29	30S	31			4
Total							21

November 2019							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
					1	2	1
3	4	5	6	7	8	9	5
10	11	12	13	14	15	16	5
17	18	19	20	21	22	23	5
24	25C	26C	27=	28X	29=	30	0
Total							16

December 2019							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
1	2	3	4	5	6	7	5
8	9	10	11	12	13	14	5
15	16	17	18	19	20S	21	5
22	23=	24=	25X	26=	27=	28	0
29	30=	31=					0
Total							15

January 2020							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
			1X	2=	3=	4	0
5	6	7	8	9	10	11	5
12	13	14	15	16	17	18	5
19	20X	21	22	23	24	25	4
26	27	28	29S	30	31		5
Total							19

February 2020							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
						1	0
2	3	4	5	6	7	8	5
9	10	11	12	13	14	15	5
16	17X*	18	19	20	21	22	4
23	24	25	26S	27	28	29	5
Total							19

March 2020							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
1	2X*	3	4	5	6	7	4
8	9	10	11	12	13	14	5
15	16	17TI	18	19	20S	21	4
22	23=	24=	25=	26=	27=	28	5
29	30	31					0
Total							18

April 2020							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
			1	2	3	4	0
5	6	7	8	9	10=	11	4
12	13=	14	15	16	17	18	4
19	20	21	22	23	24	25	5
26	27	28	29S	30			4
Total							17

May 2020							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
					1	2	1
3	4	5	6	7	8	9	5
10	11	12	13	14	15	16	5
17	18	19	20S	21	22	23	5
24	25X	26	27	28	29	30	4
31	Total						20

June 2020							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
	1	2	3^	4^	5^	6	5
7	8^	9S^)	10	11	12	13	2
14	15	16	17	18	19	20	0
21	22	23	24	25	26	27	0
28	29	30					0
Total							7

July 2020							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
			1	2	3X	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		
Total							0

WPS/WIS Mid-Trimester Progress

October 4, 2019
January 10, 2020
April 17, 2020

WMS Mid-Quarter Progress

September 18, 2019
November 20, 2019
February 19, 2020
May 6, 2020

WPS/WIS Trimester Ends

November 15, 2019
February 21, 2020

WMS Quarter Ends

October 25, 2019
January 17, 2020
April 3, 2020

WPS/WIS Report Cards Issued

November 25/26, 2019
February 28, 2020
June 9, 2020

WMS Report Cards Issued

November 1, 2019
January 24, 2020
April 9, 2020
June 9, 2020

LEGAL PUBLIC SCHOOL HOLIDAYS	CALENDAR LEGEND
Labor Day - September 2	
Columbus Day - October 14	
Veterans Day - November 11 (observed November 27)	Legal School Holidays X
Thanksgiving Day - November 28	Institutes TI
Christmas Day - December 25	Not in Attendance =
New Year's Day - January 1	Classes Begin (
M. L. King's Birthday - January 20	Classes End)
Lincoln's Birthday - February 12 (observed on Presidents' Day, February 17)	Full Day P/T Conference C
Casimir Pulaski Day - March 2	School Improvement Day S
Memorial Day - May 25	Emergency Days ^
Independence Day - July 4	Holiday, but may be used as Inclement Weather Make-up Day

Westchester Public Schools

Board of Education and Administrative Center

District Office

9981 Canterbury Street
Westchester, IL 60154
(708) 450-2700
www.sd925.org

Early Childhood/Pre-Kindergarten – Grade 2

Westchester Primary School

Mary Jane Kennedy Building
2400 Downing Avenue
Westchester, IL 60154
(708) 562-1509
www.sd925.org/wps

Grades 3 – 5

Westchester Intermediate School

High Ridge Building
10900 Canterbury Street
Westchester, IL 60154
(708) 562-1011
www.sd925.org/wis

Grades 6 – 8

Westchester Middle School

George F. Nixon Building
1620 Norfolk Avenue
Westchester, IL 60154
(708) 450-2735
www.sd925.org/wms