ABSENCES AND ATTENDANCE

If your child is to be absent because of illness, you are required to call the school absentee line by the beginning of the school day and report the absence each day. If your child is absent and we do not receive a call, we will call you at home or your place of employment to verify the absence. The purpose of this procedure is to determine if your child has arrived safely at school. School policy requires a written excuse from a doctor for any student who is absent from school due to illness for three or more consecutive days.

Parents are urged to request homework if their child is absent two or more consecutive days. Contact the school office as soon in the day as possible to request homework. This will allow the teacher time to prepare what is needed.

A student must be in attendance for a minimum of 5 consecutive hours (300 minutes) to be considered a full school day, 2.5 hours (150 minutes) for a half day for grades two through five, and 2 hours (120 minutes) for Kindergarten through first grade. When your child arrives after the official start time, parents are required to sign their children in at the office. Students who leave school early for reasons of illness, appointments, or notes from home will be released only to their parent or legal guardian unless prior arrangements have been made through the school office. Parents are required to sign their child out in the office.

Conscientious school attendance is one of the most important tasks of a student. The attendance maintained while in school will be looked upon by future employers as one of the basic criteria of employment. Students who stay home for trivial illnesses or because they do not feel like attending school are, in effect, hurting no one but themselves. They are missing vital information in their education and, therefore, placing their future in jeopardy. We will closely monitor all absences and hope for the cooperation of parents in improving school attendance. The attendance-monitoring program is divided into four (4) levels of absenteeism:

Level 1: 10 Full Days Absent
- At this level, a letter will be sent to the parents notifying them of the dates of the absences and the services our school can offer in relation to missed assignments, etc. We will also ask that if the absence will be prolonged, i.e., hospital, illness, etc., the school should be notified and a program can be set up to help the student make up the work.
- This is not a punitive letter, but one of concern on our part.

Level 2: 15 Full Days Absent
- A second letter will be sent once again advising parents of the days missed and how a continued pattern of absenteeism may affect their child’s grades.
- If there is an absenteeism pattern, a conference with the school administration will be required.
- If there is not an absenteeism pattern, the conference will be waived and only the letter sent.
- If absences to date are found to be unexcused, steps for truancy referral may be taken.

Level 3: 20 Full Days Absent
- A registered letter will be sent to the parents notifying them of the days the student has been absent. This letter will advise the parents that they must schedule a meeting with school administration. Failure to attend this meeting may result in a direct referral to the Regional Superintendent for truancy.

Excused Absence
An excused absence is defined as an absence due to sickness or an emergency in a family in accordance with the State Law. Students who have been excused from school are expected to hand in missed schoolwork. It is the student’s responsibility to contact each teacher for missed assignments. Please contact the appropriate teacher/s to make these arrangements.

Acceptable absences include:
1. Personal illness
2. Severe illness or death in the family
3. Family need *
4. Religious observances
5. Quarantine
6. Court appearances
7. School sponsored activities
   * “Needed at home” is not a sufficient excuse. The note from the parent must indicate the reason for the emergency requiring the student to miss school.

Unexcused Absence
Examples of absences that cannot be excused include but are not limited to:
1. Errands which could be scheduled when a student is not required to be in school.
2. Oversleeping
3. Car trouble or missing bus ride.
Prearranged Student Absences
For planned absences, such as family vacations during the school year, parents should notify the teacher and office in writing in advance. While such absences are discouraged, alternative assignments may be provided, when possible, as long as teachers have sufficient notice. It must be realized that not all lessons taught in school can be made up at home or assigned weeks in advance. Alternative assignments/makeup work cannot replace actual attendance at school.

Absence and Participation in After School Activities
A student must be present at school a minimum of four hours to be eligible for participation in after school co-curricular activities such as athletics, concerts, presentations, plays, trips, etc. If a student goes home ill during the day, that student becomes ineligible for participation in any school co-curricular activities that day.

Tardiness - To School
It is very important that children arrive at school on time. The educational process is disrupted for all concerned when this does NOT occur. When tardy to school, a student must report to the office to sign in before attending class. Excused tardies are appointments with orthodontist, dentist, doctor, eye doctor, etc. Unexcused tardies include oversleeping or missing the bus.

BEHAVIOR AND DISCIPLINE
One of the core values of the elementary schools in District #158 is the maintenance of a pleasant, orderly, supportive atmosphere. A spirit of cooperation among students, teachers, parents and administrators promotes a positive learning climate that enables and encourages excellence in education. In an effort to support this cooperation, all students and their parents should review the following rights, responsibilities and rules:

Discipline of Students with Disabilities: The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. No special education student shall be expelled for conduct that is a manifestation of his or her disability.

Student Rights
1. A meaningful learning experience.
2. A school climate free of violence and disruption.
3. A written code of discipline.

Student Responsibilities
1. Attain the best possible level of academic achievement.
2. Respect the rights of fellow students and school personnel.
3. Obey all school rules as well as city, state and federal laws.

Staff Rights
1. To teach/work in an atmosphere that promotes the educational process.

Staff Responsibilities
1. To maintain an atmosphere conducive to learning.
2. To communicate with students, parents and administrators.
3. To redirect inappropriate behavior.
4. To assign appropriate consequences.

Level-Step Disciplinary System
Administrators will at every stage be concerned with finding causes for misconduct for which the actions of the students are symptoms. It will be the goal to seek and find appropriate help for students who are in need. The system identifies three levels of misbehavior and clearly states the consequences for each rule infraction. Consequences are progressively more serious as infractions accumulate and severity increases. It is the hope and intent that this system will deter future misconduct, and engender in students a respect for the rights of others and the need for the rule of law both in school and society.

Level A - SCHOOL RULE INFRACTIONS THAT DISRUPT THE EDUCATIONAL ENVIRONMENT
- Such as, but not limited to, class room disruption, insubordination, personal dishonesty, academic dishonesty, throwing objects, public display of affection, profanity, failure to report to an assigned disciplinary action, bus violations, dress code violations, electronic device/cell phone violation, being in an unauthorized area, violation of normal school rules, unexcused tardiness to class or school, and unexcused absence from class.
- Level A infractions may result in warnings, loss of a school privilege, lunch/recess detention, before/after school detentions, parent conference, or suspension in/ from school.

Level B - SERIOUS RULE INFRACTIONS THAT INFRINGE UPON THE RIGHTS/SAFETY OF OTHERS
- Such as, but not limited to, repeated level A infractions, aggressive behavior (includes play fighting), fighting, aiding and abetting the violation of school rules, vandalism, theft, extortion, possession of inappropriate objects or material, technology violations, forgery, harassment of other students, chronic misbehavior, tampering with fire extinguisher or health safety equipment, false fire alarm, and truancy.
Level B infractions may result in suspension in/from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement.

**Level C - ILLEGAL BEHAVIOR**

- Such as, but not limited to, repeated level B infractions, an act that endangers oneself or others, felonious acts, threats/physical attacks of a staff member on or off campus, threat(s) towards others, possession or assisting in the possession of a weapon, arson, possession of or use of illegal drugs or alcohol, participation in a transaction/transfer of or attempted transaction/transfer of drugs or alcohol, use or possession of tobacco, tobacco products or alternative nicotine products, gambling, gang activity, and assault.

Level C infractions may result in suspension from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement. Any student who possesses a weapon, as defined in Section 10-22.6(d) of the School Code or Board Policy 7:190, shall be expelled for not less than one year.

**Explanation of Terms**

**Detention** - Detentions are assigned in cases of serious misconduct and/or frequent misconduct of the same nature. A detention must be processed through the administration. A detention may be up to 30 minutes and may occur before school, during lunch/recess or after the school day. Absence on the day of a detention will cause the detention to be served on the next school day. If the detention is assigned before or after school, students and parents will be notified in writing at least one day in advance of the day assigned. Parents are responsible for providing transportation. Transportation inconveniences are not a valid excuse for missing a detention. Failure to appear for an assigned detention may result in additional detention and/or parent phone conference.

**In-School Isolation** - Students will be in a supervised location working on classroom assignments. Any disruption will result in additional disciplinary action.

**Suspension** - Suspension will generally be imposed in cases of grave and/or frequent misconduct of the same nature. A student who has been suspended will not be readmitted to school or to classes without a parent conference. Students may not participate in or attend extra-curricular activities while under suspension. At the time of a suspension the student will remain in the office until a parent/guardian or their designee comes to pick up the student from school.

A suspension may not exceed ten days. Prior to a suspension, a student will be advised of the reason for the proposed suspension and afforded an opportunity to present information on their own behalf. It must be determined that the student is guilty of noncompliance with the school rule of the conduct charged, and that suspension is reasonably justified.

Parents or guardian will be given prompt notice of the suspension and the reason thereof. The parents or guardian have a right to request a review before the school board or an appointed hearing officer.

A student suspended shall not be denied the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period. The school will provide work for the student so that his/her future learning is not affected by the suspension. A student will receive credit for these assignments.

**Expulsion** - Expulsion shall take place only after the parents have been requested by registered or certified mail to appear at a meeting of the Board of Education, or to meet with a hearing officer appointed by the Board to discuss their son/daughter's behavior. The request shall include:

a. The reasons for the proposed expulsion and the conduct rule the student is charged with violating;

b. The time, date, and place of the hearing;

c. A brief description of what will happen during the hearing;

d. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years; and

e. A request that the student or parent/guardian inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and his or her parent/guardian may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified on behalf of the administration, and otherwise present reasons why the student should not be expelled. After presentation of evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate. If the Board decides to expel the student, it shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard. A student may be readmitted to school after expulsion by official action of the Board of Education.

Parents have the right to request a hearing from the Board of Education.

**Right to Review:** The Appeals process must follow these 3 steps:

A. Appeal to the Building Principal

B. Appeal to Associate Superintendent or Designee

C. Appeal to the Board of Education
BIRTH CERTIFICATE REQUIREMENTS
Illinois law requires at registration, or within 30 days of registration, a certified copy of the student’s county birth certificate to be on file with the district. If the certified copy is not available, then the school must be furnished at a minimum: the student’s identity and age, along with an affidavit explaining the inability to furnish the birth certificate. If the person enrolling the student does not comply, this fact must be reported in writing to the local law enforcement agency. A written notice must also be sent to the person enrolling the student requiring compliance within 10 days. If the 10 days expire with no compliance, the situation must then be reported to local law enforcement.

CLOTHING AND GROOMING
Students are expected to keep themselves well groomed and neatly dressed at all times. Any form of dress, which is considered disruptive to the educational process, is not permitted. Parents will be contacted in situations where student dress presents a problem. Experience has shown that student conduct, identification with the school purposes and activities, personal pride and self-respect and even the level of learning responses of students are all definitely related to personal appearance and mode of dress. Students should dress neatly but simply for school, rejecting extreme fads concerning hairstyles, make-up or clothing. We ask parents and students to become involved in supporting a “level of dress” that helps to promote a good atmosphere for learning. Articles of clothing that are considered inappropriate are, but not limited to, headwear, shoes with wheels, overly revealing clothing, dangerous/disruptive accessories, and clothing making reference to drugs or alcoholic beverages. Any clothing that tends to disrupt the educational process and/or is demeaning to oneself is also considered inappropriate. During the school day students may be asked to remove or turn inside out any inappropriate items of clothing.

ELECTRONIC ITEMS (Non-School Issued)
Below is a list of items that may not be visible or accessed during the school day. Students choosing to bring these items to school must store them in backpacks. Electronic items must be stored in the “off” position. Please be aware that the school cannot accept responsibility for lost, damaged, or stolen items.

- Toys (electronic or other)
- Games (electronic or other)
- Cell phones, MP3 players

Smart phones, e-readers and other educational electronic devices may be used for instructional purposes when the teacher deems appropriate.

EMERGENCY DRILLS
Emergency drill procedures will be discussed with all children by their classroom teachers. Drills will be held several times throughout the school year. Students must quickly and quietly report to the appropriate location.

EXCEPTIONAL TALENT PROGRAM
The Gifted Program starts formal identification at the end of grade two. All students are reevaluated at the end of grade five for the Hi-Cohort and middle school Gifted Program. Both objective and subjective measures are used for identification. Students are placed in the program based upon Standardized test scores in math, reading and language arts, a teacher checklist and Student Ability Index (SAI) scores. Teacher checklists and recommendations are given additional consideration. These measures are placed on a matrix for final selection. The students selected for the Gifted Program are placed with a teacher who has formal gifted training or experience with gifted students whenever possible.

The program is based on the Consultation Model. Consultation is a collaborative problem solving process between the teacher(s) and coordinator(s) through a sharing of expertise with the ultimate goals of better serving students. This model is based upon best practice in the field of Gifted Education.

FIELD TRIPS
We encourage all students to participate in field trips. We believe the whole world is a classroom and many sound educational activities that support the curriculum are best appreciated by actually visiting specific sights. Any admission fee and a pro-rated cost for transportation are assessed and payable prior to the trip. Occasionally a lunch stop is scheduled at a fast food restaurant and may be part of the fee. Students always have the option to bring a sack lunch if they so desire. Permission slips will be required. Please complete the entire form each time your student is involved in a field trip. You will be given appropriate time to complete the form and pay the fee. Please contact the teacher with questions.

FOOD
Snacks and lunches from home should be nutritious. Candy and pop are discouraged. Gum is not allowed. When bringing treats for classroom celebrations, please remember that District #158 requires that all treats must be commercially prepared and packaged. The distribution of edible birthday treats is not permitted in schools.
The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. By this policy, the Board of Education acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school authorities. "Gangs", as used in this policy shall mean an individual or two or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the district's rules and regulations. No student:

1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other insignia which is evidence of membership or affiliation with any gang.
2. shall draw gang graffiti or distribute gang related literature.
3. shall use any speech or act in furtherance of gang activity.
4. shall solicit others for membership in any gang.
5. shall request any person to pay protection or otherwise use extortion on any person.
6. shall commit any other illegal act or other violation of school district policies in furtherance of gang related activities.
7. shall incite other persons to inflict physical violence against any other person.
8. shall participate in any activity that could be interpreted as relating to gangs or gang activity.

Penalties for Violations: Any student found to have violated this policy shall be guilty of gross misconduct. All gang related paraphernalia or materials will be confiscated. Gross misconduct or disobedience includes provisions that the student will be assessed with up to ten (10) days suspension with consideration for expulsion and, in addition, a report to the police if a violation of the law is involved.

Nondiscrimination Policy and Grievance Procedures

Non-Discrimination

No student shall be denied equal educational and extracurricular opportunities on the basis of color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, marital or parental status, or pregnancy.

Concerns or complaints related to potential violations of this policy should be directed to:

Nondiscrimination Coordinator:
Ms. Jessica Lombard
650 Academic Drive
Algonquin, IL 60102
(847) 659-6162

Complaint Managers:
Ms. Jessica Lombard
Mr. Mark Altmayer
Mr. Terry Awrey
650 Academic Drive
650 Academic Drive
650 Academic Drive
Algonquin, IL 60102
Algonquin, IL 60102
Algonquin, IL 60102
(847) 659-6162
(847) 659-6111
(847) 659-6131

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described in Board Policy No. 2:260, a copy of which is available in the District Office, on the District website, or by contacting any of the individuals named above.

For concerns or complaints against District 158 or its employees other than a discrimination complaint, parents are encouraged to first contact the appropriate staff member directly. If the problem is not resolved, parents should then contact the Building Principal. If the problem remains unresolved, the parent should then contact the District Office.

Harassment/Hazing

Hazing

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "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 organization, club, or athletic team whose members are or include other students. Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Removal from the extra-curricular activities
• Conference with parent(s)/guardian(s)
• Referral to appropriate law enforcement agency
• Students engaging in hazing that endanger the mental or physical health or safety of another may also be subject to:
  • Suspension for up to 10 days
  • Expulsion for the remainder of the school term

Harassment
It is the policy of District 158 to provide an educational environment free from harassment. No person, including a district employee or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race, color, nationality, 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, marital status, pregnancy, association with a person or group with one or more of the aforementioned characteristics, or any other distinguishing characteristic.

Sexual harassment of students is prohibited. Sexual harassment means sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

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

Students are encouraged to report claims or incidences of sexual harassment to the Non-Discrimination Coordinator or Complaint Manager. Any student who believes he or she is being harassed may file a complaint by using the Uniform Grievance Policy outlined in Board Policy 2:260 and this Handbook.

A student's good faith action in reporting harassment will not result in any adverse actions against the complainant. However, if a student or witness is found to have made an intentionally false report of harassment, the student or witness shall be subject to discipline.

The full Board Policy on harassment may be obtained by calling the administrative office at (847)659-6158.

Bullying.

Bullying is defined as:

- An act that is repetitive in nature (similar behavior which occurs more than once)
- Creates a power imbalance (by size, age, numbers or emotionally)
- Is intended to hurt the victim (socially, emotionally, or physically)

"Bullying" and “cyberbullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student(s) or staff member which can reasonably be expected to have one or more of the following effects:

1. Placing the student in reasonable fear of harm to their person or property
2. Causing a substantially detrimental effect on the student's physical or mental health
3. Substantially interfering with the student's academic performance
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.
Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in the following situations:

1. During any school sponsored education program or activity;
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops, or at school sponsored or school sanctioned events or activities;
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

The entire Board Policy on bullying may be obtained by calling the Administrative Office at (847)659-6158.

Students who feel they have been bullied should report the incident by:

1. Contacting the Complaint Manager or other administrator, counselor, teacher, or social worker
2. Using the District tip line: (847) 659-INFO (4636)
3. Using the District Bullying/Harassment Report form found on the district website.

At its discretion, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal charges.

Generally speaking, questions or concerns should be first discussed with the staff member who is closest to the situation. It is always best to follow the chain of command to ensure that all parties involved are properly informed of the situation. Parents should expect a response from the staff member listed or his or her designee, within 24 hours to discuss their concern. If no contact has been made, please proceed to the next step in the chain.

The entire policy may be obtained from the Administrative Office 847-659-6158.
Following the Uniform Grievance Procedure outlined in Board Policy 2:260 and this Handbook, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal charges.

HEALTH AND SAFETY

Health Services
The health program is designed primarily to maintain health and prevent serious disability or illness. A Nurse is employed by the District in each school to be on duty when children are present during the regular school day. Except in emergencies, students need a pass from their teacher to visit the Health Office. If the nurse is not there or the Health Office is closed, the student should report to the main office.

Accident and Illness Procedure
When a student becomes ill at school, he/she may visit the Health Office. The Registered Nurse will assess the seriousness of the illness or injury and administer first aid. If warranted, the parents are notified. In accordance with the decision reached by the parent, the child may return to class, be picked up by the parent or guardian, or sent to the hospital. If the child has a fever of 100 degrees or greater, the student MUST be picked up from school. Other situations where a student must be picked up from school include, but are not limited to: vomiting, diarrhea, open lesions, lethargy, serious head injuries, eye drainage or redness, undiagnosed or new rashes and serious limb injuries. Parents will be called to come to school to assist if children are incontinent and need assistance in cleaning themselves. Parents are required to sign their child out in the office before leaving the building.

Administering Medication to Students
Every attempt should be made to schedule medication administration outside of school hours. However, if under exceptional circumstances a child is required to take prescribed oral medication during school hours, the R.N., principal and/or their designee will administer the medication in compliance with the following regulations:

1. Prescription Medication:
   - An “Administration of Medication Form” (which can be obtained from the health office or website) signed by the parent or guardian.
   - An “Administration of Medication Form” (which can be obtained from the health office or website) signed by the medical doctor, renewed annually.
   - The original prescription bottle must be brought to school by the parent (children may NOT carry the medication to school).
   - The prescription bottle label must contain the child’s name, name of medication, time to be administered, dosage, possible side effects and termination date of administering the medication.

2. Non-Prescription Medication:
   - An “Administration of Medication Form” (which can be obtained from the health office or website) signed by the parent or guardian.
   - An “Administration of Medication Form” (which can be obtained from the health office or website) signed by the medical doctor, renewed annually. Some non-prescription medications may be supplied by the school – please check your school for specifics. (All medication needs to be labeled with the child’s name and brought to school by the parent).

3. Asthma Medication:
   - Students may carry their own asthma inhalers. However, most parents of elementary aged students usually prefer the R.N. to monitor the child’s use of the inhaler.
   - A completed “Physician Request for Self-Administration of Asthma Medication” form (which can be obtained from the Health Office or website) needs to be completed and on file in order for your child to carry their own inhaler and/or to self-administer asthma medication in the Health Office. This form needs to be signed by the parent/guardian and physician and renewed annually.

4. Epinephrine Auto injectors (Epi-Pens). Students may carry and self-administer an epinephrine auto-injector (Epi-pen), provided that
   1) the student’s parents have signed written authorization for the self-administration of medication, and
   2) written authorization from the student’s physician, physician’s assistant, or advanced practice registered nurse, which includes the following information:
A. The name and purpose of the epinephrine auto-injector;  
B. The prescribed dosage, and  
C. The time or times at which or the special circumstances under which the epi-pen is to be administered.

5. Epinephrine Auto Injectors (Epi-Pens), UNDESIGNATED

- The Emergency Epinephrine Act, P.A. 97-0361 (the Act) became law in Illinois in 2011, permitting schools to stock a supply of Epinephrine Auto-Injectors, authorizing physicians to provide school districts and non-public schools with a prescription to obtain the Emergency Auto-Injectors from local pharmacists, and giving School Nurses or other trained personnel the authority to provide/administer the epinephrine to any student or staff member whom the nurse believes is having an anaphylactic reaction. Undesignated epi-pens will be available in all the schools during school hours and kept in the nurses offices. The School Nurse or other trained personnel may administer an undesignated epinephrine auto-injector to any person the nurse believes in good faith is having an anaphylactic reaction. This includes parents, visitors, and guests. The standing order and emergency supply of Auto-Injectors are kept in the office of the School Nurse.

Students with food allergies should also complete the “Food Allergy Action Plan” form, which is available on the district website.

Communicable Diseases

Please notify the school office as soon as possible if your child contracts any contagious disease. If such a disease is contracted, the child must be excluded from school. Communicable disease such as; chicken pox, German measles, impetigo, influenza, measles, mumps, scarlet fever, infectious mononucleosis and Strep throat are contagious before they reach a stage where they can be recognized and diagnosed. Certain communicable diseases will require a doctor’s release for the student to re-enter school. Please check with the health office for specifics. As always, please keep your child at home during an illness to decrease the number of students who are exposed to the illness. Students who have been running a fever (100 or greater) should be kept home fever-free for 24 hours before they return to school. Students should also remain at home for 24 hours after vomiting has stopped and student can tolerate a solid diet. Parents are also strongly encouraged to keep students home until diarrhea-free for 24 hours.

Head Lice

A child found to have head lice is not allowed to attend school, ride the school bus or attend any activity held on school property until the health office finds the child to be free from head lice. When a child who has head lice returns to school following treatment, the child must report immediately to the health office. A re-examination will be conducted by the school health services staff. If nits (lice eggs) are found, the child will again be excluded from school until it is determined by the health services staff that all nits have been removed. We suggest that you monitor your child weekly for evidence of head lice or nits. According to the Health Department, many outbreaks can be prevented by regular inspections carried out by parents. Parents must not rely on the school to do the primary head checks.

Emergency Information

There are times when a student’s illness or injury requires transportation to the hospital. The local rescue squad will transport student requiring emergency medical treatment to the appropriate medical facility. Every attempt will be made to notify the parent or guardian before transport. In order to contact parents quickly in the event of an emergency, it is required that we have complete and current information in PowerSchool on the following items;

- Your home address and telephone number  
- Working status of both parents, including the name of the company, the address and the phone number where you can be reached  
- The name and phone number of a neighbor or friend who is willing to attend to your child in an emergency.  
- It is the parents’ responsibility to notify the Registration Office at the District Office of any changes in the aforementioned items.

Immunizations
All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school. Every child who enters preschool, kindergarten, sixth or ninth grade and every child who enters a school, irrespective of grade, must present evidence of immunization against measles, tetanus, diphtheria, poliomyelitis, varicella, pertussis (whooping cough), meningitis, rubella, mumps, and Hepatitis B. A dental examination must be provided to the health office for students entering kindergarten, 2nd and 6th grades. A vision examination must be provided to the health office for students entering kindergarten or transfer students entering Illinois schools for the first time. Dental and vision examination forms can be downloaded from our website.

There are two exceptions to this State Law:

- Children whose parents or legal guardians object to health examinations or immunizations on religious grounds must present a written signed statement of objection, detailing the personal religious beliefs for such objections, to the Health Office (form letters will not be accepted).
- If the physical condition of the child is such that any one or more of the immunization agents should not be administered, the examining physician responsible for the performance of the health examinations shall endorse such fact upon the health examination form. (Illinois School Code).

Physical Examinations
In accordance with the Illinois Department of Public Health and the Illinois School Code, physical examinations are required for all students entering kindergarten, sixth grade and ninth grade. Physicals are also required of all transfer students and students participating in interscholastic sports. The physical examinations must include a record of all immunizations that the child has received. All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school. Physical forms are available in the Health Office or the District 158 website.

Individual Restrictions
At times, individual students may require special restrictions to their activity level due to a medical situation. Any restrictions for activity, or recess involvement, need to be submitted by a medical physician and must specify the amount of time that the student has the activity restrictions. Please note any physician directives for activity restrictions need to be reviewed, and resubmitted, annually.

HOMEWORK
Homework is an extension of learning in the classroom. Homework is assigned to challenge, reinforce and motivate, and is not given for disciplinary reasons. The quantity of homework will increase throughout the grade school years, as students are able to assume greater responsibilities and independence. Whenever possible, supervised study time will be given in the classroom to help students get off to a good start on their assignments. Homework is a good way of involving parents in the learning process and keeping them informed about their child's progress. It is important, however, that assignments be completed by the student in order for the teacher to make an accurate assessment of the student's learning. Both long and short term homework assignments will help students establish regular study habits, learn to budget time, develop an interest in the work assigned and learn the importance of accomplishing and turning in the work on time.

Acceptable Use of Electronic Networks
All use of electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

Acceptable Use - Access to the District’s electronic network must be: (a) for the purpose of education or research, and be consistent with the District’s educational objectives, or (b) for legitimate business use. Use of the Internet, email, and other communication and collaboration tools to enhance productivity and enhance student learning is encouraged.

Additionally, if students have been provided with a 1:1 technology device; the following are guidelines for the expectation of using technology responsibly:

- Bringing a charged device to school every day
- Storing the device in the provided case at all times
- Moving safely through the hallway while carrying a device
- Respecting the property and privacy of others by not using another student’s device or account
e. Using the device, app, and other information resources to support learning, complete school assignments, and gain understanding of how technology works
f. Using the Internet to gather information related to school, and to communicate with other students, teachers, and experts as it relates to school work

Privileges - The use of the District’s electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final. The Technology Director will work with the building administrator and the building administrator will deal directly with the violator.

Unacceptable Use - Staff and students are responsible for his or her actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to:

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
c. Downloading of copyrighted material for other than personal use;
d. Using the network for private financial or commercial gain;
e. Wastefully using resources, such as file space and bandwidth;
f. Hacking or gaining unauthorized access to files, resources, or entities;
g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including images or video;
h. Using another user’s account or password;
i. Posting material authored or created by another without his/her consent;
j. Posting anonymous messages;
k. Using the network for commercial or private advertising;
l. Accessing, submiting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
m. Using the network while access privileges are suspended or revoked.

Network Etiquette - Staff and students are expected to abide by the generally accepted rules of network etiquette while using any means of electronic communication such as email, blogs, wikis, discussion boards, instant messaging, etc. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.

e. Do not use the network in any way that would disrupt its use by other users.

f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the network or Internet, the user must notify the Technology Department or Building Principal. The Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Keep your accounts and passwords confidential and do not use another individual’s account.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

b. Students and staff engaged in producing web content must have written permission from the original producer before adding the material to their web page.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
d. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District’s email system and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
c. Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet “domain”. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Network Administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
e. Use of the District’s email system constitutes consent to these regulations.

Internet Safety

a. Internet access is limited to only those acceptable uses as detailed in these procedures.
b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.
c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.
d. The Network Administrator and Building Principals shall monitor student and staff Internet Access to Student Social Networking Passwords and Websites

If a student has an account on a social networking website, e.g., Facebook, Instagram, Twitter, ask.fm, etc., please be aware that State law requires school authorities to notify parents that a student may be asked to provide his or her password for these accounts to school officials in certain circumstances. Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

School authorizes may require a student or his or her parent/guardian to provide a password or other related account information.
in order to gain access to his/her account or profile on a social networking website if school authorities have reasonable cause to
believe that a student's account on a social networking website contains evidence that a student has violated a school
disciplinary rule or procedure.

LIBRARY RESOURCE CENTER (LRC)
The Learning Resource Center provides materials that support both the mission and the curriculum of the school district.
Students receive instruction on the use of the LRC, information on available books and resources, and opportunities to check out
materials. Library visits vary depending upon the building and grade level, but generally occur at least once per week.
Books are checked out for one week and may be renewed two to three times (if the book is not on hold). Fines are not charged
for late books; however children are not allowed to check out additional materials until late books have been returned. Overdue
notices will be sent home with students when a book is two or more weeks overdue. The price of the book is listed on the
overdue notice. If the book is lost or damaged, the student will be asked to pay for the book before more materials are checked
out. Should the book be found later, a refund will be issued up to one year from payment, assuming the book is in good
condition. Report cards for students with books more than one month overdue (or any books overdue at the end of the year) will
be held in the school office for parent pick-up.

LOST AND FOUND
Lost clothing, book bags, etc. will be kept in the lost and found area. Please label all items with your child’s name to facilitate
return. Small articles and valuables such as wallets, purses, jewelry and watches are kept in the office. Students may claim their
possessions by identifying them.

LUNCH AND RECESS
Lunch
District 158 schools offer a hot lunch program or your child may bring a lunch from home. The menu will be printed in the district
newsletter and on the district website.
Visitors are not permitted in the cafeteria or at recess.
Establishing A Lunch Account
CSD 158 uses a computerized debit system to keep track of student lunch purchases. Parents need to send in a sufficient
amount of money to maintain their child’s account. The money must be received in the cafeteria within the first hour of the
day of intended use. The student’s name, I.D. number, teacher’s name, and amount are required on the check and
envelope. Checks should be made out to School District 158.
Credit card payments – You may also establish an account on mylunchmoney.com to make credit card payments. All questions
regarding mylunchmoney.com should be directed to 1-800-479-3531.
Mylunchmoney.com can notify the parents when the accounts are getting low by email. If the account reaches a
“negative” balance, the child will be allowed to charge a peanut butter or jelly sandwich and milk up to three times until funds are
added to the account. After three charges, your child will not be provided with any type of school lunch. Honeywell information
must be kept current.
Any monies left from last year will be carried over to this year.
Free and reduced meal applications are available in the office.
Milk Break
Milk Break is available to Kindergarten through Fifth Grade students. Milk is purchased for the semester and is paid for at the
beginning of each semester.

Behavior Expectations for Lunchtime:
• Walk at all times
• Use quiet voices
• Take your seat and stay seated
• Raise your hand
• Do not share food
• Dispose of all trash
• Respect others

Recess
When weather conditions permit, students will go outside to recess if the wind chill temperature is greater than 15 degrees
Fahrenheit. Please see that your child is dressed appropriately.
Students recovering from a cold or illness related absence may stay inside during recess for up to two days, provided they bring a note from home. After two consecutive days, a doctor’s note is required. An excuse for P.E. applies to recess as well.

Peaceful Playground
District 158 Elementary Schools promote positive student interaction through the use of the Peaceful Playground program. Children learn cooperation through Peaceful Playground games and strategies at the start of the year.

Behavior Expectations for Recess:
- play safely
- follow Peaceful Playground guidelines for games and
- conflict resolution
- no chasing, wrestling or play fighting
- only handball games allowed
- respect playground equipment
- respect others

PARENT TEACHER ASSOCIATION (PTA)
The PTA is a partnership. The PTA brings people together to share thoughts and ideas about programs and activities that benefit students and their families. The PTA works with staff to help promote school goals and bring a sense of community to our schools. For further information, please check your school’s web page for the PTA link.

Invitations to private parties (birthdays, holidays) should be distributed outside of school. These types of invitations will only be distributed at school if the entire classroom is invited to the private party. Birthday acknowledgements (balloons, flowers, etc.) will not be sent to classrooms and cannot be sent home on the bus.

PHYSICAL EDUCATION
We are asking all students in grades K-5 to purchase gym shoes exclusively for P.E. class. All students will be expected to participate in P.E. except those who have a written doctor’s excuse and/or a note from the nurse. Normally a student who provides the nurse with a note from a parent can be excused from P.E. for up to 3 days. After 3 days, a doctor’s note must be provided. An excuse for P.E. applies to recess as well.

PROPERTY
Students are to respect the property of others including that of students, staff and school. School issued materials, such as textbooks, tablets, lab materials, etc. are on loan to students. Any damage or replacement costs are the student’s responsibility. Student storage areas are for school property and thus are to be used only for the purpose of storing books, notebooks, lunches, coats, etc. These areas are subject to search by school authorities.

REPORT CARDS
Report cards will be sent home on a quarterly basis. K-2 students will have progress monitored using a developmentally appropriate report card. Students in grades 3, 4 and 5 are graded on their academic achievement. Parents may keep the report card, but are asked to sign and return the report card envelope within five school days.

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

Any student may file a sex equity complaint with the district’s Complaint Managers or Nondiscrimination Coordinator, in accordance with the district’s Uniform Grievance Policy (Board Policy 2:260). A student may appeal the School Board’s resolution of a complaint filed to the Regional Superintendent, and, thereafter, to the State Superintendent of Education.

SMOKING – Cigarettes and Alternative Nicotine Products
All District 158 buildings and grounds are smoke-free environments. This includes all after school activities and school related events.

SPECIAL EDUCATION
The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in District 158, as required by the Individuals with Disabilities Act (IDEA).

Students who are experiencing academic concerns which negatively impact academic performance may be referred to the building level/grade level team/program. This team will develop a plan through Response to Intervention (RtI) to implement supports and interventions to increase the student academic success in the academic areas in which the student has been impacted. If the intervention plan shows the student demonstrates performance discrepancy as indicated by national, state and local assessments AND does not demonstrate educational progress through those established national, state or local norms the team will then refer the child to the Special Services Team to begin the process of Special Education entitlement.
In order for the student to receive special education services, he or she must proceed through the following stages: 1) referral to the building level/grade level team/program, 2) a building level planning form for instruction and interventions has been created by collaboration of the problem solving team, special education providers and intervention specialists, 3) student continues to demonstrate a lack of performance growth within a scientifically based curriculum and/or intervention after 4-6 weeks of using scientifically based intensive interventions as indicated by local building models, 4) student performance has indicated to team/specialists a Domain Review with parents and appropriate team members is necessary to review and evaluate existing information, 5) the determination regarding what additional evaluations are needed in each of the relevant domains 6) assessments and evaluations to be completed by persons qualified to provide necessary assessments, 7) a conference with parent and appropriate personnel is held to determine if the student meets the eligibility criteria for special education services. If it is determined that the student is entitled to special education services, an Individual Education Plan will be designed to meet that student's needs. District 158 provides a continuum of services to children with Individual Education Plans. Every effort is made to educate the student within their home school and classroom environment. Students needing a more restrictive environment and intensive services may be referred to the Special Education District of McHenry County Cooperative for placement or to private educational facilities. Students who move into District 158 with an Individual Education Plan will be provided with the services listed on said Individual Education Plan. All students with Individual Education Plans are afforded the safeguards and rights described in the Educational Rights and Responsibilities: Understanding Special Education in Illinois.

STUDENT RECORDS
The District will maintain two sets of records for each student: a permanent record and a temporary record. All student permanent records are kept upon graduation for 60 years. (i.e., if your child graduated from high school in the class of 2000, records would be kept until the year 2060.) The permanent records may include:

- basic identifying information
- academic transcripts
- attendance record
- accident and health reports
- information pertaining to release of this record
- honors and awards
- school-sponsored activities and athletics
- The temporary record may include:
  - family background
  - intelligence and aptitude tests
  - psychological reports
  - achievement test results
  - participation in extracurricular activities
  - honors and awards
  - teacher anecdotal records
  - disciplinary information
  - special education files
  - verified reports of information from non-educational persons
  - verified information or clear relevance to the student's education
  - information pertaining to release of this record.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student's education records. They are:
1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

Students 18 years of age have the right to inspect and copy their permanent record. Parent/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardians or eligible student of the time and place where the records may be inspected. The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15).

2. **The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible
student believes are inaccurate, misleading irrelevant, or improper. Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

   Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) 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.

   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by the State for federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

   The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student’s school student records are forwarded to another school to which the student is transferring.

   Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

   Student records are reviewed every 4 years or upon a student’s change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information concerning the parent’s/guardian’s child.**

   Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parents'/guardians' name and address, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, or period of attendance in school.

   Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

   The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

**STUDENT PLACEMENT**

Student placement is a function of building administration. Teachers work together with administration to place students in classrooms. Parents may provide written comments or information pertaining to their child’s learning needs by May 1st.

**TRANSPORTATION**

Bussing What every parent and student needs to know:
The Transportation Department and its staff are dedicated to the service, safety and well-being of all of School District 158’s students that it transports. Therefore, the following guidelines and rules need to be followed and adhered to.

**Bus Transportation**

School bus transportation is an important part of each student's education experience and the Transportation Department will assist in making this experience as pleasant as possible. It is the responsibility of the Transportation Department to design and implement routes and stops according to guidelines set forth by the Illinois State Board of Education and Illinois State Law. Students are required to ride their designated routes and get on and off at their designated stops. Students must be picked-up and dropped-off at the same location Monday through Friday. Transportation needs to keep track of students riding their designated routes in the event of an emergency (i.e. bus collision, lost or missing students). Due to the number of students that are transported in the district and the growth in the district, it is no longer feasible to let students ride home on routes other than their designated routes. In the event of an emergency the parent must call the Transportation Department at (847) 659-3000 to request a change in their child’s designated route. Requests for changes will be accepted or denied based on the number of regular bus students riding the bus. Parents will have to send a note with the child to be given to the principal or designee of the change approved by Transportation. Any changes school principals authorize need to go through the Transportation office for reasons previously stated.

**Bus Danger Zones**

Statistically school bus transportation is the safest means of transportation that a student can take to and from school. A student has a 150 times greater risk of being in an accident to and from school via another vehicle other than a school bus. The area within ten (10) feet in the front, sides and rear of the bus are the most dangerous areas of the bus known as the DANGER ZONE. Precautionary guidelines must be adhered to when students are loading and unloading. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Students need to remain at least 10 feet away from the bus before loading. When unloading, students must exit the bus directly away from the bus, moving directly away from the bus at least 10 feet away from the bus. If a student should drop a personal item directly in front of or alongside of or at the rear of the bus the student should not retrieve that item until first letting the driver know that they have dropped that item. The driver will then decide if it is safe to retrieve the lost item. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

**Bus Drivers**

School District 158 bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. Students are required to obey the driver at all times. The bus driver is required to report students that violate the bus rules of proper behavior and conduct while riding the bus. Bus drivers are not authorized to approve requests to change routes or make unauthorized stops unless approved through the Transportation office.

**Bus Stops**

Students need to be at their designated bus stops 5 minutes prior to the scheduled arrival time of the bus. The private property of those living near the bus stop is to be respected. Bus drivers are required to report any student(s) that are consistently tardy for their bus, as corrective action may be necessary. It is important that the buses maintain a timely schedule. Students need to stand a safe distance on the sidewalk away from the curb and street where sidewalks are provided. In areas where sidewalks are not provided, students need to stay off the road and harms way of motorists using the roadway. Students waiting for the bus are not to approach the bus until the bus has come to a complete stop and the driver has opened the door. Students are to get on the bus in single file in an orderly fashion without pushing and shoving. Students are to find a seat immediately. When students need to cross a road before boarding or after exiting the bus they must wait to do so until the driver has signaled them, giving permission to cross. Students should cross the road far enough in front of the bus (approximately 10 feet) so that the driver can see the student and the student can see the driver. Students that need to cross the road should notify the driver before getting off the bus that they would need to cross the road. The student should then exit the bus and proceed to the front of the bus remaining at least 10 feet in front of the bus, remaining on the curb or edge of the roadway, until the bus driver signals the student permission to cross the road. Students when unloading need to immediately step at least 10 feet directly away from the bus and proceed immediately to their destination. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

**School Bus Conduct Procedures**

Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their buses and will not be required to transport any individual who is a disciplinary problem. If a student's behavior is not acceptable, the right of riding the bus may be withdrawn and the student may face further consequences as described in the Student Handbook. The school discipline system applies to students at the bus stop, on the ride, and throughout the school day. It then becomes the responsibility of the parent to transport the student.
Revocation of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school. School bus riders, while in transit, are the responsibility of school bus personnel. Decisions regarding special education students will take into account related disabilities and I.E.P.’s pertaining to transportation. Students at bus stops, bus loading and unloading zones and in route are also subject to the District’s Rules and Policies.

**Non-Bused Students**

In the interest of safety and security of the students, please follow the pick-up/drop-off procedures specific to your school.

**VISITORS**

The safety and security of your children is our number one concern. In an effort to maintain a safe, disruption free educational environment for District 158 students, we are asking all visitors to use the same procedures when entering the building. The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.

- All visits to classrooms must be prearranged with the teacher.
- Conferences will be held outside school hours or during the teacher’s conference/preparation period.
- Upon entering the building please report directly to the office.
- A school official will inquire as to the nature of your visit.
- A school official will ask you to sign in.
- You will be issued a visitors pass that should be worn visibly. All staff members have been instructed to stop and question anyone without an office-issued pass.
- At the conclusion of your scheduled visit, please stop in the office, sign-out and turn in your visitor’s pass.

**VOLUNTEERS**

In School District 158, we are fortunate to have extensive community and parental involvement. Throughout the year, there are many opportunities to volunteer in the schools. In an effort to sustain a safe and orderly school environment and because our students need and deserve the full attention of our volunteers, we have established volunteer guidelines whereby no younger siblings will be allowed to accompany a volunteer during school hours. We hope that everyone understands that this is in the best interest of our students as we continue to strive for their academic excellence. If you are interested in volunteering, please contact the school office.

**WAIVER OF STUDENT FEES**

Waiver of student fees will be granted to those students who qualify. Parents/guardians may apply for waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income. The Board Policy regarding fee waivers and a fee waiver application form will be sent to all parents of enrolled students prior to the start of the school year. These forms are also available by contacting the District Office at 847.659.6158.

**DISCLAIMER:**

School rules published in this handbook are subject to change to insure continued compliance with federal, state or local regulations. They are subject to review and alteration as necessary for the routine operation of the school.