

**District #91**  
**Lockport Elementary Schools**  
[www.d91.net](http://www.d91.net)

**Kelvin Grove School**

4-5 Intermediate Grades  
6-8 Middle School

808 Adams Street  
Lockport, Illinois 60441  
(815) 838-0737

*"Making Daily Investments to Empower Children to Become Life-Long Learners and Future Leaders"*



**Student~Parent~Teacher Handbook**  
**2022-2023**

This agenda belongs to:

Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

## **BOARD OF EDUCATION MEMBERS**

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Courtney Oxley-Turner, Vice-President

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Kathy Gallagher  
David Lee  
Estella Rodriguez

## **DISTRICT ADMINISTRATORS**

Superintendent of Schools  
Dr. Kathleen Wilkey

Kelvin Grove Principal  
Mr. John R. Jennings II

Curriculum Coordinator  
Ms. Erin Rae

Special Services Director  
Mr. Larry Spencer

Milne Grove Principal  
Mrs. Jaime Koziol

This handbook is only a summary of Board of Education Policies governing the district.

All Board policies can be found at:

<http://www.d91.net/policy-manual.html>

All District 91 Staff will follow and implement Board of Education policies.

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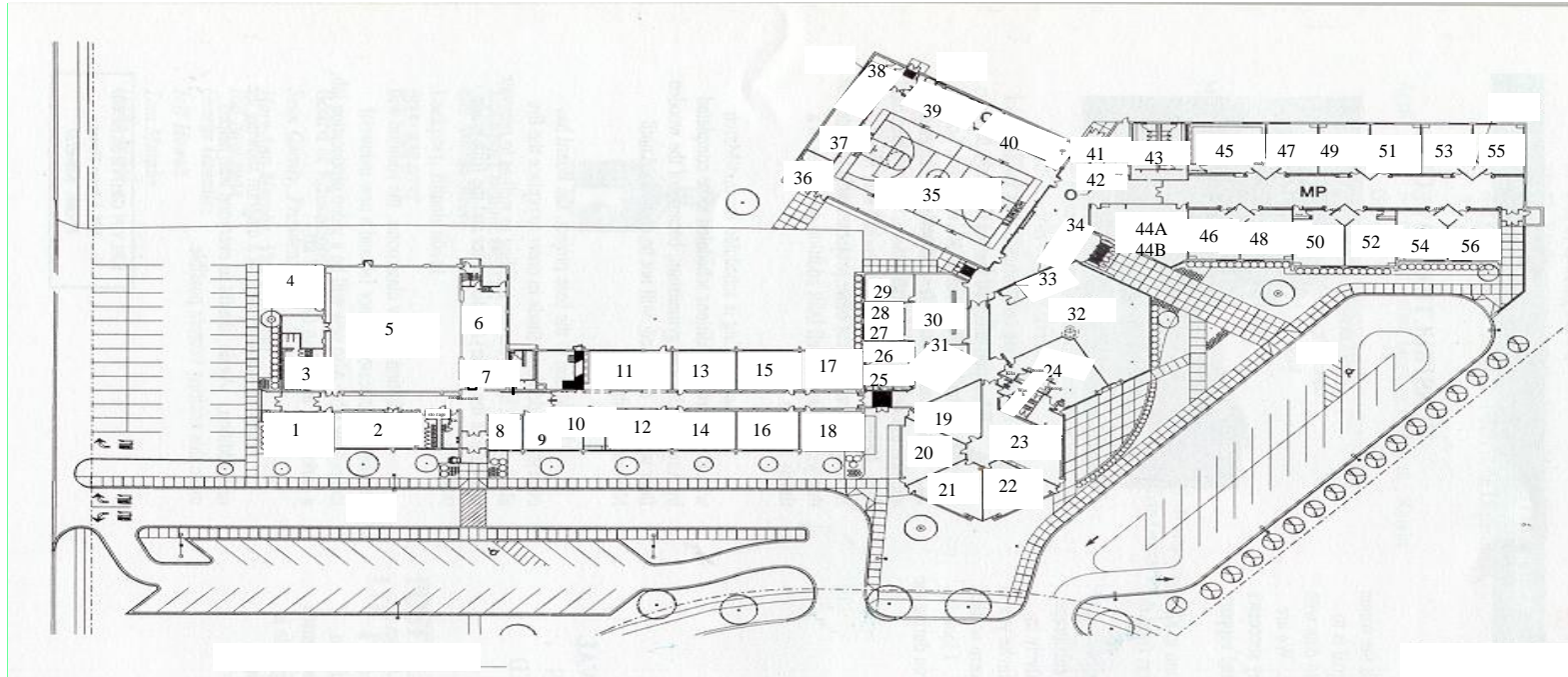
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## BUILDING MAP



1 Mrs. Randolph - Music	11 Fitness Center	21 Mrs. Turturillo – LASEC	31 Ms. Lacasse - Nurse	41 Dr. Richardson – School Psychologist	
2 Mrs. Plagman- Band	12 Mrs. Schaller – SPED Resource	22 Mr. Kincaid-IT Director & Mrs. Detman-Math Interv.	32 Mrs. Bruemmer- LRC	42 Ms. Rae – Curriculum Coordinator	
3 Girl’s LR	13 Oasis	23 Ms. Welvaert/Ms. Kubik – Counselor/Social Worker	33 Library Workroom	43 Student Bathrooms	
4 Ms. Anderson-PE	14 Mrs. Brock – 4 <sup>th</sup>	24 Mrs. Cravens - Art	34 Gym Entrance	44A Mrs. Skoczek – Speech	44B Mrs. Lakics – Tech
5 Small Gymnasium	15 Mrs. Prades – 4 <sup>th</sup>	25 Faculty Center	35 Gym/Student Dining	45 Mr. Lindstrom – 6 <sup>th</sup>	51 Mr. Prieboy – 6 <sup>th</sup>
6 Stage	16 Mrs. Farina – 5 <sup>th</sup>	26 Mrs. Dragosh- Attendance secretary	36 Mrs. Latham - Kitchen	46 Mrs. Ditter – SPED ELA	52 Mrs. Stateman – 6 <sup>th</sup>
7 Boy’s LR	17 Empty Classroom	27 Mr. Jennings- Principal	37 Storage	47 Ms. Dickson – 7 <sup>th</sup>	53 Mrs. Soulian – 7 <sup>th</sup>
8 Ms. Hollands/ Main Entrance	18 Mrs. Cushman – 5 <sup>th</sup>	28 Ms. Dingels- Bookkeeper	38 Girl’s LR	48 Ms. Bonner– 8 <sup>th</sup>	54 Ms. Erb – 8 <sup>th</sup>
9 Chorus	19 Mrs. Harder – LASEC	29 Dr. Wilkey- Superintendent	39 Boy’s LR	49 Room #29	55 Mr. Burdette – 7 <sup>th</sup>
10 Mr. Spencer – SPED Coord.	20 Ms. Ficaro – LASEC	30 Ms. Scott- Building secretary	40 Mrs. Clark – PE	50 Mrs. Peil – 8 <sup>th</sup>	56 Mrs. Waxweiler – SPED Math

\*\* Actual Room Numbers Are Different Than Those on The Map Key. \*\*

## KELVIN GROVE STAFF

**District Superintendent.** ..... Dr. Wilkey

**KG Principal** ..... Mr. Jennings

### **4<sup>th</sup> Grade Team**

Mrs. Brock  
Mrs. Prades

### **5<sup>th</sup> Grade Team**

Mrs. Cushman  
Mrs. Farina

### **6<sup>th</sup> Grade Team**

Mr. Lindstrom  
Mr. Prieboy  
Mrs. Stateman

### **7<sup>th</sup> Grade Team**

Mr. Burdette  
Ms. Dickson  
Mrs. Soulian

### **8<sup>th</sup> Grade Team**

Ms. Bonner  
Ms. Erb  
Mrs. Peil

### **LASEC**

Mrs. Harder      Mrs. Arnoff  
Mrs. Turturillo      Ms. Kasprisin  
Ms. Ficaro

### **Physical Education**

### **Band**

### **Music**

### **Art**

### **Technology**

### **Special Education Instructional Staff**

### **Remote Teacher/Math Interventionist**

### **Speech Therapist/English Language Learners**

### **Student Counselor**

### **Social Worker**

### **School Psychologist**

### **School Nurse**

### **Superintendent's Secretary**

### **Bookkeeper**

### **Principal's Secretary**

### **Data Specialist**

### **District Secretary/Receptionist**

### **Student Media Specialist**

### **IT Director**

### **IT Support**

### **Lunch Program Manager**

### **Lunch Program Assistant**

### **Lunch Server**

### **Building Custodians**

### **Director of Building and Grounds**

### **Paraprofessionals**

Ms. Anderson

Mrs. Clark

Mrs. Plagman

Ms. Velcich

Mrs. Cravens

Mrs. Lakics

Mrs. Ditter

Mrs. Waxweiler

Mrs. Schaller

Mrs. Detman

Mrs. Skoczek

Ms. Welvaert

Ms. Kubik

Dr. Richardson

Ms. Lacasse

Mrs. Melber

Ms. Dingels

Ms. Scott

Mrs. Dragosh

Ms. Hollands-Clinton

Mrs. Bruemmer

Mr. Kincaid

Mr. Fracaro

Mrs. Latham

Mrs. Westerhausen

Mrs. Potocki

Mr. Bambuch

Mrs. Zimmerman

Mr. Pierson

Mrs. Walsh

Mrs. Huerta

Ms. Contos

Mrs. Phillips

Ms. Mulryan

## **MISSION STATEMENT**

"Making daily investments to empower children to become life-long learners and future leaders"

## **EDUCATIONAL PHILOSOPHY**

A primary function of the Board of Education in District 91 is to provide educational programs for each student, giving them the opportunity to develop to their fullest capacity in the areas of mental, physical and emotional needs.

We also feel that the following goal statements represent the outcomes for a well-rounded education for District 91 students. Students will be provided the opportunity to:

- attain (commensurate with cognitive abilities) optimum proficiency in reading, writing, listening, speaking, social studies, and math skills, both computational and problem solving.
- develop an understanding of self, personality, strengths, weaknesses, physical well-being, and general capabilities.
- develop an ethical sense, which will help the personal manifestation of tolerance, kindness and justice to all others, as well as having respect for education.
- develop an appreciation for interpersonal relationships in the family, school, and in the community.
- develop skills for effective participation in the democratic processes.
- develop knowledge and understanding of the natural and physical environment, as well as science and technology of the future.
- develop economic competence as a consumer.
- develop effective skills and vocational competence.
- explore and develop an appreciation of the arts.
- develop wise use of leisure time.
- develop zeal for becoming a lifelong learner in a constantly changing world.
- participate in a wide variety of co-curricular and extra-curricular activities.
- develop personal conflict skills including resolution by problem solving skills.

We will strive to provide the citizens of this community with the most complete educational program possible. Every effort will be made to:

- make the best use of the physical plant that was provided by the taxpayers.
- secure, in the judgment of the Board of Education, the best personnel available.
- advise and inform the lay public of all school activities and to seek their advice.
- provide the highest type of moral, ethical and professional leadership.
- inform the employed personnel of any actions of the Board of Education pertinent to their particular interests.
- maintain priorities consistent with the educational goals and philosophy of the district.

## Expectations of a Responsible School Citizen

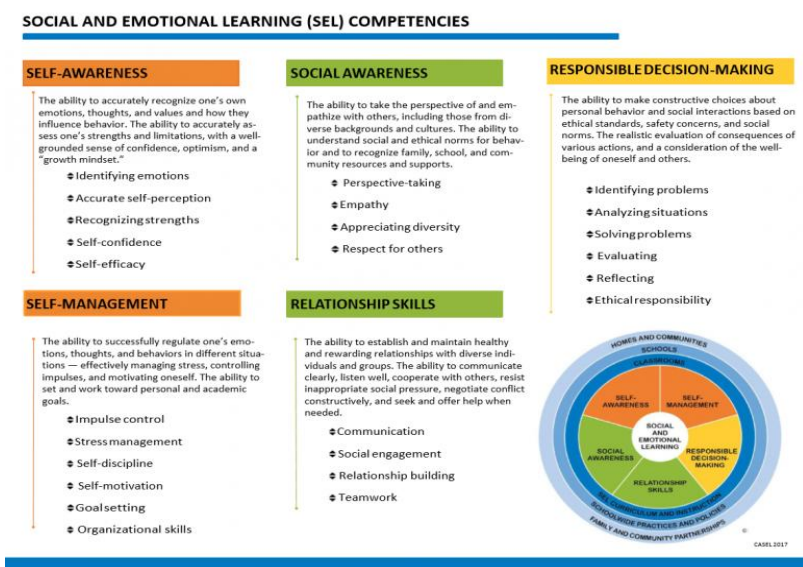
Kelvin Grove School has been building a tradition of excellence for many years. High expectations have been at the very heart of the success that our school has achieved and celebrated. Kelvin Grove staff members and administration strongly believe that firm and fair rules ensure each student has an opportunity to reach these expectations. The “General Rules of Conduct” that follow will govern student conduct throughout the school year.

All students shall observe school-wide rules. The rules are to be observed at all times while students are at school and at school functions. The basis of these rules is RESPECT. Total respect for themselves and others is the reason we must have rules and expectations for all students. These rules are provided to assist everyone in achieving goals and in attaining success in school. To facilitate rule acceptance, we must teach the values and benefits of each rule. One general benefit we can offer the student is that he or she will know what can and cannot be done. This structure adds to the child’s sense of security. He or she knows what is acceptable and assumes responsibility more readily for his or her actions.

The staff at Kelvin Grove School has dedicated time during the school day devoted to character education and social-emotional learning. Explicit lessons will be taught demonstrating ethical behavior in the school and community. The focus of character education is to develop ethical values in students, teaching them right from wrong, and generating a conscience to consistently do what is right. CHARACTER COUNTS! identifies six core ethical values, called “The Six Pillars of Character”, which transcend political, cultural, religious, and socio-economic differences. The Six Pillars of Character are: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.



Social-emotional learning (SEL) is the process through which children acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. Adolescent students have unique developmental needs pertaining to their rapid physical, emotional, and cognitive changes. Kelvin Grove School is invested in both their academic and personal development. The Collaborative for Academic, Social, and Emotional Learning (CASEL) has identified five interrelated sets of cognitive, affective, and behavioral competencies. The CASEL-5 is designed to bring about a higher awareness of one’s own self, their surroundings, and develop quality inter-personal relationships.





## ACADEMICS

### Bell Schedules

#### Elementary Grades:

	4th Grade	5th Grade
8:30-8:40	Homeroom	Homeroom
8:40-10:00	Math	Math
10:05-10:35	Science	Science
10:40-11:15	Specials	PE
11:20-11:55	Soc Studies	Specials
12:00-12:30	Lunch	Lunch
12:30-1:00	Recess	Recess
1:00-1:15	ASAP Time	ASAP Time
1:15-2:30	ELA	ELA
2:35-3:10	PE	Soc Studies

#### Middle School Grades:

7:35 am	Band Warning Bell
7:40 – 8:20 am	Concert Band Rehearsal
8:20 am	Building Doors Open
8:30 am	Morning Bell ~ School Day Begins
3:10 pm	Afternoon Bell ~ School Day Ends

		8th Grade	7th Grade	6th Grade
Period				
1	8:30-9:10	PE	Period 1	Exploratory
2	9:13-9:53	Exploratory	PE	Period 1
3	9:56-10:36	Period 1	Exploratory	PE
4	10:39-11:19	Period 1	Period 1	Period 1
5	11:22-11:52	Lunch	Lunch	Lunch
6	11:55-12:35	Period 2	Period 2	Period 2
7	12:38-1:18	Period 2	Period 2	Period 2
8	1:21-2:01	Period 3	Period 3	Period 3
9	2:04-2:44	Period 3	Period 3	Period 3
ASAP Time	2:47-3:10	ASAP Time	ASAP Time	ASAP Time

### Grading System

#### Classroom Grading Scale

A+	100-99	C+	82-81	F	63 and below
A	98-94	C	80-75		
A-	93-92	C-	74-73		
B+	91-90	D+	72-71		
B	89-85	D	70-66		
B-	84-83	D-	65-64		

A grade of "incomplete" may be given to a student for an excused extended absence at the end of the term or during final examinations. An incomplete grade, if not satisfied within two weeks, will be changed into an F.

High Honor Roll	10.00 – 12.00	GPA
Honor Roll	8.00 – 9.99	GPA

A+ = 12 pts	B+ = 9 pts	C+ = 6 pts	D+ = 3 pts	F = 0 pts
A = 11 pts	B = 8 pts	C = 5 pts	D = 2 pts	
A- = 10 pts	B- = 7 pts	C- = 4 pts	D- = 1 pt	

Points are counted for the following subjects:

English Language Arts	Mathematics
Science	Social Science
Exploratory Classes	Physical Education
Band (If applicable)	

**To qualify for High Honors, a student must have a GPA of 10.00-12.00 with no grade lower than a B. To qualify for Honors, a student must have a GPA of 8.00-9.99 with no more than one C in any class.**

**A "D" of an "F" in any area would automatically eliminate a student from being on either honor roll.**

### **Report Cards and Mid-term Reports**

Mid-term reports and report cards are designed to evaluate your student's academic achievement. Mid-term reports are issued approximately halfway into each trimester. Report cards are issued every twelve weeks.

	<u>Mid-term</u>	<u>End of Trimester</u>
1st Trimester	September 30th	November 11th
2nd Trimester	January 13th	February 24th
3rd Trimester	April 13th	May 26th

### **Homework Policy**

More homework will be demanded of students as they advance through school. A pattern of home study must be developed. Assigned homework means that the student is given a definite task to do within a specific time period. The responsibility lies with the student to be aware of homework assignments and to complete all assigned work by the due date established by the instructor. Students are allowed to turn in homework without penalty within the current unit of study or up to the unit or module assessment.

It is the responsibility of the student to write their daily assignments in their agenda book. Assignments are also posted on the school's website. <http://www.d91.net>

### **Make-Up Tests**

If a test is administered the day a student returns to school from a prolonged illness (3+ days), the student will be allowed to study for that same test while the other students are testing. The student will then take that test during a time convenient to both student and teacher. Tests are announced in advance. Students absent the day before a test will be required to take the test with the rest of the class. It is each student's responsibility to plan ahead and to get all needed materials from the school when absent. Homework should be requested when absence is called in prior to 9am.

Students will be allowed one opportunity to retake an assessment and will receive the higher grade of the two assessments. The teacher will determine criteria for students to be allowed to retake or make corrections on assessments.

### **Homework Help**

Homework help is provided to all students Monday – Thursday in our LRC from 3:10 – 4:00 p.m. This allows students a quiet place to study after school. In some cases, a student may be required to attend. The supervisor and other designated students or adults can provide assistance, this is not, however, a one-on-one tutorial session.

### **Promotion and Retention- BOE Policy 6:280**

Students are considered for retention when they receive failing grades for the year. Students failing two of the three trimesters in an academic class are considered to fail that class for the year. Kelvin Grove School considers math and reading essential academic classes in terms of promotion to the next grade level. Students that fail both math and reading in a school year will be retained at their current grade level.

## **Scholastic Awards**

Yates Memorial Awards – awarded annually at graduation to an 8th grade boy and girl. The criterion for this award is based on character, leadership, service and scholarship. Selection shall be made by the consensus of academic teachers involved in 8th grade.

Feneli Academic Award – awarded annually to members of the graduating class. It is based on academic excellence in all areas of study during the 6th, 7th and 8th grades. Selection shall be made by the consensus of academic teachers. (Note: Students who transferred to Kelvin Grove during their 6th, 7th, or 8th grade year, part-time students, and students who have received home schooling must show proof of previous academic achievement to be considered.)

Howell Music Award – awarded annually to one 8th grade student. This award is given to either a band or choir student and takes into consideration all aspects of their musical achievements. It is given to an 8<sup>th</sup> grader who has shown amazing growth and talent in music throughout their years at Kelvin Grove.

Danielle Meseth English Award – awarded to the person with the highest grade point average in language arts. Also taken into consideration are character and service. Selections shall be made by consensus of academic teachers involved in 8th grade.

Feneli Social Science Award – awarded to an 8th grade student whose interest lies in social science. It is based on interest, enthusiasm, academic record and citizenship. Selection shall be made by consensus of academic teachers involved in 8th grade.

8th Grade Scholarship Award – given to 8th graders who were on the honor roll three out of four times during their 6th, 7th and 8th grade years. Note: Students who transferred to Kelvin Grove during their 6th, 7th, or 8th grade year, part-time students, and students who have received home-schooling must show proof of previous academic achievement to be considered.

Taddy Dybas Literature Award – given annually to a graduating eighth grade student who has demonstrated outstanding effort in reading by earning A's or B's in 6th, 7th and 8th grade, teacher recommendations, and a willingness to share his or her love of literature with others.

## **STUDENT PROCEDURES**

### **Forbidden Items – BOE Policy 7:190**

The following items shall not be in the possession of any student or in any student locker. If brought to school, these items will be permanently confiscated.

- Medicine or drugs (including look-alike drugs)
- Knives or any other items/jewelry that could be used or be considered as a weapon
- No look alike items e.g., guns, knives, swords, etc.
- Novelty gadgets, games, or trading cards
- Matches, lighters, or smoking materials including e-cigarettes and vape
- Squirt guns or water spraying devices
- Playing cards, etc. unless part of a class assignment
- Any printed material that would be considered pornographic
- Tape recorders, cameras, tablets, eReaders, and computers unless permission is given by faculty or administration.
- Electronic signaling devices, such as beepers, pagers, and hand held electronic games
- Personal music devices are NOT to be used or worn from 8:20 A.M. to 3:10 P.M. (Music devices will be stored in the student's lockers at their own risk.)
- Gum
- Roller blades, scooters, skateboards, or roller skates
- Chains hanging from clothing, etc.

### **Cell Phones and other Electronic Devices**

The possession and use of smartphones, cell phones, and other electronic devices are subject to the following rules:

1. They must be kept out of sight and in the student's school bag or locker, not in the pocket of their clothes.
2. They must be turned **off** during the regular school day unless special permission is granted or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions or images of students or staff. Any cellular phone or electronic device may be searched upon reasonable suspicion of violations of policy. The School District is not responsible for the loss or theft of any electronic device brought to school.

### **Dress Code – BOE Policy 7:160**

Attire should be in good taste and appropriate to wear in school. Students who do not follow the dress code policy of Kelvin Grove will be expected to change into their PE uniforms, given appropriate clothes provided by the school, or they must call home and have appropriate clothing brought to school. Repeated offences may result in an office referral.

The following established guidelines are to be followed by **all** students:

- Male and female students must be covered from shoulder to mid-thigh. See-through clothing is not allowed.
- All shirts must have sleeves. Tank tops must worn in combination with a sleeved shirt either underneath or covering the tank top, even during spirit days.
- Front and back must be covered. No low back or plunging necklines allowed.
- No overly baggy clothes where boxers/underwear can be seen.
- Clothing (including jeans and shirts) may not have holes or slits in them above the mid-thigh.
- Pajama pants or pajama like pants/boxers are not acceptable as school attire.
- Clothing displaying vulgar language, obscene gestures, political statements, advertising alcohol, or containing references to drugs (including tobacco) or violence may not be worn in school.
- Other than earrings that are worn in the ear, body-piercing jewelry is not to be worn to school.
- Any hair styles or colors that are distracting to the learning environment of other students
- Hats, bandanas, etc. are not to be worn
- Any clothing or jewelry that disrupts the learning environment is not allowed.
- Temporary and/or permanent tattoos must be covered and/or removed.

\* If the dress code is not followed, the student will change into a gym uniform or a phone call will be made to have clothes brought to school. Students that repeatedly violate the dress code policy will be subject to disciplinary consequences.

### **Tardies**

- Any student who is not in their classroom when the bell rings, will be marked tardy by the teacher.
- Students tardy to morning band are considered "Tardy to School".
- Students tardy to school must report to the office and sign in to receive a pass to enter class.
- Excuses for tardies must be for legitimate reasons and are accepted at the discretion of the district.

When a student is tardy to school or class a white slip (1 minor) will be issued. Every fifth tardy will result in a detention.

### **Hall Conduct**

Safety is the key. Students should walk in the hall at all times – ABSOLUTELY NO RUNNING! Students will walk on the right side of the hallway and maintain proper social distance between classmates. Any behavior that may cause injury to oneself or others will not be tolerated. Eating and drinking during passing periods is prohibited. Any student in the halls other than during regular passing periods should have a pass from a teacher or the office. Students are expected not to engage in public displays of affection on school grounds.

### **Lunch Room Procedures**

Students are not to bring books to the lunchroom and/or study during the lunch period. The lunchroom is not conducive to good quality work.

The lunch periods are 30 minutes in length. It will be important that students use each minute wisely. Students are expected to abide by the following rules subject to disciplinary action:

- Students are to report to the lunchrooms promptly at the beginning of each lunch period.
- All eating is to be done in the lunchrooms and no sharing or trading of food items will be allowed.
- Students should remain seated after initial seating time (10 minutes). Tables/seats will be assigned to maintain proper social distancing.
- Throwing food, paper, etc., will not be tolerated.
- Students should conduct themselves appropriately and talk at **conversational** levels.
- Students are to use the waste containers that are placed around the room.
- Students will not be allowed in the halls.
- Students are to obey directions given by any supervising personnel.

## Fire and Safety Drills

Fire and safety drills are scheduled periodically throughout the school year. For fire drills, students should:

1. Be familiar with the proper exit route from each of their classrooms.
2. Close the door if they are the last person out of a room.
3. If separated from their class, students should go out the closest exit and meet their class at the designated area outside of the school.
4. Be alert for special instructions from the teacher or over the intercom.
5. Walk quickly, but **DO NOT RUN**.
6. Remember that there is no talking allowed from the time a drill starts until after students return to their room.
7. Remain outside until signal is given to return to the classroom.

A plan for disaster drills is available in each room. When disaster drills are held, students and teachers move to assigned areas and wait for instructions. There should be **NO TALKING** during these drills. Cell phones will not be allowed to be used during emergencies. Assigned staff will handle all communication.

## Addressing School Personnel

Office secretaries, library clerks, custodians, bus drivers, teacher aides, recess/lunch aides, guest teachers, etc. are individuals hired by the Board of Education and have authority. While on duty, they are to be considered a part of the faculty and shall be given THE RESPECT AND OBEDIENCE shown to other faculty members. **All school employees should be addressed as Miss., Mr., Mrs., or Dr.**

## Telephone Use

The office phones are business phones and not to be utilized by students except in the case of an emergency such as illness or accidents. Forgotten books, gym clothes, etc. do not constitute an emergency. Students may not be called during school hours, but in cases of emergencies, messages or requests to call back may be left with office personnel. This is done to maximize students' time on task.

## Care and Use of School Equipment

Students are expected to exercise careful and prudent use of all school property. Traditionally, the student body has displayed exceptional pride in their school and has helped to keep the premises and its contents clean, neat, and free from marring through misuse or poor treatment. Students or persons guilty of deliberate marring, defacing or reducing the worth or usefulness of property shall expend their personal/family's funds to repair or replace the damaged property.

## Computer/Internet Privileges

Use of school computers is a privilege. Tampering, unauthorized copying, or changing of programs will cause the student to lose privileges. Any student using computers at Kelvin Grove School will be subject to the following rules:

- No writing on tables, chairs, keyboards, mice, or defacing equipment in any way.
- No unauthorized use of computers. School personnel must grant permission.
- No changing or tampering with files or programs.
- Students are not to use any unapproved programs.
- Any damage done to equipment (computer, mouse, CD's, disks, etc.) due to the student's inappropriate use must be repaired or replaced at the student's expense.
- Use of the Internet is solely for the purpose of school assignments/research.
- Students are only to "surf" sites approved by their instructor.

Based on each of the offenses listed, computer privileges may be revoked and disciplinary measures may be warranted. In addition, students are expected to comply with any rules that are developed in the future. A signed

**Computer Privilege and Internet Use Contract** must be on file in the office before computer privileges will be granted.

### **Textbooks**

Students will be responsible for any damage done to textbooks beyond **normal** wear and tear. It is recommended that all textbooks be covered.

### **Student Instruments**

Students using a school owned instrument will be responsible for any damage done to the instrument beyond normal wear and tear or maintenance. An instrument rental contract will need to be signed at the beginning of the school year.

### **Band Lockers**

All band students will be assigned a band locker. Students must keep their assigned locker and combination all year, unless the band director directs a change in assignment. Periodic inspections will be made by the band director to see that lockers are kept neat and orderly. Students should keep their locker locked at all times. Lockers and locks are school property.

### **Lockers – BOE Policy 7:140**

When students are issued lockers during the school year, BOE policy 7:140 will govern all rules and procedures regarding their use. Each sixth through eighth grade student will be assigned a hall locker. Students must keep their assigned locker and combination all year, unless a building administrator directs a change in assignment. Periodic inspections will be made by the homeroom teacher to see that lockers are kept neat and orderly. Students should keep their locker locked at all times. **Students must not** allow other students to have their locker combination. **Security of each locker is the responsibility of every student.** Students are not to tamper with their or another student's locker. Backpacks and purses are to be kept in lockers.

All personal items and books, when not in use, shall be kept in the lockers, not in the hallway, classrooms, or other areas in the school. Students should not deface their locker in any way. No item or items can be placed on the outside of a locker. (No decorations etc.).

Lockers are school property. School authorities may search such school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the District's rules.

### **Money**

Students are asked NOT to bring large sums of money to school. Billfolds and purses should not be left lying out in the open. Students are to keep these items locked in their locker at all times. Students, not the school, are responsible for all money they bring to school.

## **STUDENT ATTENDANCE**

### **Attendance - BOE Policy 7:70**

Compliance with the compulsory attendance law is the responsibility of the parents/guardians and the students. Regular attendance in school, whether in the building or remotely using technology, is an important contributing factor to success in school, both in academic progress and in social development.

### **Absences**

As a protection to their children, parents are required to contact the school whenever the child will not be in attendance. These calls should be placed **before 9:00 am**. If not received by 9:00 am, the child will be marked unexcused. A message must be left on voice mail at 815-838-0737 Press (1) for the attendance secretary.

At this time you should give the following information:

- Student's first and last name
- Grade
- Reason for the absence
- Details of illness

- Homework request

If a student is not called in or a note received from the parent/guardian advising of the student's absence by 9:00 am a phone call will be made to the parent/guardian inquiring of the student's absence. If a student is absent for 4 or more consecutive days of school, a doctor's note is required upon returning to school.

Homework requests must be reported by 9:00 am each day of the student's absence. **Homework will be available after school in the visitor's center (Door #2) until 4:00pm, and parents will need to obtain the necessary books from their child's locker. Homework requests made after 9:00 am will not be honored for that school day.**

Student attendance is crucial to student success. Appointments during the day are discouraged. If your child needs to be dismissed any time during the school day (e.g., dental or doctor appointments), please notify the office in writing prior to the absence. It is the student's responsibility to obtain assignments before leaving. At the time of the dismissal, the designated responsible adult must come into the office to sign the student out of the building. Students in grades 2-8 must attend a minimum of 300 academic minutes (Excluding lunch, recess, and passing periods) in order to be counted as present for a full day. Students must attend a minimum of 150 academic minutes to be counted as present for a half day of attendance.

### **Absences Due to Isolation**

Students must isolate due to illness when any of the following symptoms are present: fever (100.4°F or higher), vomiting, diarrhea, sore throat, new onset of moderate to severe headache, new cough, new loss of sense of taste or smell, fatigue from unknown cause, muscle or body aches from unknown cause, or shortness of breath. Remote learning will be provided by a staff member other than the assigned classroom teacher(s).

### **Excused Absences**

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

If a student has an excused absence, they will be given one day to complete any assignments that were given **during** their absence. However, any assignment that was due **on** the day of the absence will be due upon returning to school. Likewise, if a student is absent **on** the day of a test or **on** the due date of a project or long term assignment, they will be expected to make up the test or turn in the project on the first day that they return.

If the excused absence is for an extended illness, 4 or more consecutive days, the student will be provided twice the number of days to make up the work for full credit.

With unexcused absences, required work from the missed class/day must be completed and handed in the day the student returns to school.

Parents are **required** to notify the school when a child has been diagnosed as having a communicable disease. Notices can then be sent home to alert parents of other children who may have been exposed. All names of children will be kept confidential.

Occasionally your child may become ill at school. It is important that the school have your correct home telephone number and work number, as well as an emergency number of a relative, friend, or neighbor that may be contacted in the event a parent cannot be reached. **Please contact the school with any updates.**

Students that participate in "Take Your Child to Work Day" are required to bring in documentation on company letterhead stating that they have attended that company's event in order for the absence to be excused.

### **Chronic Absenteeism and Truancy**

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center. Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems. Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

### **Vacations:**

Vacations during the school year are discouraged and **are not considered excused absences.** Valuable educational experiences are lost and grades may be affected. If a family vacation during the school term is unavoidable, the parents and student are responsible for notifying the office and teachers for homework **one week in advance.** A parent's signature is required on the Pre-Arranged Absence Form are available in the school office. All work provided by teacher(s) will be due upon the student's first day back to school. This would include taking any tests on the day they return. **Up to one week of homework will be given on the last day of attendance before the vacation.**

## **STUDENT HEALTH AND SAFETY**

### **Health Screening Protocols**

Any individual who has symptoms of illness, such as fever, vomiting, diarrhea, or sore throat, should stay home for a minimum of 24 hours since the symptoms were last present. Any individual within the school environment who shows these symptoms will be immediately separated from the rest of the school population and will be sent home.

CDC and IDPH guidelines for students who are positive for COVID-19 must isolate for at least five (5) calendar days from the onset of symptoms. Individuals that can mask may return after five calendar days if 24 hours without fever, vomiting, or diarrhea, and consistently mask through day 10. If unable to mask, the individual must isolate for ten (10) calendar days.

### **Safety Drills**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **Concussion Protocols: Return to Learn**

District 91 is committed to upholding the safety and promoting the well-being of all students. In accordance with Illinois state law, Senate Bill 219, District 91 has adopted guidelines and developed forms in compliance with IESA, IHSA, and the CDC for students returning to the classroom and/or physical activity after sustaining a concussion. Knowledge of a concussion's potential effects on a student, and appropriate management of the Return-to-Learn protocols is critical for helping students recover from a concussion.

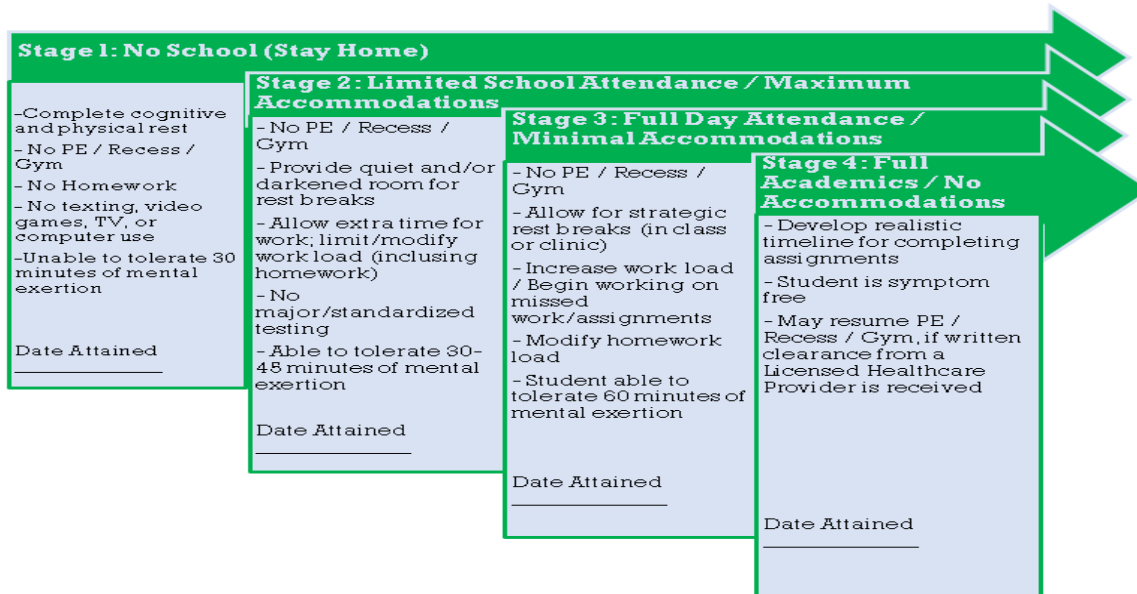


A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a fall or blow to the body that causes the head and brain to move rapidly back and forth. After a student has been diagnosed with a concussion by a licensed health care professional, a combined effort between the treating healthcare professional, home and school is important to ensure your student's successful return to the classroom.

The following is District 91's policy on returning to learn:

*The treating physician must provide a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to learn; and the student and the student's parent or guardian or another person with legal authority to make medical decisions for the student: have acknowledged that the student has completed the requirements of the return-to-learn protocol.*

As stated in District 91's policy, the student and the student's parent or guardian must complete the Return-to-Learn Consent Form when beginning the student's transition back to school. Rest is very important after a concussion because it helps the brain to heal. Ignoring your symptoms and trying to "tough it out" often makes symptoms worse. When symptoms have reduced significantly, in consultation with a licensed healthcare professional, daily activities such as, school may be gradually returned to. Please review the following District 91 Concussion protocols for Return-to-Learn.



## Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

### Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following:

Physical signs:

- Unusual weight gain or loss

Behavioral signs:

- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting

Emotional signs:

- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Anxiety, excessive worry, or fearfulness

- Failing grades
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior

### **Warning Signs of Grooming Behaviors**

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending a lot of time with a student

### **Warning Signs of Boundary Violations**

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

## **Walking to School**

Student safety is of the utmost importance at Kelvin Grove. All students when walking to and from school should follow the following safety guidelines.

1. You have heard the warning "Stay away from strangers!" Who is a stranger? A stranger is someone that you do not know. Most strangers will not try to harm you, but some strangers are dangerous, even if they dress nice or look friendly. **Remember:** Even if you have seen someone before hanging around at the playground, in your neighborhood, or at a store does NOT mean you know him/her. You may recognize him/her, his/her face may be familiar to you, but he/she may still be a stranger.
2. You are safer when you're with other people and in public places. Use the "buddy system." There is safety in numbers.
3. Make sure your parents are aware of the route you take to and from school.
4. Be aware of your surroundings.
5. Stay away from the street curbs. Walk on the sidewalk or at least 5 feet from the side of the road.
6. Only cross the street in marked crosswalks, when available. When not available, cross the street at a corner.
7. If someone follows you on foot or in a car, STAY AWAY from him or her. You do NOT need to go near the car to talk to the people inside.
8. If you are in a public place and someone tries to take you somewhere by force, get away from him or her and yell or scream:
  - This man/woman is trying to take me away!
  - He/she is not my father/mother!
9. Always report to a police officer, a parent, a teacher, or any adult you know and trust if a stranger:
  - Tries to join you while playing alone or with your friends.
  - Ask you to go with him/her.
  - Offers you a ride, candy, gum, or money.
10. Play Safe!
  - Never play in alleys, deserted buildings, or other places where someone would not know to look for you.
  - Take a friend along with you when you go to the playground, stores, movies, etc.
  - Come home before dark.
  - Make sure your parents know where you are at all times.

## **Bicycling/Skateboarding to School**

Bicycling is among the best ways to promote student well being. We strongly recommend that students and their parents follow recommended bicycling safety guidelines and always use their common sense and good judgement. Riding to school is a privilege and students may lose the privilege of riding a bicycle to school if the following rules are not followed.

1. Bicycles must be walked on sidewalks around the school and inside the school grounds. NO bikes, skateboards, scooters, rollerblades, etc. may be ridden on school grounds during school hours.
2. Bicycles must be parked in one of the bicycle racks located on either side of the school. It is recommended that students utilize a lock to secure their bicycles. The district is not responsible for lost or stolen items brought to school.
3. Students must obey "Rules of the Road" when riding to/from school on the road or sidewalks including:
  - A. Obey traffic laws, including all the traffic signs and signals
  - B. Always ride on the right hand side (same directions as traffic).
  - C. Ride predictably-ride in a straight line, do not weave in and out of traffic.
  - D. Look before turning-use hand signals when turning.
  - E. Watch for vehicles going in and out of driveways and school entrances/exits.
  - F. Always stop and walk your bicycle across the street. Use a crosswalk if available; look left, right, left and behind you for traffic.
  - G. Go SLOW when riding on a sidewalk. Pedestrians always have the right away. Be courteous and show respect for the people walking on the sidewalks.
  - H. If you cannot pass safely on the sidewalk, then get off your bike and walk your bike around the pedestrian(s).
  - I. Ride on streets or sidewalks only. Do NOT ride in people's lawns or between houses.

## **Medication Policy**

The purpose of administering medications in school is to help each child maintain an optimal state of health that may enhance his/her educational plan. The medications shall be those required during school hours that are necessary to provide the student access to the educational program. The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration of medications for those children who require them.

Only the school nurse or designated office personnel can administer medication. This will only be allowed if the following procedures have been followed:

- A doctor must prescribe all prescription drugs given in school. A written order from the prescribing doctor must be provided along with the name of the medicine, dosage, and time intervals that the medicine is to be taken.
- Medication must be brought to school in the original package. Over the counter medication shall be brought in with the manufacturer's original label and the child's name affixed to the container.
- No medicines will be given to students who have not supplied their own. All medications must be accompanied by signed authorization.
- Medication of any kind will **not** be distributed without A Medical Authorization Form, completed by physician and parent/guardian. This form must be on file in the nurse's office. The form is available from the nurse or front office.

### **Verbal permission over the phone will not be accepted.**

Students are not allowed to have any medication (aspirin, cough drops, etc.) on their person, in their locker, or on their belongings.

Any questions regarding this policy can be addressed by contacting the school nurse and/or administration.

## **STUDENT DISCIPLINE - BOE 7:190**

### **Philosophy**

The basic purpose of Kelvin Grove School is to provide a good academic program and a healthy learning climate for its students. The staff and administration feel that our expectations for the conduct of students are reasonable and suited to the situation. In general, students are expected to be courteous and considerate of teachers and fellow pupils. Negative behaviors that directly or indirectly jeopardize the health, safety, and welfare of other students or school personnel, however, will be addressed.

### **Referrals**

Students are assigned referrals for violating school rules. The parent/guardian will be notified as to the offense warranting the referral. Students accumulating five (5) disciplinary white slips that violate the six pillars of character will receive an office referral, which results in an after school detention. Detentions will be served for a period not to exceed 45 minutes on Thursdays, unless otherwise notified, in a selected classroom. Transportation arrangements are to be made by the parent/guardian.

Students accumulating three (3) detentions during the year will be subject to a social suspension for a period of twenty (20) school days. Students on social suspension will not be allowed to attend any extra-curricular events during that time period. If a student receives an in-school or out-of-school suspension, the student will also be placed on social suspension for twenty school days. Disciplinary consequences will be served at the prescribed time and will take precedence over any extracurricular activity. Failure to serve a consequence will result in further disciplinary action, which may include additional referral(s), social suspension, in-school suspension, and/or out-of-school suspension.

Kelvin Grove School has a progressive discipline policy; in-which prior actions of the student are considered and repeated disciplinary infractions receive more severe disciplinary consequences. The following disciplinary infractions do not include all types of misconduct; the student who commits a disciplinary infraction not listed under the sections below shall be subject to the discretionary authority of the classroom teacher and administration.

### **When and Where Conduct Rules Apply**

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

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

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-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, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).

- b. 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.
- c. 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.
- d. "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.
- e. 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.
- 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 a tablet or powdered form.

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

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, 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 and 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 telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other 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); (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 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 bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, 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 (calling 9-1-1); 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.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like 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. 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.
21. 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.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing or backpack; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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.

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 psycho-stimulant 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. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
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.
7. After-school detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.

9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, 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 or 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.

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### **Students with Individualized Education Plans (I.E.P)**

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## **EXTRA-CURRICULAR OPPORTUNITIES**

### **Band**

The band program at Kelvin Grove is co-curricular, which means that it is an academic course that also meets outside of the school day. Band should be treated like any other class, as your child will receive a grade in band. The Band program consists of three concert bands: Beginning Band, Intermediate Band and Concert Band. Beginning Band consists of members in their first year of playing a band instrument. Intermediate Band is for second year players or students at an appropriate ability level. Concert Band is a class made up of the students who have played their instruments for more than two years or students at an appropriate ability level. Other ensembles such as Jazz Band may also be offered based on student interest and time availability. Band requires total commitment. Band is a team effort and it takes everyone on the team to make it work.

### **Athletics - BOE Policy 7:240**

Kelvin Grove follows the IESA Rules and Pursuing Victory with Honor Sports Character Program.

Programs for both boys and girls are offered under the following seasonal rotation:

- Fall: Boys' Baseball; Girls' Softball; Cheerleading
- Winter: Boys' & Girls' Basketball; Boys' & Girls' Volleyball
- Spring: Boys' & Girls' Track

All athletic participants must have a physical examination and student insurance and/or waiver of insurance before the first practice. There is an activity fee associated with each of these activities and must be paid before participating.

**The following rules apply to all athletic programs:**

- **Try-Outs:** Try-outs will be held for two or three days at the beginning of the season for each sport. A student who is ill the day of or moves in after the regular try-out time may arrange to have a special try-out with the coach.
- **Uniforms:** All athletes are responsible for care of and return of their uniforms. Uniforms should be worn only for the sport event, unless otherwise instructed by the coach.
- **Transportation:** When a team bus is provided, our athletes are expected to ride the bus to and from games at other schools. Students must follow all bus conduct rules. BOE Policy 7:220
- **Eligibility** guidelines, to be followed by students planning on participating in a school sport, will be distributed at the beginning of the school year.

The following guidelines will be shared with all participants prior to the beginning of the event season:

- **Detentions:** **Students will not be excused from detentions.**
- **Attendance:** **Students must be in attendance the entire school day in order to participate in practice or a game. Only a prearranged medical appointment will be accepted.**
- **Weekend Practices/Games:** Students can only participate if they were in full attendance on the last day of the school week.
- **Commitment:** Students who are members of school activities and athletic teams will be making a time commitment which is significantly more than the normal school day. Rehearsals, practices, games, and meets may run into the late afternoon or early evening. In addition, there may be weekend practices.

Parents of students in activities are encouraged to provide support and guidance to their children to see that they do not overextend themselves and, as a result, fail to meet some of their responsibilities.

**Athletic Awards**

Doug Dystrup Sportsmanship Memorial Award – honors an 8<sup>th</sup> grade boy, who through his actions has demonstrated the ideals of sportsmanship, including fairness, honesty, unselfishness, respect and responsibility. To receive this award this student athlete must participate in three sports during his 8<sup>th</sup> grade year.

Girl's Sportsmanship Award - honors an 8<sup>th</sup> grade girl, who through her actions has demonstrated the ideals of sportsmanship, including fairness, honesty, unselfishness, respect and responsibility. To receive this award this student athlete must participate in three sports during her 8<sup>th</sup> grade year.

The Frank Piazza Athlete of the Year Award – honors an 8<sup>th</sup> grade boy who has demonstrated outstanding athletic ability in three sports during his 8<sup>th</sup> grade year. This student athlete has proven to be a team leader while contributing to the overall success of the team.

Girls Athlete of the Year Award - honors an 8<sup>th</sup> grade girl who has demonstrated outstanding athletic ability in three sports during her 8<sup>th</sup> grade year. This student athlete has proven to be a team leader while contributing to the overall success of the team.

**Activities**

The following is a list of activities offered to the students of Kelvin Grove (as long as a staff supervisor is available). Students are encouraged to be a part of the following activities.

- |  |  |  |
|--|--|--|
| Art Club (4 <sup>th</sup> – 8 <sup>th</sup> )    | Intramurals (4 <sup>th</sup> – 8 <sup>th</sup> ) | Yearbook (5 <sup>th</sup> – 8 <sup>th</sup> )        |
| Chorus (5 <sup>th</sup> – 8 <sup>th</sup> )      | Junior Beta (7 <sup>th</sup> – 8 <sup>th</sup> ) | Robotics Club (4 <sup>th</sup> – 8 <sup>th</sup> )   |
| Debate Club (6 <sup>th</sup> – 8 <sup>th</sup> ) | Math Club (6 <sup>th</sup> – 8 <sup>th</sup> )   | Student Council (6 <sup>th</sup> – 8 <sup>th</sup> ) |
| Drama (6 <sup>th</sup> – 8 <sup>th</sup> )       | Nature Club (4 <sup>th</sup> – 5 <sup>th</sup> ) | Science Club (6 <sup>th</sup> – 8 <sup>th</sup> )    |
| Chess Club (4 <sup>th</sup> – 8 <sup>th</sup> )  |  |  |

Students who are members of these and/or clubs are expected to follow the same behavior guidelines as students involved in athletic activities. Students involved in any school activity are serving as representatives of Kelvin Grove and are expected to behave accordingly. Students not following these guidelines will be removed from the activity, team or club.



## Dances

Dances are reserved for middle school students (6<sup>th</sup> – 8<sup>th</sup> grade) of Kelvin Grove. Students are expected to follow all rules and regulations of the school (including the school dress code policy) while in attendance at a dance and are subject to the terms of the discipline code. These guidelines also apply:

- No student on the social suspension list may attend or be on school grounds.
- Only Kelvin Grove students will be admitted to the dance.
- No student will be permitted to leave the dance early, unless a parent accompanies him or her.
- An adult must escort in any student arriving to the dance 15 minutes after the scheduled start time.
- Students must be in attendance the entire school day in order to attend.

## Field Trips

Written parental/guardian permission must be received by the school prior to the day of any field trip unless an earlier date is specified, for a student to attend. Students not attending a field trip are required to attend school that day.

## Fundraising

There will be no private fundraising on school grounds. All fundraisers by students for school-sanctioned activities must have prior administrative approval.

## PARENT INFORMATION

### Parent/Teacher Organization (PTO)

The District 91 Parent/Teacher Organization (PTO) fosters a closer relationship between the home and the school. Parents are urged to participate and bring their interests and abilities to this organization.

**President** – Karlee Kane  
**Secretary** –

**Vice-President** – Katie Schuldt  
**Treasurer** – Zofia Ciesla

## EMERGENCY SCHOOL CLOSINGS

It will be the responsibility of the Superintendent to take such action, as he/she deems appropriate for the schools within his jurisdiction. If there is a weather emergency and the schools of District 91 must be closed, the closing will be announced on radio station **WJOL-1340 AM and through ParentSquare**. Please listen to the station for information. **REFRAIN FROM CALLING THE SCHOOLS FOR THIS INFORMATION.**

*Attention: Please make sure your call information is updated. Please contact the district school office with changes.*

## Explanation of Terms

- **Tornado Watch** – This is an advisory, which is issued by the National Weather Service. A “watch” means that the atmospheric conditions are suitable to produce severe thunderstorms or tornadoes.
- **Tornado Warning** – This is an emergency advisory issued by the State Police and the Weather Service, which means that a funnel cloud was spotted by a reliable source and is headed in the direction of the broadcast area. We will respond to such a warning by activating our building's severe Weather Emergency Plan.
- **STUDENTS WILL NOT BE DISMISSED DURING A TORNADO WARNING EXCEPT TO A PARENT/LEGAL GUARDIAN WHO ENTERS THE BUILDING AND SIGNS THE CHILD OUT.**

## Tornadoes

The District has placed an emergency radio receiver in each school. Each school monitors the Illinois State Police weather reports whenever conditions warrant.

Each school has drills for tornadoes. When an intermittent alarm is sounded, children and teachers are sent to a designated location in the building.

Parents are expected to impress upon their children the seriousness of these drills. Silence and complete cooperation will be expected of every child.

## **Lunch Services**

Students in grades 4 through 8 will eat lunch in school. Students may not leave the building at lunchtime unless a parent, guardian, or responsible adult accompanies them. The office must have a letter of permission from the parent/guardian on the morning that a student is leaving the building for lunch. The responsible adult accompanying the student(s) for lunch must sign out all students in the office.

A hot lunch program is provided at Kelvin Grove School. Students who bring a lunch from home may purchase milk at school. Lunch tickets are handed out daily. **Lunch orders are taken on a monthly basis.** Lunch order forms and menus will be given out each month. Due to the ordering procedure, lunches are NOT available for order on a daily basis. No late orders will be accepted. It is preferred that checks, instead of cash, or EPay be used to purchase lunches.

Students are NOT allowed to charge lunches. Please plan in advance when your child will be eating a hot lunch or bringing a cold lunch. If your child forgets his/her cold lunch at home, peanut butter and jelly graham crackers are available.

### Parent/Guardian Responsibilities

- An order form must accompany your order. We will not be able to fill out order forms over the phone.
- Keep track of scheduled non-attendance days. These do not appear on the order form from the food provider.
- Know when your child is scheduled to receive a hot lunch. This will eliminate an extra sack lunch or a child without a lunch.
- If your child is absent on a day they have ordered a hot lunch, please be sure to indicate on the **next order** form which day you will be using/applying the credit. **Note:** Credits are only given in cases of excused absences.
- Please send fork or spoon, if needed, with cold lunches. The kitchen does not provide these items for cold lunches.
- **We see more and more students each year coming to school without a lunch. Students need to feed their brains in order to learn! Please try to see that your child has a lunch each day.**

### Student Responsibilities

- It is the student's responsibility to take care of their lunch ticket. Students will not be allowed to go back to their classrooms or locker for forgotten lunch tickets.
- Lost tickets may be replaced two (2) times per year at no cost. Additional ticket replacements will cost 50 cents each. No Exceptions.

## **Physical Education**

The State of Illinois specifies that each student must participate in the regularly scheduled physical education class and can be excused from class only upon the receipt of a written statement from a doctor. Kelvin Grove students need gym shoes with non-marking soles (which are to be used only in the gymnasium and not used as school shoes). Students in grades 6-8 are required to have Kelvin Grove gym clothing. Gym clothing may be purchased at the Sports Huddle in Lockport and must be marked with student's name.

Students will be issued a lock for their gym locker when uniforms are required. Students are to store their clothes in their locker only. Items are not to be left on the floor, on the benches, or on the countertops. If the lock is lost, students will be required to purchase a new lock at a cost of \$5.00.

Students are required to dress and participate daily in physical education classes. Students will only be excused due to medical or religious prohibitions.

## **Graduation**

Graduation is a proud and exciting time for our eighth grade students. Students must meet the Kelvin Grove Promotion Policy criteria. Graduation practice will be held for all eighth grade students prior to the evening of graduation. We also hold a graduation dance for all eligible seventh and eighth grade students. Information on all graduation events will be made available to parents during the second semester.

**Graduation Dance** – attendees are only 7<sup>th</sup> and 8<sup>th</sup> Grade students attending Kelvin Grove School. Social Suspension rules apply.

**8<sup>th</sup> grade students with outstanding fees/fines may not be allowed to participate in the graduation dance or graduation ceremony.**

## **Graduation Gowns**

Caps and Gowns are worn for the Kelvin Grove graduation ceremony. The cost to parents is approximately \$25.00 for retainable caps and gowns. The use of caps and gowns will not only provide a special ceremony, but will also save parents from purchasing expensive graduation outfits.

## **Student(s) Transferring Out of District 91**

The parent(s)/guardian(s) of the student(s) must come to the school and complete transfer forms. Any remaining fees should be paid at this time.

## **Visitors - BOE Policy 8:95**

For security purposes, all visitors are asked to go to the visitor's center (Door #2) and present a valid state or federal ID (ie. Diver's license, state identification card, or passport) while signing in when they arrive and sign out before exiting the building. "Visitor" badges will be given to all visitors to identify them to staff and students.

Parents are permitted to visit their child's classroom(s) while in session. To assure a profitable visit, it is required that the principal be contacted in advance since some days are set aside by the school for testing and special activities.

## **Traffic**

State and local authorities have been concerned with the traffic dangers around the schools. All children need to be directed to use the safest route to the schools. Parents will need to study this in respect to the location of their home, and to instruct the child thoroughly in the consistent use of this route. If an alternate route is possible, children should refrain from using 9<sup>th</sup> Street, especially the south side of Route 7 between Lincoln and 8<sup>th</sup> Streets until sidewalks are provided. When dropping students off, please do so in a manner that will prevent them from having to cross the street. Please do not park in crosswalks or double park in driving lanes.

Kelvin Grove School is located on the corner of 8th Street and Adams Street. There are three entrances for vehicles, two on Adams Street and one on 8th Street. The entrances are associated with three parking lots on the north, west, and south sides of the building and all are one-way traffic patterns. Faculty have assigned parking spots which are marked numerically in each parking lot. Visitors wishing to enter Kelvin Grove should park in the west lot, off of Adams St., in the spots marked for visitors.

Parents may park curbside, and remain with their vehicle, within the circle drives of the west and south lots while awaiting dismissal. The city of Lockport does not allow parking, standing, or stopping along Adams Street between 8am-4pm on school days. It is permissible along the south side of 8th Street. There is a restricted traffic pattern while exiting the south lot, as vehicles are prohibited from making a left hand turn onto Adams Street between the hours of 8am-4pm.

## **Yearbooks**

Yearbooks are available for purchase by all Kelvin Grove students. To order, students must complete a yearbook order form and include payment at the beginning of the year. Parents may also order yearbooks online at any time with a credit card through: [http://www.jostens.com/yearbooks/ybk\\_lp\\_main.html](http://www.jostens.com/yearbooks/ybk_lp_main.html).

All students that purchased a yearbook will receive one on the last day of attendance for the school year. Any extra yearbooks, if available, are available on a first come, first served basis.

## Recommendations for Parents/Guardians

- Attend Parent/Teacher Conferences  
Parent/Teacher conferences are one of the many steps taken to work with you to build your child's educational program. Conferences are scheduled each year for students in District 91, but additional conferences may be held at the request of parents or teachers.
- Provide an atmosphere conducive to studying and supervise your child's completion of schoolwork.
- Sign your child's report cards and other assessment notices. Provide appropriate feedback to your child.
- Leave a message for a teacher on his/her voicemail if you have a concern about your child's progress. The teacher will return your call as soon as possible. Please contact the specific teacher first and then contact the building principal if deemed necessary. Teachers cannot be called to the telephone when classes are in session.

Parents can access their child's grades through the internet. Parents may come into the office for a password and directions on how to access grades using the Infinite Campus system.

## DISTRICT POLICIES

### Non-Discrimination

The school system shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including respect for:

- the individual regardless of economic status, intellectual ability, race, creed, color, religion, sex or age.
- those students who are physically, mentally, emotionally, or perceptually handicapped.
- cultural differences.
- economic, political, and social rights of others.
- the right of others to seek and maintain their own identities.

### Physical Examinations and Immunizations - BOE Policy 7:100

Within one year prior to entering kindergarten and sixth grade, students shall present proof of having undergone a health examination by a physician licensed to practice medicine. A dental exam is required for kindergarten, second and sixth grade and for all students transferring from out-of-state schools. A vision exam is required for all students entering as "new" to an Illinois school.

Students entering the school district, irrespective of grade, shall present such proof within thirty days of their enrollment.

Students must also present proof of having received immunizations against preventable communicable diseases as required by the rules and regulations of the Department of Public Health.

If a student does not comply with the requirements of this policy by October 15<sup>th</sup> of the current school year, such student shall be excluded from school until proof of having received the required health examination and immunizations is presented to the District.

During a student's exclusion from school for non-compliance with this policy, the student's parents shall be considered in violation of Section 26-1 of The School Code of Illinois and subject to any penalty imposed by Section 26-10 of The School Code of Illinois.

A student may be exempt from the requirements of this policy on religious or medical grounds. If a student's parent(s) or legal guardian(s) object to the health examination and immunizations on religious grounds, then such parent(s) or legal guardian(s) must submit the Illinois Department of Public Health (IDPH) Certificate of Religious Exemption form, detailing the grounds for such objection which must be endorsed by an examining physician. If a student is exempt from the health examination or immunization on medical grounds, then the examining physician shall endorse such fact upon the health examination form.

**Dental Examinations** - In compliance with rules adopted by the Department of Public Health and except as otherwise provided in this Section, **all children in kindergarten, second and sixth grades of any public, private, or parochial school shall have a dental examination.** Each of these children shall present proof of having been

examined by a dentist in accordance with this Section and rules adopted under this Section before May 15<sup>th</sup> of the school year. If a child in the second or sixth grade fails to present proof by May 15<sup>th</sup>, the school may hold the child's report card until one of the following occurs: (i) the child presents proof of a completed examination or (ii) the child presents proof that a dental examination will take place within 60 days after May 15<sup>th</sup>. The Department of Public Health shall establish, by rule, a waiver for children who show an undue burden or a lack of access to a dentist. Each public, private, and parochial school must give notice of this dental examination requirement within 60 days before May 15<sup>th</sup> of each school year.

**Vision and Hearing Tests** – Vision and hearing tests will be given to students in accordance with the law. Trained technicians will administer these tests as needed. All special education students and any students referred by a teacher will also be tested. If a parent receives a referral slip indicating that additional testing is needed, the parent should have a physician check the student promptly and return the signed slip to the school nurse.

**Student Athletes** – All athletic participants must have a yearly sports' physical before being allowed to participate. Sports physicals are valid for thirteen (13) months from the date of the physical.

### **Religious and Holy Days**

Members of religious faiths may be excused to observe days that occur on regular school days, or to attend religious classes scheduled by the church during school hours. Students may be excused upon written request of the parent/guardian and/or church official for participation in such classes or observances. Time missed due to approved religious reasons will be considered an excused absence. However, the student shall return to his/her regularly scheduled classes upon his/her completion of his/her church-oriented or religious classes or observances. Transportation to and from such activities shall be the responsibility of the parent.

### **Residency - BOE Policy 7:60**

Only students who are residents of the district may attend a district school without a tuition charge, except as otherwise provided below or in State law. All students attending school must provide proof of residency according to the District 91 Board of Education policy prior to starting school. A student's residence is the same as the person who has legal custody of the student. The administration may require proof of residence and legal custody at any time. "Legal custody" means custody:

- exercised by a natural or adoptive parent with whom a pupil resides;
- granted by order of a court to a person with whom the pupil resides for reasons other than to have access to the District's educational programs; or
- exercised under a statutory short-term guardianship, provided that within 60 days of the student's enrollment, a court order is entered establishing a permanent guardianship and granting custody to a person with whom the pupil resides for a reason other than to have access to the district's educational programs; or
- exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the pupil who resides with that adult caretaker relative for purposes other than to have access to the educational programs of the district; or
- exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the pupil and provides the pupil with a regular fixed nighttime abode for purposes other than to have access to the educational programs of the district.

A student whose family moves out of the district during the school year will be permitted to attend school for the remainder of the year without payment of tuition. Transportation is the responsibility of the parents.

### **Resident Students**

If a student's family plans to move into the district within 31 calendar days after the beginning of school, the student will be allowed to attend school at the beginning of the school year without payment of tuition. If the family does not move in within 31 days from the start of the school year the student will not be allowed to continue in the district and must attend his/her "home school." Tuition will be charged for time student attended school in the district.

### **Non-Resident Students – see BOE Policy 7:60**

Non-resident students may not attend District schools except when any state or federal law or a court order mandates the acceptance of a non-resident student.

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

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

### **Homeless Children - BOE Policy 6:140**

A homeless child, as defined by State law, may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. (Transportation shall be arranged according to State law.) If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or her parent(s)/guardian(s) of the availability of an investigator, sources for low-cost or free legal assistance, and other advocacy services in the community.

### **Student Insurance**

Accident insurance is available to all students. A student may be insured against injury during school sponsored activities and for accidents to and from school. Forms will be available at each school at registration time.

Please use the following procedures in the event of an accident:

1. Student will notify the office of an accident and provide all necessary information.
2. Student will request an insurance form from the office that is to be taken to the doctor.
3. Parent and doctor will complete the form and return it to the school office.
4. School will then complete its portion of the form and send it to the insurance company.
5. The insurance company will complete their transactions and mail payment to the insured.

### **Fees**

Unpaid fees/fines are subject to collection agency action as stated in Lockport School District Policy. **Any 8<sup>th</sup> grade student with outstanding fees/fines may not be allowed to participate in the graduation dance or graduation ceremony.**

### **Uniform Grievance Procedure – BOE Policy 2:260**

Students, parents/guardians, or community members should notify the District's Complaint Manager, superintendent, Dr. Kathleen Wilkey,, if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act
5. Equal Employment Opportunities Act
6. Sexual harassment
7. Bullying
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children.
9. Curriculum, instructional materials, or programs
10. Victims' Economic Security and Safety Act
11. Illinois Equal Pay Act of 2003
12. Provision of services to homeless students
13. Illinois Whistleblower Act
14. Misuse of genetic information

The superintendent will attempt to resolve complaints without resorting to the District's grievance procedure. If a formal complaint is filed under this procedure, the superintendent will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The

superintendent will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or their parents/guardians); this includes mediation.

### **Waiver of Student Fees – BOE Policy 4:140**

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss or demise of school books or other school-owned materials.

Fees for textbooks are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available.

A student shall be eligible for a fee waiver when the student is:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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

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

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.

The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding. Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 10 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 School has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); 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 or contractual obligation with the district.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

### **Student Records - BOE Policy 7:15**

The student's permanent record consists of basic identifying information, academic transcript, attendance records, health record, record of release of permanent information and other basic information. The student's temporary record consists of all information not required to be in the student's permanent record including family background, psychological evaluations, special education files, teacher anecdote records and disciplinary information. Parents have the right to:

1. Inspect and copy any and all information in the student record. There may be a small charge for copies, not to exceed 35 cents a page.
2. Challenge the content of the records by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled, conducted by an impartial hearing officer.
3. Receive copies of records that are scheduled for destruction. The school will notify of destruction schedule through local newspaper.
4. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.

Local, state, and federal education officials have access to student records for education and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health and safety of the student or other persons. All other releases of information require the informed written consent of the parent/legal guardian of eligible student.

The following is designated as public information and shall be released to the general public, unless the parents request that any or all such information not be released: student's name, address, grade level, birth date and place, parent's name and address, information on participation in school-sponsored activities and athletics, the student's period of attendance in school. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit including employment credit or insurance.

### **Learning Opportunities - BOE Policy 6:110, 6:120, 6:135, 6:160, 6:170**

#### **Early Entrance and Grade Acceleration**

Parents and other individuals may request a child be evaluated for early entrance to Kindergarten or First Grade. Children may also be requested for evaluation for a single subject or multiple subject grade acceleration. Parents/Guardians and other individuals must notify the Principal by January 31st and testing will take place in February for the following school year. If you have any questions, please contact the Principal.



### **At-Risk Learners**

Students at risk of academic failure shall be provided programming which include education and support services addressing individual learning styles, career development, and social needs.

### **English Language Learners**

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/guardians of English Learners will be informed how they can: be involved in the education of their children; be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

### **Title I Programs**

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

### **Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

### **Equal Educational Opportunities - BOE Policy 7:10**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, religious beliefs, physical and mental handicap or disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

### **The Sex Offender and Violent Offender Community Notification Law - BOE Policy 4:170**

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)  
Illinois Murderer and Violent Offender Against Youth Registry,  
[www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)  
Frequently Asked Questions Concerning Sex Offenders,  
[www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

### **Free Milk, Free and Reduced Lunches, and Fees – BOE Policy 4:130**

The school district will provide free milk and free lunch to any child whose family's income falls within the criteria specified by the Food and Nutrition Program of the Illinois State Board of Education.

Families with special hardship emergencies including unusually high medical expenses, shelter costs in excess of 30%, mental/physical condition of a child, disaster or casual losses, or unemployment may apply at the district office. Upon filing the form and present required documents, the office will notify the family within ten days whether or not they qualify for the provision. The parent may request a hearing if it is felt that the decision was arbitrary.

**All students qualifying for free/reduced lunches must complete a lunch order form by the due date each month.**

### **Asbestos Management Plan – BOE Policy 4:160**

This is to inform you of the status of the Lockport Elementary District 91 asbestos management plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings were initially inspected for asbestos in 1967. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for public review in the District Office. Should you wish to review the plans, please call to make an appointment between the hours of 8 A.M. and 4 P.M., Monday through Friday.

### **Parent Notifications under Every Student Succeeds Act – BOE Policy 5:190**

#### **Teacher Qualifications**

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

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

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

#### **Standardized Testing**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: IAR, ISA, FitnessGram, MAP, ACCESS for ELLs, DLM-AA.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## **Library/Media Requests and Reconsiderations**

If parents have a recommendation for books and/or other media resources that our school does not currently have, please let us know by completing and returning a Student and Parent Recommendations for LRC Material form, which can be found at [www.d91.net/scp](http://www.d91.net/scp).

If parents have objections to any of our LRC materials, they can voice their concerns by completing a Citizen's Request for Reconsideration of LRC material which can be found at [www.d91.net/scp](http://www.d91.net/scp).

## **GLOSSARY OF TERMS**

### **Abusive Language**

Verbal messages that include swearing, name calling or use of words in an inappropriate way

### **Bullying - BOE Policy 7:180**

The intentional, repeated, hurtful acts, words or other behaviors, such as name-calling, threatening, physical harm and/or shunning acts, committed by one or more individuals against another. Bullying is a violation of state law and school policy. Students shall report incidents of bullying to staff or anonymously through the district's website. All reports will be investigated, all parents will be notified of the incident, and results of the completed investigation will be shared within ten (10) school days from the date of the reported incident. The school district will determine proper interventions which may include: social-emotional skill building, social work services, psychological services, or disciplinary consequences. It is a violation of school policy for a student to retaliate against another student who reports an act of bullying or for falsely accusing another student as a means of retaliation.

Cyberbullying 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. Cyberbullying 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. Cyberbullying 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.

### **Cheating**

Behaving in an unethical manner. Cheating, plagiarism or any other types of deception.

The use of another's work, answers, notes or materials which the teacher has not given permission for use.

### **Chronic Truancy**

A student who is absent from school without valid, documented cause for 9 or more days of the last 180 school days.

### **Corporal Punishment**

The use of corporal punishment is not permitted. Corporal punishment is defined as inflicting physical pain or restraining a child in order to punish him/her for misconduct. However, a certified staff member is authorized to employ physical restraint, when, in his/her professional judgment, such restraint is necessary to prevent a child from doing harm to others, to himself/herself, or to property.

### **Defiance/Disrespect**

Refusal to follow directions, talking back and /or socially rude interactions.

### **Detention**

Keeping of a student after regular school hours for a reasonable period of time by a teacher or administrator. Parents must be notified prior to the detention when students are to remain after school. Detentions are usually, but not limited to Thursdays from 3:15 to 4:00 PM. Students will not be excused from detention(s) to participate in extracurricular activities. Any student that intentionally misses their assigned detention will receive an in-school suspension.

### **Denial of Privileges**

Exclusion from participation in a particular school activity for a restricted period by the principal and or his/her designee.

### **Disruption**

Behavior, which causes an interruption in a class activity, disruption includes sustained talking, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.

### **Due Process**

In all matters of discipline, students will be given the opportunity to tell their side of the story.

### **Endangering the physical and/or psychological well being of others**

Acts which could cause physical or psychological harm to others including bullying and or harassing others.

### **Expulsion**

Exclusion of a student by the Board of Education from school, from a class, from a school activity, or from riding the school bus (for any given activity), up to a maximum of two years. Code 105ILCS5/10-22.6(a)(d)

### **Fighting**

Actions involving physical contact where injury may or may not occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, biting, spitting, etc). A suspension may be given for physical fights per administrative decision.

### **Forgery**

A student who has signed a person's name without that person's permission.

### **Gambling**

Betting of any type which involves wagers on money.

### **Gang Activity**

Gang activity is prohibited on or about school grounds, on school buses, or off school grounds at any school activity. A "gang" is any group of two or more persons whose purpose includes the commissions of illegal acts. No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign or other thing that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or nonverbal (such as gestures or hand-shakes) showing membership of affiliation in a gang.
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including, but not limited to:
  - a. Soliciting others for membership in any gang
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person
  - c. Committing any other illegal act or other violation of school district policies
  - d. Inciting other students to act with physical violence upon any other person

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to ten days
- Expulsion not to exceed two calendar years

### **Gross Disobedience or Misconduct**

Shall include any other behavior or conduct which is of such gross nature as to constitute severe disobedience or misconduct.

### **Gum**

Possessing or chewing gum in the school building or during school functions.

### **Harassment/tease/taunt**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Hazing- BOE Policy 7:190**

Hazing means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any school sponsored or school recognized group, organization, club, or athletic team whose members are or include other student.

### **In-School Suspension**

Consequence for referral results in a period of time spent away from scheduled activities/classes during the school day. Daily work from classes missed will be provided. Student must complete and turn in all daily work by the end of the school day, in which internal suspension is being served, for the work to be eligible for full credit.

### **Intimidation**

Written or verbal words, or gestures that make another person feel threatened or in possible harm.

### **Law Enforcement/Police Intervention**

Local law enforcement will be contacted to assist the school as needed.

### **Lying**

A student who delivers message that is untrue and/or deliberately violates rules.

### **Minor/Warning Behavior/White Slips**

Includes all incidents of low intensity problem behaviors that are violations of behavioral expectations.

### **Office Referral**

Includes, but may not be limited to, Administrative Warning, After-School Detention, Silent Lunch, Internal Suspension or External Suspension.

### **Other**

Problem behavior not listed on discipline referral form, but in violation of school rules and/or student expectations.

### **Out-of-School Suspension**

Consequence for referrals results in a 1 – 10 day period when student is not allowed on school grounds. It is the responsibility of the student and/or his/her parents to arrange for someone to pick up their work from the office each day of their suspension. Students have the opportunity to receive credit for daily work completed during their suspension if returned to the office or their first period teacher by 8:35 am on the day they return to school from the suspension. All tests and quizzes missed will be taken the day the student returns to school.

### **Probation**

Conditioned enrollment in school or participating in a particular school activity or class for a restricted period authorized by the principal and or his/her designee.

### **Possession or Use of Drugs**

A student who is in possession of (on their person, in locker, or school possessions) or is using illegal drugs/substances or imitations. This includes tobacco, alcohol, and related paraphernalia.

### **Possession or Use of Weapon**

A student who is in possession of (on their person, in locker, or school possessions) knives or guns (real or look alike), or other objects readily capable of causing bodily harm.

### **Property Damage**

A student who deliberately impairs the usefulness or condition of school or other property.

### **Removal from Class**

Includes removal by a teacher or principal of a student whose behavior is so disruptive as to interfere with the order of the learning setting.

### **School Personnel**

Includes teachers, guest teachers (substitutes), administrators, school board members, contracted employees, and all other school district employees.

### **Search and Seizure- BOE Policy 7:140**

An administrator, or other designated school official, may conduct a search of any student, and/or that student's possessions, whenever that school official has reasonable suspicion to believe the student is in possession of some illegal or other object(s) or controlled substances detrimental to the health, safety, or welfare of the educational process, other students, or other school personnel. Any search authorized under this policy must be reasonable in scope and limited to searching school lockers and ordering the student to empty pockets, purses, or other personal articles. If a search produces evidence that the student has violated the law or the District's policies, such evidence may be seized and impounded by school authorities. Evidence may be transferred to law enforcement authorities. School officials will provide notification to a student and his or her parent/guardian that the school may conduct an investigation or require a student to cooperate in an investigation, if there is reasonable cause to believe that the student's social networking website account contains evidence that he or she violated Board policy or a disciplinary rule.

### **Social Suspension**

Any student who chronically displays inappropriate behavior, gross misconduct, or displays inappropriate behavior at an extra-curricular event may be placed on social suspension for a period of twenty days. Social suspension will include students that accumulate three detentions or receive an in-school/out-of-school suspension. A student on social suspension will not be allowed to attend the school dances, sporting events, or other special school events.

### **Tardiness – School and Class**

A student who is late to class or the start of the school day.

### **Teacher Interventions**

Attempts made by teachers or school personnel to intervene before a problem behavior arises or continues.

### **Theft**

A student that is in possession of, having passed on or being responsible for removing someone else's property.

### **Threats/Threatening Behavior**

Behaviors including, but not limited to, harassment, teasing, or taunting that includes a written or verbal intent to do physical harm to another student/staff member.

### **Truancy**

A student is truant if they are not in their scheduled class/activity without approval from the office or another staff member. Repeated unexcused absences or tardiness will also be considered truancy by definition of the Illinois School Code.

### **Vandalism**

A student that participates in an activity that results in substantial destruction or disfigurement of property not their own.