



Parent and Student Handbook 2018-2019

Inspire, Empower, Achieve... Every Student, Every Day.

**Evergreen Park Elementary
School District 124**

2929 West 87th Street
Evergreen Park, IL 60805
(708) 423-0950, www.d124.org
District Fax (708) 423-4292
Superintendent: Dr. Robert Machak

Dear Parents and Guardians,

School District 124 has a rich tradition of parents, teachers, and administration working together to build a foundation for success for our children. Supported by adults who love, nurture, and care for them, our children's potential for success is bound only by the limits that they would place on themselves and their own learning. One of the most important things that we can do to help create this solid foundation is to model the high expectations for academic achievement, effort, and citizenship that we hold for ourselves and want for our children. I invite you to take some time to review, with your child, the information in this handbook. The procedures and guidelines that the district has developed and included here will help all our children have a safe, happy, and productive school year.

If you have any questions about, or suggestions for improving, the experiences of our children in Evergreen Park School District 124, please contact me directly at (708) 423-0950 or rmachak@d124.org.

Sincerely,

Dr. Robert Machak

Chain of Command

On occasion, parents may have a concern, complaint, suggestion, or request related to a school decision or policy. If the question or concern is directly related to a classroom activity, speak with your child's teacher first. If further questions or concerns exist, then the next person in the chain of command should be contacted to aid in problem solving. For the most effective communication, contact should be made in the following order:

- **Teacher**
- **Principal**
- **Superintendent**
- **Board of Education**

SCHOOL COMMUNITY CODE OF CONDUCT

In order to provide a safe, caring and orderly environment, Evergreen Park Elementary School District 124 expects civil behavior for all who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities that need to be demonstrated to promote an educational environment free from disruptions, harassment, bullying, and aggressive actions.

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BOARD OF EDUCATION

Kimberly Leonard, President

Julie Egan, Vice President

Gina Canon, Secretary

*Sean Hynes
Kathryn Fontaine*

*Robert Kelly
Colleen Klimczak*

DISTRICT ADMINISTRATION

Dr. Robert Machak	Superintendent	rmachak@d124.org
Kathleen Prado	Director of Curriculum and Instruction	kprado@d124.org
Timothy Kostecki	Director of Business Services	tkostecki@d124.org
Veda Newman	Director of Student Support Services	vnewman@d124.org
Matt Kellett	Director of Technology	mkellett@d124.org
Ron Weber	Director of Buildings & Grounds	rweber@d124.org
Deborah Michicich	Director of Food Service	dmichicich@d124.org
Administrative Center	Phone 708/423-0950	fax 708/423-4292

BUILDING ADMINISTRATION

Trayon Sallis, Assistant Principal	Central Middle School	tsallis@d124.org
Jacquelyn Janicke, Principal	Northeast School	jjanicke@d124.org
Dr. Matthew Banach, Principal	Northwest School	mabanach@d124.org
Patricia Johnson, Assistant Principal	Northeast and Northwest Schools	pjohnson@d124.org
Timothy Sheldon, Principal	Southeast School	tsheldon@d124.org
Patricia Bogdan, Principal	Southwest School	pbogdan@d124.org
Scott Liska, Assistant Principal	Southeast and Southwest Schools	sliska@d124.org

SCHOOL LOCATIONS

Central Middle School	9400 South Sawyer	708/424-0148	Fax 708/229-8406
Northeast Elementary School	9058 South California	708/422-6501	Fax 708/229-8410
Northwest Elementary School	3630 West 92 nd Street	708/425-9473	Fax 708/229-8407
Southeast Elementary School	9800 South Francisco	708/422-1021	Fax 708/229-8413
Southwest Elementary School	9900 South Central Park	708/424-2444	Fax 708/229-8416



EVERGREEN PARK ELEMENTARY SCHOOL DISTRICT 124

2929 W. 87th Street • Evergreen Park IL 60805

708/423-0950 • Web Site: www.d124.org

SCHOOL CALENDAR 2018-19

NOTE: During the 2018-2019 school year, students will begin school at 9:30 a.m. every Wednesday except August 15, October 3, 10, & 17, January 9, February 20, March 20 and May 22 & 29 to provide teachers with Professional Learning Time.

August 10	New Teacher Orientation
August 13	Teacher Institute Day - No student attendance
August 14	Teacher Institute Day - No student attendance
August 15	First day of classes K-8 & Before School Program-Students dismissed at 11:30 a.m.
August 16	First day for After School Program
August 16	First Day of Early Childhood/Pre-Kindergarten Students
September 3	Labor Day - School closed
October 8	Columbus Day – School closed
October 19	Students dismissed at 11:30 a.m.
October 19	End of Quarter 1
October 26	Quarter 1 Report Cards Distributed
November 5	No Student Attendance – Parent-Teacher Conferences – 1:00 – 7:55 p.m.
November 6	No Student Attendance – Parent-Teacher Conferences – 1:00 – 7:55 p.m.
November 12	No Student Attendance – School closed
November 21 - 23	Thanksgiving Vacation – School closed
December 21	Teacher Institute Day – No student attendance
Dec. 24 – Jan. 4	Winter Vacation
January 7	Classes Resume
January 11	Students dismissed at 11:30 a.m.
January 11	End of Quarter 2
January 18	Quarter 2 Report Cards Distributed
January 21	Dr. Martin Luther King’s Birthday – School closed
February 18	Presidents Day – School closed
February 19	*Emergency Day if needed due to school cancellation
March 4	Casimir Pulaski Day – School closed
March 22	Students dismissed at 11:30 a.m.
March 22	End of Quarter 3
March 29	Quarter 3 Report Cards Distributed
April 16	District Art Show
April 19-26	Spring Break
April 29	Classes resume
May 22	Graduation
May 27	Memorial Day – School closed
May 28	Last Day for Early Childhood/Pre-Kindergarten Student
May 29	Last Day of School - Students dismissed at 11:30 a.m.
May 30	Teacher Records Day - No student attendance
May 31, June 3-6	Emergency Days if needed due to school cancellations



District 124 Long-Range Strategic Plan 2017-2020

Curriculum, Instruction and Assessment

Goal:

To implement and support a progressive curriculum to meet the needs of a diverse student population that allows all learners to achieve at their highest potential; to deliver high quality instruction that is rigorous, relevant and engaging to maximize learning and empower the whole child; to develop and implement with fidelity a balanced assessment system that provides multiple measures of achievement and student growth.

This goal will be accomplished by:

- Creating a viable written curriculum that ensures that all students have an equal opportunity to learn.
 - Developing an evaluation cycle for all curriculum to guarantee that the curriculum is aligned to current standards and that desired results are being achieved.
 - Providing planned professional development and collaboration that supports staff in effectively implementing a progressive curriculum.
 - Supporting the delivery of differentiated instruction that meets the needs of all learners.
 - Ensuring that evidence-based best practices of instruction are implemented with fidelity.
 - Providing planned professional development and collaboration that supports staff in effectively planning and delivering instruction to increase rigor, relevancy, engagement and achievement.
 - Designing and implementing assessments that accurately demonstrate a student's knowledge of content and mastery of skills.
 - Strengthening district-wide data analysis procedures to positively impact student growth and achievement.
 - Providing planned professional development and collaboration that supports staff in effectively creating assessments that accurately assess all learning standards and the curriculum taught.
-



Financial Health

Goal:

To facilitate fiscal and fiduciary responsibility in order to maximize student outcomes.

This goal will be accomplished by:

- Striving for an ISBE financial profile designation of “Recognition.”
- Negotiating salary and benefit levels that attract, retain, and reward quality staff within the goals of fiscal stability.
- Developing a community understanding of school finance.
- Evaluating annually the long-term financial projections to be better prepared for major financial decisions, both capital and operating.
- Investigating methods to maximize revenues and minimize expenditures by pursuing new partnerships with local government, business, industry, and community groups.

Culture

Goal:

To promote a challenging, respectful learning environment that engages each learner, staff, family, and community member, while embracing diversity in order to reach higher levels of student achievements.

This goal will be accomplished by:

- Developing, implementing, and strengthening school programs and services to ensure a focus on emotional, social, physical, as well as intellectual growth of all students.
 - Enhancing communication efforts to increase stakeholder awareness and engagement in district initiatives, activities, and curriculum.
 - Recruiting, retaining, and supporting quality personnel who reflect the diversity of our community.
 - Introducing and broadening methods to continually improve the climate and culture of the district.
 - Creating stronger relationships with community partners.
 - Fostering an appreciation for the diversity of our school community.
-



Facilities

Goal:

To provide safe, state-of-the-art facilities that support the expansion of all educational and extracurricular programs and student growth.

This goal will be accomplished by:

- Recommending plans to address the need for additional space at current facilities K-5.
- Continuing mechanical system upgrades in all buildings.
- Creating a welcoming exterior environment.
- Upgrading security and accessibility to reflect best practices.
- Maximizing educational and recreational space at each school.

Technology

Goal:

To cultivate responsible and resourceful problem-solvers who are skilled in critical thinking and empowered to embrace future opportunities.

This goal will be accomplished by:

- Integrating a personalized professional development system to enhance knowledge and application of technology into the curriculum as a tool to improve learning.
- Communicating more effectively to the stakeholders through the use of technology.
- Developing critical thinking skills in students to solve relevant challenges.
- Providing comprehensive, direct instruction in the areas of digital citizenship and media literacy.
- Improving systems for personalized learning and data reporting to allow students to be challenged at their own level.
- Optimizing the technology infrastructure to support the growing needs of the district through any fiscal climate.



I. INTRODUCTION

A. FORWARD

Evergreen Park Elementary School District 124 (the “district”) is a Pre-Kindergarten-8th grade school district comprised of four elementary schools and one middle school. This handbook serves to communicate district procedures and guidelines to Parents/Guardians, students and the community. Please contact your building principal with any questions regarding information contained in this handbook.

B. EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, gender, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on gender or sexual orientation, 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.

Further, the district will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the district remains viewpoint neutral when granting access to school facilities under Board Policy #8.20, Community Use of School Facilities. Persons who believe they have not received equal opportunities should report their claims to the Complaint Manager via the Uniform Grievance Procedure (see Part IV.U of this handbook).

C. INSTRUCTIONAL HOURS

Students in full-day Kindergarten through 8th grade attend school from 8:25 a.m. until 3:05 p.m. on Monday, Tuesday, Thursday and Friday. (Students may enter school buildings at 8:15 a.m.) On late start days, students will begin school at 9:30 a.m. to provide teachers with Professional Learning Time. (Students may enter school buildings at 9:20 a.m.)

Half-Day Kindergarten Hours: AM: Monday, Tuesday, Thursday, and Friday 8:25 a.m. until 11:30 a.m.

Wednesday - 9:30 - 11:40 a.m. (late start)

Pre-Kindergarten and Early Childhood Hours AM: Monday, Tuesday, Thursday and Friday 8:50 a.m. until 11:40 a.m.

Wednesday - 9:30 - 11:40 a.m. (late start) PM 12:25 - 3:00 p.m.

Students are not to remain after regular dismissal time unless they are staying at the request of a teacher for a specific purpose or are registered for the Extended Day Program. For additional information about the Extended Day Program, please contact the Extended Day Coordinator at (708) 423-0950 x2182.

D. EXTENDED DAY PROGRAM

The district offers an Extended Day Before and After school program at each school. Please visit the Extended Day page on the district's website for more information about your specific school.



Before and After School Rates: These rates apply when students are registered for before school care, after school care, or both. If your child needs before school care only on late start mornings and does not need after school care, please see the **PLC Morning Rates** section.

Annual Enrollment Fee

One Child	\$50.00
Family	\$60.00

Before School Care

	<u>Elementary</u>	<u>Central Middle School</u>
7:00am to beginning of school day	\$4.50	\$5.50
Breakfast (SW only)	\$1.35	

After School Care

	<u>Elementary</u>	<u>Central Middle School</u>
3:05pm to 4:00pm (1 hour)	\$4.50	\$7.50
3:05pm to 5:00pm (2 hours)	\$8.00	\$8.50
3:05pm to 6:00pm (3 hours)	\$11.50	\$11.50

After School Care: Early Dismissal on October 19, 2018, January 11, 2019, March 22, 2019

	<u>Elementary</u>	<u>Central Middle School</u>
11:30am to 3:00pm	\$28.00	\$28.00
11:30am to 4:00pm	\$32.00	\$32.00
11:30am to 5:00pm	\$35.50	\$35.50
11:30am to 6:00pm	\$39.00	\$39.00
Optional Lunch	\$ 2.55	\$ 2.80

PLC Mornings Rates: These rates apply when students are registered to attend before school care only on days when school is scheduled to begin at 9:20am.

Annual Enrollment Fee

Waived*

PLC Mornings

	<u>Elementary</u>	<u>Central Middle School</u>
Drop-Off 7:00am to 8:20am	\$5.50	\$6.50
Drop-Off 8:21am to 9:20am	\$2.50	\$3.50

* If a student registered for a PLC Mornings account attends a non-PLC session, the Annual Enrollment Fee will be automatically assessed to the account.

Rates quoted apply per child, per day. Students must be registered in the Extended Day Program to be eligible to attend before and after school care. To register, please visit the Extended Day Program page on the District Website. For further assistance, call 708-423-0950 x2182.



II. ELIGIBILITY TO ATTEND THE DISTRICT

A. ENROLLMENT REQUIREMENTS

Pre-Kindergarten Screening and Eligibility

The purpose of our pre-kindergarten screening is to assess children ages 3-5 years old, whose parents may have concerns regarding their child's development and to determine progress in targeted developmental areas (communication, concepts, fine and gross motor, hearing and vision). Preschool children may be found eligible to participate in district services through the screening and/or further evaluations as appropriate. Evergreen Park School District 124 provides a pre-kindergarten program that meets five days a week for half-day sessions; the program is funded through a State of Illinois grant which results in no cost to parents for participation. To make an appointment for a pre-kindergarten screening, please contact the Department of Student Support Services at (708) 423-0950 x2140.

Kindergarten and First Grade Eligibility

To be eligible for admission to kindergarten, a child must be 5 years old on or before September 1 of that school term. A child entering the first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before September 1.

A government-issued birth certificate is required for proof of age at the time of registration for all new students. Hospital birth certificates and baptismal certificates will not be accepted in lieu of a government-issued birth certificate.

Online Student Registration for 2018-2019 School Year

Evergreen Park Elementary School District 124 is excited to announce an online student registration system for the upcoming 2018-2019 school year, powered by InfoSnap. The online registration system is a secure and green process, which allows the district to verify all student information prior to the start of the new school year. To register go to the district website, www.d124.org, click on the "Parent" tab and select "Registration". At the end of each school year, parents receive a SnapCode for each District 124 student that contains a personalized link to complete online registration for the following school year.

B. RESIDENCY

Only students who are residents of Evergreen Park may attend a district school without a charge, except as otherwise provided below or in State law.

Students may attend the district on a tuition-free basis if the student meets the following residency requirements:

1. The student resides within the boundaries of the district with his or her natural parents, or his or her custodial guardian or parent if the parents are divorced or separated; or
2. The student resides within the district with a person other than the natural or custodial parents and custody or control has been transferred to such person.

A student may not attend the district if his or her residence is primarily for the purpose of enrollment in district schools. A student residing outside of Evergreen Park will not be permitted to attend school within the district.



Every year, the district requires that the parent/guardian complete and/or verify registration and emergency information. It is important that we have updated information annually and in addition, we ask for annual residency verification in the form of a mortgage, rental agreement, and several utility bills. This process assures that only residents of the district are afforded the opportunity to have their children educated in the district's schools. The online registration opens July 1, 2018. At the end of each school year, parents/guardians receive a SnapCode for each District 124 student. If you did not receive your SnapCode via email or regular mail, please contact Elizabeth Lopez at ellopez@d124.org or 708-423-0950 x2145.

Move Out-of-District

A student whose family moves out of the district during the school year will be permitted to attend the district for the remainder of the year without payment of tuition. Parent/Guardians are responsible to notify the school and are required to complete a change of address packet. Parents/Guardians are responsible for transporting the student to and from school.

C. EDUCATION OF HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public pre-kindergarten education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney-Vento Homeless Assistance Act and State law.

A homeless child 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 provided in accordance with the McKinney-Vento Homeless Assistance Act and State law.

Homeless Liaison:
Elizabeth Lopez, Registration and Residency Coordinator, (708) 423-0950 ext. 2145

D. TRANSFERS OUT-OF-DISTRICT

Transfer forms available in each school office must be completed when a student is withdrawn from the district. All outstanding fees and fines must be paid. Students must return school-owned property.

III. GENERAL INFORMATION

A. SCHOOL FEES

The following fees apply for the 2018-2019 school year.

- Early Childhood – \$20.00
- Half-Day Kindergarten – \$30.00
- Full-Day Kindergarten – \$35.00
- Grades 1-3 Registration – \$50.00
- Grades 1-3 Activity – \$30.00
- Grades 1-3 Technology – \$40.00
- Graduation Fee Grade 8 – \$40.00
- Grades 4-5 Registration – \$50.00
- Grades 4-5 Activity – \$30.00
- Grades 4-5 Technology – \$40.00
- Grades 6-8 Registration – \$50.00
- Grades 6-8 Activity – \$40.00
- Grades 6-8 Technology – \$40.00



EXTRA CURRICULAR FEES

- Band – \$55.00
- Chorus – \$55.00
- Sports – (each) \$25.00
- Clubs – (each) \$10.00

Note: All extracurricular fees will have a cap of \$95.00 per student per school year.

Waiver of School Fees

Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. The Board of Education (“School Board”) will waive all fees for eligible students. Eligible students include, but are not limited to, students who are eligible for free or reduced priced lunches under the Federal Free and Reduced Price Lunch program (information on Waiver of Fees and Free & Reduced Applications can be found on the district website at www.124.org.) or face other extenuating family circumstances such as loss of income due to a sudden job loss, severe illness or injury in the family, or unusual expenses as a result of a flood, fire, or storm. All textbooks and materials used by students are on a loan basis only and must be returned to the school in good condition at the end of the school term. Students will be responsible for paying for lost, stolen or damaged books and/or equipment.

Outside Temperature

Elementary students will be allowed inside the school no earlier than 8:05 a.m. (9:20 a.m. on late start days) when the temperature or wind chill is below 30 degrees. Students will play outside for recess on days when the temperature or wind chill is above 30 degrees and the recess areas are in useable condition. Please ensure your child is dressed for the weather.

B. SCHOOL LUNCH PROGRAM

District 124 participates in the National School Lunch Program and serves meals, food and beverages that meet state and federal requirements which are based on the USDA Dietary Guidelines. Through the NSLP free and reduced price meals are provided for students from families meeting federally established income guidelines. The application for assistance should be completed at the time of registration and will also be available at the District Office.

Students not participating in the lunch program may choose to bring a sack lunch from home and purchase milk. Elementary students participating in the lunch program will order lunch during attendance by raising their hand when the teacher takes the “lunch count”. We encourage you to review our menu with your child and discuss which meal he or she would like to order each day. Meals are paid for in advance by using the online payment option known as SendMoneyToSchool or by sending cash or a check in a sealed and marked envelope with your child to school. All money submitted for lunch will go towards the student’s lunch account, no change will be given. Online transactions may take up to several hours to process before your child’s account balance is updated. We encourage you to set up an account with www.sendmoneytoschool.com whether or not you choose to make online payments to monitor your child’s balance and spending. All account balances transfer year to year.

Student Lunches (K-5) \$2.65

Student Lunches (6-8) \$2.90

Milk \$.55

LOAN MEALS

Students in grades K-5 who do not have enough money for a meal will be loaned the amount of money that is short, up to a maximum of five (5) meals. Students in grades 6-8 who do not have enough money for a meal will be loaned the amount of money that is short, up to a maximum of three (3) meals. The amount of money loaned will be charged to the student’s lunch account. When the maximum number of “loan meals” has been reached, students will receive an alternate lunch in place of the regular menu. Alternative lunches will meet required nutritional guidelines and will be charged to the student’s lunch account at the same price as a regular lunch. Parents/Guardians will be notified in writing on days that “loan meals” are given as well as prior to the alternate meal procedure being put into place. Parents/Guardians will be notified electronically via the lunch account system of negative account balances. Parents will be held financially



responsible for uncollected balances. Students with an uncollected balance will not be allowed to purchase ala carte food items from the cafeteria. Unpaid balances will carry over from year to year.

C. BREAKFAST PROGRAM

The district also participates in the School Breakfast Program at Central Middle School, Northeast Elementary, Northwest Elementary, and Southeast Elementary. The federal free and reduced program eligibility standards also apply to the school breakfast program. Breakfast is served everyday from 7:50 am to 8:10 am and late start Wednesday from 8:50 am to 9:10 am at the five buildings.

Breakfast (K-5) \$1.45
Milk \$.55

Breakfast (6-8) \$1.70

D. WELLNESS PROCEDURES

In accordance with the *Procedures for Managing Food Allergies in Illinois Schools* manual, jointly published by ISBE and the Illinois Department of Public Health (IDPH) and district policy:

- Healthy lifestyle choices will be encouraged in school activities and functions.
- Food served in school will meet nutrition guidelines established as part of the National School Lunch Program.
- Food items (such as for fundraising purposes) that do not meet the established guidelines may not be sold during lunch periods.
- Each school will provide an allergen-free area in the lunchroom for students with food allergies. Students who do not have allergies may sit in this area as well as long as their lunches do not contain pertinent allergens.
- Non-food classroom rewards and incentives are encouraged. Any food served in the class in this capacity should meet the guidelines outlined on the District Snack List.
- No allergen-containing food shall be permitted in classrooms with a student with an Emergency Action Plan (EAP) for food allergies.
- Only non-edible birthday treats will be permitted.
- Food served at holiday parties should meet the guidelines on the District Snack List (See below).

EVERGREEN PARK DISTRICT 124 SUGGESTED SNACK LIST

All snack items for approved activities MUST be free of peanut products and nut oils. Please check nutrition labels before bringing any items to school. Food should be purchased, not homemade, and original packaging provided.

All food and beverages served during the school day as part of approved celebrations or curriculum-related activities must meet the sugar and fat guidelines of the National School Lunch Program (some suggestions are listed below):

- **Less than 20 grams of sugar per serving**
- **Less than 30% fat per serving**

Parents should be notified ahead of time whenever food is served in school. The school health aide should also be consulted prior to snack administration in order to identify students with dietary restrictions. Alternative healthy snacks should be provided for these students.

In accordance with Evergreen Park School District 124 practice, NO food treats or treat bags are permitted for birthdays, holidays and other celebrations. Possible alternatives for birthday recognition include donating a book to the classroom library or a game to the indoor recess collection. Non-food items are also welcomed.



Suggested items for approved classroom celebrations (as allowed by building administrator):

Fruits & Vegetables

- Dried fruits
- Fresh fruit wedges/slices or canned fruit
- Unsweetened fruit wraps
- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Frozen fruit pops

Snacks

- Crackers / Goldfish Crackers / “Fish” crackers
- Original (Plain) Rice Krispy Treats
- Popcorn
- Pretzels
- Rice Cakes

Dairy

- Fat-free or low-fat pudding cups
- Fat-free or low-fat string cheese, single-serving cottage cheese or cheese cubes
- Fat-free or low-fat yogurt

Breads/Pasta

- Bagels with fat-free or low-fat cream cheese
- Breadsticks with marinara
- Low-sugar cereal with fat-free or low-fat milk
- Pasta salad

Meats

- Lean meats (turkey, ham, chicken, etc.)

Beverages

- 100% fruit or vegetable juice
- Fat-free or low-fat milk

Gluten-Free Options

- Rice cakes
- Skinny Pop
- Rice Chex
- Fat-free or low-fat pudding cups
- Fat-free or low-fat string cheese
- Single-serving cottage cheese
- Cheese cubes
- Fresh fruit
- Dried fruit
- Raw vegetables

Exceptions

Throughout the year, food and beverages may be provided by the school for the purposes of curriculum-related activities (i.e. cultural presentations). During such activities, exceptions to the above list may be granted. Parents will be notified of these activities in advance. Individual health-related exceptions to our



Wellness Policy may be made upon approval by the building administrator.

E. SCHOOL BUS RULES

It is the district's objective to provide safe bus transportation for students eligible to ride the school buses. Students are granted the privilege of riding the school bus with the understanding that this privilege can be revoked if the student does not behave appropriately while he or she is on the bus or at the bus stop. Students should be reminded of the consequences of unsafe, disruptive behavior on the bus, and understand that bus rules are aggressively enforced.

- Cooperate with the bus driver at all times.
- Board and get off the buses only at your designated stops.
- Ride only the bus assigned to you.
- Wait for the school bus on the sidewalk.
- The bus must come to a complete stop before boarding the school bus.
- Take your seats immediately and remain in your seat throughout the ride.
- Stay seated at all times while the bus is in motion.
- The bus driver must grant permission before windows or doors may be opened or closed.
- All body parts, hands, arms, and head must stay inside the bus. Objects are to stay inside the bus and disposed of in the proper container.
- Bus doors or windows or any of its equipment is to be secure at all times. Students are to keep hands and objects to his/her self.
- Restitution will be sought for any damage or vandalism to the school bus.
- Keep books, coats, and all other objects out of the aisles to avoid accidents.
- Allow bus driver to focus on the driving, speak quietly to your peers. Converse with the driver only when necessary.
- In case of a road emergency, remain in the bus until the driver gives instructions.
- Exit the bus only after it has come to a complete stop.
- No adults are permitted on the school bus without authorization from the building principal or Superintendent. Adults are asked to stay off the bus and the police will be called if an unauthorized adult boards the bus.
- Show respect for private property, lawns, shrubs, trees, etc., while waiting for the bus and exiting the bus.
- Smoking, striking matches, or lighting cigarette lighters is prohibited on the bus or at the bus stop.
- Possession of potentially dangerous materials and/or weapons on the bus or at the bus stop is prohibited.
- Display of gang symbols, or paraphernalia recognized as such by local law enforcement and school officials is prohibited.
- Obscene language and/or gestures are prohibited.
- Portable electronic devices shall not be played on the bus.
- Food, drink and gum are prohibited on the bus.
- No garbage is to be left on the floor or seats of the bus.
- Spitting is prohibited.
- Refer to Section IV.H for cell phone policy.

The bus driver will make a written report if these rules are violated. Any Bus Incident Report will be shared with Parents/Guardians immediately.

Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a post-trip inspection procedure to ensure that the school bus driver is the last person leaving the bus and that no passenger is left behind or remains on the vehicle at the end of a route, work shift, or workday.



F. BUS CONDUCT

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
 2. Willful injury or threat of injury to a bus driver or to another rider.
 3. Willful and/or repeated defacement of the bus.
 4. Repeated use of profanity.
 5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
 6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.
- If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

G. VISITING SCHOOLS AND CLASSROOMS

The district encourages Parent/Guardian visitation at all schools. The following procedures apply:

- The visitor must sign in at the school office and provide identification. (example: D.L., State I.D.)
- The visitor will be given an identification badge to wear while in the building. The badge will provide identification as a "visitor" or a "volunteer".
- The visitor or volunteer will be escorted to their destination.
- All visitors are required to sign out when departing the school building.
- Sex Offender website may be checked by building personnel.

Prior arrangements must be made with the building principal before Parents/Guardians can visit their child's classroom. In order to ensure an optimal learning environment, the building principal has the final determination on when such visits can be made, and on their duration and frequency.

H. EMERGENCY SCHOOL CLOSINGS

In the event that district schools are required to close due to inclement weather or an emergency situation, Parents/Guardians will be notified through the School Messenger Notification System. Additional school-closing information will be posted on the district web site (www.d124.org) and will be broadcast on local radio/television stations.

School Messenger Notification System 844-769-2989

A notification system has been put in place to communicate with Parents/Guardians and keep them informed about unique events involving the schools. School officials can use the notification system to deliver a single, clear message to the students' Parents/Guardians by telephone, cell phone, or e-mail. **Contact information for the notification system is taken from the information you provide in your school office. Please keep this information updated.**



I. ACCOMMODATIONS FOR DISABLED PARENTS/GUARDIANS

District schools are handicapped accessible for Parents/Guardians with disabilities. Please notify the district/school office if other accommodations are needed.

J. TRANSLATION AND INTERPRETER SERVICES

Upon parent request, interpreter and translating services are readily available. Parents/Guardians can request notice of district/school activities and important information be translated into their native language. If you need assistance, contact the Department of Student Support Services at (708) 423-0950 ext. 2140.

IV. SCHOOL POLICIES

A. ACADEMIC DISHONESTY

Students engaged in academic dishonesty such as, but not limited to, intentional plagiarism, including those from digital resources, giving or receiving help during an examination, directly copying another student's work, cheating, obtaining copies of tests or scoring devices prior to an examination instrument, altering report card, or impersonating another student to assist him/her academically, will be subject to disciplinary action.

B. ATTENDANCE

All children ages six through seventeen are required to attend school. Children below age six who are enrolled are also required to attend school while school is in session during the regular school term. Student attendance is critical to student progress and achievement. Students must report to school on time each morning. Excessive tardiness will be viewed as a truancy issue.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS, or other reasons 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 to be 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 is absent from school, a Parent/Guardian must contact the school office by 9:15 a.m. of the day of the absence. If a call is not received, the school will attempt to contact Parents/Guardians to verify the absence.

Any student who is absent more than three consecutive or 10 non-consecutive days may be required to provide a physician's excuse. Any student missing 10 consecutive or nonconsecutive days for a non-medical reason must re-enroll.

Parents should avoid taking their child(ren) out of school during state testing in the Spring. In addition, parents are strongly encouraged not to schedule family vacations during the school year. Family vacations (ie: extended weekends)



are considered unexcused absences under the School Code. If a Parent/Guardian requests an early dismissal, a written explanation is required. Students will not be allowed to leave school without the permission of the building principal. Students leaving the building before the close of a school day must meet their Parents/Guardians in the office and be signed out by a Parent/Guardian. If it becomes necessary for your child(ren) to be absent from school for an extended period of time while school is in session, please complete a "Notification of Absence" form, available in the school office.

Release Time for Religious Instruction/Observance:

A Student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

It is the responsibility of the student to make up work missed during an excused absence. The teachers will provide, where feasible, make-up assignments for students homebound for more than two days; however, one day's notice is necessary to assemble the assignments.

Illness Health Related Concerns

Please do not send your child to school with any of the following symptoms: temperature over 100° within the past 24 hours, vomiting and/or diarrhea in the past 24 hours, **excessive cough or runny nose, discharge, redness or swelling of the eye(s), a rash of unknown origin, or untreated head lice.** Students who have these symptoms or develop them during the school day will be sent home. Doctor's notes to return to school may be requested according to district health services policy and at the discretion of the district health staff.

C. BICYCLES/SCOOTERS/SKATEBOARDS

Bicycles ridden to school are the responsibility of the student. The school is not responsible for any theft or damage to a bicycle, or for any injury the student suffers while using it. Bicycles, scooters, and skateboards are to be walked on school property. Skateboards are not allowed at the Middle School.

D. BULLYING, INTIMIDATION, HARASSMENT PREVENTION AND RESTORATIVE MEASURES

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

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. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital status or parental status, including pregnancy, association with a person or a group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited. Prohibited conduct specifically includes, without limitation, any use of violence, using derogatory slurs, intimidation, force, noise coercion, threats, stalking, sexual violence,



harassment, public intimidation, threatened or actual theft or destruction of property, retaliation, hazing and bullying, cyber bullying, or wearing or possessing items depicting or implying hatred or prejudice, in each of the following situations:

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

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

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications (ex. Email, social media). *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardian, who has information about actual or threatened bullying is encouraged to report it to the building principal or any staff member. Anonymous reports are also accepted by phone call or in writing, or the District website.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions, including restorative measures.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will



be treated as bullying for purposes of determining any consequences for other appropriate remedial actions, including restorative measures.

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

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

REFERENCE BOARD POLICY 7:180 PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

Effective January 24, 2013, Public Act 97-1147, known as "Erin's Law," requires Illinois school districts to add age-appropriate sexual abuse and assault awareness and prevention education to the health curriculum for pre-kindergarten through 12th grade students. The purpose of Erin's Law is to equip children with awareness of sexual abuse so that they report abuse and, ultimately, to reduce victimization. "Erin," the law's namesake, was a victim of childhood sexual abuse but was unable to report her suffering until many years later.

E. SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

REFERENCE BOARD POLICY 7:290 SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

F. SEARCH/ SURVEILLANCE

Video surveillance is used to maintain a safe educational environment. Video cameras may be used in school buildings and on school busses in order to monitor and maintain a safe environment for students and employees. Video cameras will not be placed in areas which may unreasonably compromise a student's privacy. The contents of videos are student records, therefore they are subject to district policies and procedures relating to school student records. The district's regular discipline procedures shall be issued to discipline a student as a result of any actions discovered after review of a video.

The school district has the right to conduct canine searches of school property.

G. CONCEAL AND CARRY

Illinois State Law prohibits the possession of any concealed firearm on District 124 property, including at any District school, parking lot, athletic facility, or district-sponsored event. Any person who knowingly enters a prohibited location



while carrying a concealed firearm is guilty of a Class B misdemeanor for a first violation and a Class A misdemeanor for a second or subsequent violation.

H. CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES

Using or possessing a cellular telephone or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, post videos or photographs on social media such as YouTube, Facebook, Twitter, etc., cheat, signal others, or otherwise violate student conduct rules is prohibited. Unless otherwise banned under Board Policy or by the teacher/building principal, all electronic devices must be kept off and out of sight during the regular school day unless:

1. The supervising teacher grants permission;
2. Use of the device is provided in a student's IEP; or
3. It is needed in an emergency that threatens the safety of students, staff or other individuals.

Note: The school district is not responsible if any electronic device is lost, stolen or damaged.

I. CONVICTED CHILD SEX OFFENDERS

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A Parent/Guardian of a student attending the school and the Parent/Guardian is:
 - a. Attending a conference at the school with school personnel to discuss the progress of his or her student academically or socially;
 - b. Participating in student review conferences in which evaluations and placement decisions may be made with respect to his or her student regarding special education services; or
 - c. Attending conferences to discuss other students' issues concerning his or her student such as retention and promotion and notifies the building principal of his or her presence at the school.
2. Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or the Board President shall provide the details of the offender's upcoming visit to the building principal.

In all cases, the Superintendent or designee who is a certified employee shall supervise a child sex offender whenever the offender is in a child's vicinity. For an updated list of sex offenders, refer to the Sheriff's Office of Cook County website at: www.cookcountysheriff.org

J. DRESS CODE

The district dress code is meant to promote a positive, professional learning environment where the focus is on instruction. Clothing, hairstyles, and accessories should not be disruptive, immodest or compromise student learning. Students are expected to come to school looking clean, neat and ready to learn. Students whose personal attire or grooming distracts the attention of teachers or of other students shall be required to make necessary alterations to such attire or grooming before entering the classroom.

Dress guidelines include the following:

- Clothing or appearance that depicts gang affiliations, death, suicide, cigarettes, alcohol, or other drugs is prohibited.
- Vulgar, obscene, or violent messages on clothing are prohibited.



- Clothing must be worn to cover the body from shoulders to mid-thigh. (Mid-thigh is defined as: a student standing in an upright position with arms hanging along the side of the body when the fingertips are touching the thigh.) Low cut shirts, tank tops, halter tops exposing the navel, and short skirts are prohibited. Skirts, shorts and dresses must be fingertip length.
- Outerwear such as coats, jackets, gloves, sunglasses, hats and other headwear are not to be worn in the building unless the student is directly entering or leaving the building.
- Visible undergarments are prohibited.
- Excessively baggy pants are prohibited. Pants must be worn at the waist.
- Earrings are permitted. All other body piercings are prohibited.
- Tattoos are prohibited.
- Chains, drugs, gang and/or cult related jewelry is prohibited. This includes, but is not limited to, chained wallets, studded jewelry, animal choke collars, etc.
- Any equipment used to carry books may not be carried from class to class. Any such equipment must be stored in student lockers.
- Safe and appropriate footwear must be worn at all times. Flip-flops are considered a safety concern and should not be worn. Shoes with wheels are prohibited.
- Athletic shoes must be worn for physical education.
- Excessively tight clothing is prohibited.
- Sleepwear and footed pajamas are prohibited.

The first time a student fails to adhere to the Dress Code, the building administration will work with the student to correct the problem. If there is a second occurrence, a Parent/Guardian will be notified to assist his or her child with dressing properly for school.

The building principal, in connection with a sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity and may impose higher standards.

K. FEDERAL ASBESTOS PROGRAM

In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA) and the Illinois Asbestos Abatement Act rules, inspections and management plans have been made for all district buildings concerning materials containing asbestos. You may examine these documents by contacting the Director of Buildings and Grounds at 708/423-0950.

L. HEALTH EXAMINATIONS AND IMMUNIZATIONS

Every student in the required grades must provide a *State of Illinois Certificate of Child Health Examination* form and documentation of all required immunizations on **or before the tenth day of school**. The school physical form is required for entry into any preschool program, kindergarten, sixth grade, or when entering an Illinois school for the first time.

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician that the student was "risk-assessed" or screened for lead poisoning.



An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by August 28 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental or social/emotional screening. New students who register midterm have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by August 28, the student must present, by August 28, an immunization schedule and a statement of the medical reason causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional

Eye Examination

All students entering kindergarten or the school for the first time must present proof by August 29 of the current school year of an eye examination performed within one year. Failure to present proof by August 29, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after August 29. The form is available on the District 124 website at www.d124.org

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by March 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold a child's report card until the student presents (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after March 15. The form is available on the District 124 website at www.d124.org.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's Parent/Guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's Parent/Guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's Parent/Guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provide eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's Parent/Guardian shows an undue burden or a lack of access to a dentist.

Hearing and Vision Screenings

The school district conducts vision screenings for all students in pre-kindergarten, kindergarten, second, and eighth grades as well as newly enrolled students, and all students receiving special education services.

Hearing screenings are conducted for students in pre-kindergarten programs, kindergarten, first, second, and third grades as well as newly enrolled students and those receiving special education services.

Parents will be notified if the screening results indicate that further evaluation by a medical professional is indicated.

M. INTERNET ACCESS

The district's instructional program includes the use of the Internet to facilitate resource sharing, provide innovation and increase communication. The district is not responsible for any information that may be lost, damaged or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the district will not be



responsible for any unauthorized charges or fees resulting from access to the Internet. Anyone accessing the Internet from the district system will be required to follow the Internet Access guidelines.

The Internet is a tool to enrich the curriculum and is not a public forum for general use.

Students in 1:1 classrooms must have a signed student and parent agreement on file before using the devices in the classrooms.

Terms and Conditions

1. **ACCEPTABLE USE** - Access to the district's Internet account must be for the purpose of education or research, and be consistent with the educational objectives of the district. The district has the right to search a student's web history at any given time.
2. **PRIVILEGE** - The use of the district's Internet account is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this authorization and may revoke or suspend access at any time; his or her decision is final.
3. **UNACCEPTABLE USE** - Students are responsible for their actions and activities involving the Internet. Examples of unacceptable uses include, but are not limited to:
 - a. Using the Internet for any illegal activity, including violation of copyright or other contracts, or transmitting any materials in violation of any federal or state law or regulation.
 - b. Unauthorized downloading of software.
 - c. Downloading copyrighted materials for other than personal use.
 - d. Using the Internet for private financial or commercial gain.
 - e. Wastefully using resources, such as file space.
 - f. Gaining unauthorized access to resources or entities.
 - g. Invading the privacy of individuals.
 - h. Using another's account password.
 - i. Posting material authored or created by another without his or her consent.
 - j. Posting anonymous messages.
 - k. Using the Internet for commercial or private advertising.
 - l. Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
 - m. Using the Internet while access privileges are suspended or revoked.
4. **NETWORK ETIQUETTE** – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:
 - a. Be polite.
 - b. Use appropriate respectful language.
 - c. Keep personal information, addresses, telephone numbers, and passwords to yourself.
 - d. Recognize that electronic mail (e-mail) is open for others to view. People who operate the system have access to all e-mail. Messages relating to or in support of illegal or dangerous activities may be reported to the authorities.
 - e. Use the network responsibly by respecting each other.
 - f. Consider all communications and information accessible via the network to be private property.



5. **NO WARRANTIES** – The district makes no warranties of any kind, whether express or implied, for the service it is providing. The district will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruption caused by negligence, errors or omissions. Use of any information obtained via the Internet is at students' own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **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 breach of the authorization.
7. **SECURITY** – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Superintendent. Accounts and passwords are kept confidential. Users may not use another individual's account without written permission. Attempts to log-on to the 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.
8. **VANDALISM** –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. Vandalism will result in cancellation of privileges and other disciplinary action.
9. **TELEPHONE CHARGES** – The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, per minute surcharges, and/or equipment or line costs.
10. **SCHOOL OWNED DEVICES** – School owned devices (Chromebooks, iPads, and other) shall remain on campus.
11. **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES** – School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share content that is reported in order to allow school officials to make a factual determination.

N. MEDICATION

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's doctor and Parent/Guardian believe that it is necessary for a student to take medication during school hours or school-related activities the following guidelines apply:

1. All medications to be given to students at school must be accompanied by a *Student Medication Authorization* form signed by both the physician and a Parent/Guardian. **This includes over the counter medication such as pain relievers and cough drops.** New forms must be provided at the beginning of each school year.
2. All medication must be provided by the Parent/Guardian in its original container whether it is prescription or over the counter.
3. Students with emergency medications prescribed for food or insect allergies should provide an *Allergy Action Plan* signed by both their physician and Parent/Guardian. This also serves as the medication authorization; a separate form is not required. An Epi-pen® auto injector may be self-carried or stored in the health office at the discretion of the Parent/Guardian. If the medication is self-carried a back-up for the health office is recommended.
4. Students are permitted to carry and self-administer an asthma inhaler provided the *Asthma Self-Administration Authorization* form is signed by the Parent/Guardian. A copy of the prescription label from the inhaler must also be on file in the school health office and a back up inhaler for the health office is recommended.



5. Parents also have the option of storing inhalers in the health office for quick access and to ensure that observation and supervision will be provided to students in the event of respiratory distress. In that instance, the *Student Medication Authorization* form must be provided signed by the physician and Parent/Guardian.
6. Medication cannot be stored in the health office over the summer. Medication not picked up by the Parent/Guardian by the end of the school year will be discarded.
7. All medication forms are available from the school health office or on the District 124 website at www.d124.org.

Nothing in the guidelines shall prohibit any district staff from providing emergency assistance to students including administering prescribed medication.

O. LAWN FERTILIZER AND WEED CONTROL APPLICATION

The district is required to notify Parents/Guardians and school employees four (4) days before any lawn application is applied on school property. The notice will be posted on our website and application is done on days when school is not in session. For further information please contact the Director of Buildings and Grounds at 708/423-0950.

P. STUDENT PRIVACY PROTECTION

Survey by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions;

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Selling or Marketing Students Personal Information is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide



that information for others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

Q. SCHOOL VISITATION RIGHTS ACT

The School Visitation Rights Act (SVRA) permits employed Parents/Guardians who are unable to meet educators due to a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their student attends. Parent/Guardian SVRA rights include the following:

1. Upon written request, employers must grant employees leave of up to eight hours per school year, not to exceed four hours in any given day, to attend their child's classroom activities or school conferences which cannot be scheduled during non-work hours.
2. For regularly scheduled, non-emergency visitations, the district will make time available for visitation during both regular school hours and evening hours.

The district will provide documentation to the Parent/Guardian of the time and date of each school visitation upon a parent's/guardian's assertion of their rights under the SVRA.

R. STUDENT ACCIDENT INSURANCE

The district does not maintain a medical insurance program for students who are enrolled; however, a low cost plan is available for Parents/Guardians who wish to have their student(s) insured. Purchase of insurance is optional and is a service provided by the district. The district assumes no responsibility for the insurance program or operations.

S. STUDENT RECORDS

Rules concerning student records at the district are based on requirements of the Federal Family Educational Rights and Privacy Act (FERPA), the Illinois School Student Records Act (ISSRA), and on the School Board's Student Records Policy. The Student Records Policy may be reviewed in district administrative offices. Questions concerning the policy, the information provided below, or particular student records should be directed to the building principal.

Notifications regarding records will be made available to Parents/Guardians with a disability in an accessible manner. Notifications regarding records to Parents/Guardians whose native language is other than English will be made available in their native language.

Parent/Guardian and Student Rights

Parents/guardians or a student who has become 18 years old ("eligible student"), have the right to:

1. Inspect and copy the student's education records within 15 school days of the date the district receives a request that identifies the records which the Parent/Guardian or eligible student wishes to inspect. The principal will make



arrangements for access and will notify the Parent/Guardian or student of the time and place where the records may be inspected. There will be a charge of .30 cents per page for copies.

2. Request the amendment of student records that the Parent/Guardian or eligible student believes are inaccurate or misleading, by writing to the school principal. The written request should clearly identify the part of the record sought to be changed, and specify why it is inaccurate or misleading. If the district determines not to make the requested changes, the district will notify the Parent/Guardian or student of its decision, of the right to a hearing regarding the request for amendment, and of the procedures for such a hearing.
3. Receive, upon request, copies of records proposed to be destroyed. The school will notify Parents/Guardians and students of the records destruction schedule.
4. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that disclosure without consent is authorized by state or federal statute.
 - a. Among the types of disclosure without consent allowed by statute is disclosure to a school official with legitimate educational interests, meaning a person who needs to review an education record in order to fulfill his or her professional responsibilities. The term "school official" may for these purposes include an administrator, certified or support staff member (including health or medical staff and law enforcement unit personnel), school board member, or person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or diagnostician), or a Parent/Guardian or student serving on a school-established disciplinary or grievance committee.
 - b. The district will disclose a student's education records without consent to a school in which the student seeks or intends to enroll, upon request by that school, subject to the right of the Parents/Guardians (or student, as applicable) upon notice of the proposed transfer to inspect and copy the records and to seek amendment of their contents using the procedure described above.
5. File a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with FERPA requirements. The address of the agency that administers the Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Permanent Records

"Student Permanent Record" means the minimum personal information necessary to a school in the education of the student and contained in a school student record. Such information may include:

Basic identifying information such as the student's name, birth date, address, grades and grade level, parents' names and addresses

- Attendance records
- Medical information mandated by the State for school enrollment such as school physical and immunization records, dental, and eye examination forms
- All permanent records will be destroyed 60 years after the student graduates or permanently withdraws from the school.

Temporary Records

"Student Temporary Record" means all information contained in a school student record but not contained in the student permanent record. Such information may include:



- Family background information
 - Evaluation results including intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student
 - Information regarding serious disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment or sanction.
 - Special Education plans and files
 - Accident Reports
 - Medical information not mandatory for enrollment such as Individual Health Care Plans, Emergency plans, Medication Administration information, hearing and vision screening information, doctor's notes and PE excuses.
- Student temporary records will be destroyed five years after a student graduates or permanently withdraws from a school.

Order of Protection Limitation

No person who is prohibited by a court order of protection from inspecting or obtaining school records of a student shall have any right of access to the school records of that student, if the school's principal or the principal's designee has been provided a copy of such order.

Other Protections

A Parent/Guardian or student may not be forced by any person or agency to release information from the student's temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

T. TITLE I PROGRAMS / ESSA

Title I federal funding provides financial support to the district to assist our schools by addressing the identified academic needs of students. Title I programs operate at one or more district schools that meet Title I guidelines to provide supplementary assistance to students who are achieving more than a year below their expected level. Our identified school can use these funds to improve the education of all students school-wide. In accordance with the requirements of Every Student Succeeds Act (ESSA) all teachers working in an instructional program supported with Title I funds meet State certification and licensure requirements.

U. UNIFORM GRIEVANCE PROCEDURE

A student, Parent/Guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the state or federal Constitution, state or federal statute, or Board policy, or have a complaint regarding:

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, 42 U.S.C. §2000d *et seq.*;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e *et seq.*;
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
8. Curriculum, instructional materials, and/or programs;
9. Victims' Economic Security and Safety Act, 820 ILCS 180;
10. Illinois Equal Pay Act of 2003, 820 ILCS 112;
11. Provision of services to homeless students; or
12. The Illinois Whistleblower Act, 740 ILCS 174/1



The Complaint Manager will attempt to resolve complaints without resorting to this uniform grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. A person may forego or terminate the informal resolution process at any time and initiate a formal complaint with the Complaint Manager. The right of a person to prompt and equitable resolution of a complaint filed shall not be impaired by the person's pursuit of other remedies. Use of this uniform grievance procedure is strongly encouraged but not a prerequisite to the pursuit of other remedies and use of this uniform grievance procedure does not extend any filing deadline related to the pursuit of other remedies. As used in this policy, "school business days" means days on which the district's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this uniform grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request that the Complainant provide a written statement regarding the nature of the complaint or require a meeting with a student's Parents/Guardians. The Complaint Manager shall provide the complainant with a copy of this uniform grievance procedure and assist the Complainant as needed.

Complaint Managers

Kathleen Prado
2929 West 87th Street
Evergreen Park, IL 60805
708/423-0950

Robert Machak
2929 W. 87th Street
Evergreen Park, IL 60805
708/423-0950

V. ACADEMICS

A. GRADING

Kindergarten Grading Scale

B = Beginning
D = Developing
S = Secure

Grades 1-2 Grading Scale

E = Exceeds Expectations
M = Meets Expectations
I = Improvement Needed

Grades 3-8 Grading Scale

A (93-100) Excellent
B (85-92) Good
C (75-84) Satisfactory
D (65-74) Below
F (64 and below) Failing

Retention

Students consistently failing to meet regular academic requirements and expectations will be considered for retention. Decisions to retain a student shall be recommended by the building principal after consultation with the teacher, Parents/Guardians, and members of the Problem Solving Team (i.e., psychologist, social worker, classroom teacher, instructional resource staff, etc.). The building principal and the Superintendent will review the recommendations and shall make the final decision to retain.



BENCHMARK ASSESSMENTS

Test	Purpose	Grade Level	Frequency
AIMSweb Early Numeracy	Benchmark screening tool designed to measure oral counting, number identification, number sequencing, and quantity discrimination	Kindergarten and Grade 1	Administered three times per year – September, January, May
AIMSweb Math Computation	Benchmark screening tool designed to measure computation skills with whole numbers	Grades 1- 8	Administered three time per year – September, January, May (Grade 1 – May only)
AIMSweb Math Concepts and Applications	Benchmark screening tool designed to measure skills in number sense, operations, patterns and relationships, data and probability, measurement, data and statistics, geometry, and algebra	Grades 2- 8	Administered three times per year – September, January, May
AIMSweb Early Literacy	Benchmark screening tool designed to measure letter sounds, letter names, phonemic segmentation, and nonsense word fluency	Grades K-1	Administered three times per year – September, January, May
AIMSweb Reading	Benchmark screening tool designed to measure oral fluency when reading aloud	Grades 1-8	Administered three times per year – September, January, May (Grade 1 – January and May only)
Star 360 Assessment	Assessment that measures growth and mastery of learning standards in the areas of reading and math	Grades Pre K-8	Administered three times per year – September, January, May
Aimsweb Behavior	Benchmark screening tool designed to measure pro-social behavioral skills and motivation to learn.	Grades K-8	Checklist completed by teacher in September, January, and May
Partnership for Assessment and Readiness of College and Careers (PARCC)	Standards based state achievement test that measures student progress in reading and math	Grade 3-8	Administered one time in April/ May.
ACCESS for ELLS 20 (Assessing Comprehension and Communication in English State-to-State)	Standards-based, criterion referenced test designed to measure English Learners' proficiency in social and academic English.	Grades K-8 (English Learners Only)	Administered one time in January/February
Illinois Science Assessment (ISA)	State assessment to measure science knowledge.	5th 8th	Once a year in Spring
Kindergarten Individual Development Survey (KIDS)	A comprehensive process designed to provide information about children's competencies across developmental domains over time to inform whether Illinois' kindergarteners have the skills and knowledge needed to succeed in school	K	3 times a year
OLSAT	PT Ident.	2nd 5th	Spring



B. PHYSICAL AND HEALTH EDUCATION

All district students must take physical education (PE) except for those with temporary or permanent physical disabilities. Such students must have written certification from a licensed physician on file with the school nurse.

As outlined in Public Act 98-0116, if requested, a school district is authorized to excuse a student from engaging in a physical education course if the student has an IEP, is participating in an adaptive athletic program outside of the school setting, and provides the required documentation to demonstrate such participation.

In accordance with the Critical Health Problems and Comprehensive Health Education Act, the district provides students with a program that is designed to provide a variety of learning experiences based upon scientific knowledge of the human organism as it functions within its environment. The Health program established under this Act shall include, but is not limited to, the following areas:

- Human ecology, health, growth and development;
- The emotional, psychological, physiological, hygienic and social responsibilities of family life, including sexual abstinence until marriage;
- Prevention and control of disease, including instruction in 6th grade through 8th grade on the prevention, transmission and spread of AIDS;
- Public, environmental and consumer health;
- Safety education and disaster survival;
- Mental health and illness;
- Personal health habits including prevention/avoidance of drug, alcohol, and tobacco use; and
- Teen dating, violence, intimidation, bullying, and harassment.

No student is required to take or participate in any class on AIDS or family life if his or her Parent/Guardian submits a written objection to the Superintendent. Parents/guardians may obtain a Curriculum Objection form from the Director of Curriculum and Assessment or from their school office.

Exemption from Physical Education Requirement (K-8)

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A Parent or Guardian of a student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based on a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.



C. ENGLISH LEARNERS (EL) PROGRAM

A range of services are available to support English Learners as they learn to acquire social and academic English language in the content areas. Upon initial registration, each family completes a Home Language Survey. Based on the responses to the survey, a student will be screened for English language proficiency. If a student qualifies for services based on the screening results, Parents/Guardians will be notified in writing about the recommended program for their child and parental rights. District 124 offers a full time and part time Transitional Bilingual Education (TBE) program, part time Transitional Program of Instruction (TPI), as well as English as a Second Language (ESL) instruction. Each student will be recommended for a program based upon his/her individual needs, depending upon a student's ACCESS for ELLs 2.0 scores, district assessments, and classroom performance.

All students who qualify for services, including those that waive services, are required to take the annual ACCESS for ELLs 2.0 assessment per the Illinois State Board of Education. Once a student meets the state criteria to exit the program based on ACCESS for ELLs 2.0 scores, their progress will continue to be monitored for 4 years. Services are offered for students who have exited from the program according to ACCESS for ELLs 2.0 scores, but require additional assistance to succeed in the general education curriculum.

D. RESPONSE TO INTERVENTION

Response to Intervention (RtI) is a multitiered system of support that provides interventions and supports to all students through a systematic screening review of academic and behavioral data. Problem solving teams identify students who meet established criteria and provide interventions to individual and small groups of students. The problem solving team can identify students who are not mastering critical skills and provide interventions to individual and small groups of students. Continuous progress monitoring of students' responses to those interventions (additional support) allows teachers to identify students in need of additional intervention and to adjust instruction accordingly.

The school will notify Parents/Guardians in writing after each benchmarking period (September, January, and May) with their child's results. Once a student makes sufficient progress and can demonstrate skills in the classroom the intervention will be discontinued. If the student has continued difficulty, the Parent/Guardian will be asked to participate in meetings with a team of staff members to determine the student's educational needs.

E. SPECIAL EDUCATION PROGRAMS AND SERVICES

District 124 is committed to providing students with disabilities a free and appropriate education in the least restrictive environment. Parents/Guardians and/or a school team may refer a student for an evaluation. Parents of students residing within the district have the right to request a copy of the document *Educational Rights and Responsibilities: Understanding Special Education in Illinois*. For further information regarding special education, parents are directed to contact their child's building principal.

If a student qualifies for special education and related services, an Individualized Education Program (IEP) will be developed by the parent and school team. The district provides a full continuum of special education programs and services to meet the individual needs of all students identified with a disability.

Behavioral Interventions for Students with Disabilities

Positive behavioral interventions are used to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors for students with disabilities. For more information about the District 124 Policy; 7:20 *Misconduct by students with Disabilities*, please contact the Director of Student Support Services at 708/423-0950.



VI. STUDENT DISCIPLINARY CODE

A. SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

As a Response to Intervention model, PBIS applies a multi-tiered system of support, and a problem-solving process to enhance the capacity of schools to effectively educate all students.

PBIS Outcomes

School-Wide PBIS is supported by the Illinois State Board of Education as a research based system for providing student supports. Schools that establish PBIS systems with integrity have teaching and learning environments that:

Maintain a positive, preventative, responsive and productive school atmosphere

- Prevent evasive and exclusionary disciplinary practices
- Maximize academic engagement and achievement for all students
- • Address classroom management and disciplinary issues (e.g., attendance, tardiness, antisocial behavior, etc.)
- Provide supports for students whose behaviors require more specialized assistance

Continuum of School-Wide Positive Behavior Interventions and Supports

PBIS is a multi-tiered system of support for all students. A universal screener is used three times a year along with review of behavioral data to set criteria for Tier II and Tier III supports.

Tier I- Universal: Behavioral support is provided through school-wide and classroom-wide systems for all students, all staff and across all settings. These supports include:

- Positive and proactive approaches to support appropriate behaviors
- Behavior expectations are explicitly taught and reviewed frequently
- Positive reinforcement for appropriate behavior
- Active supervision and monitoring is provided in all environments
- Social skills instruction is aligned to the Social Emotional Learning Standards
- Fair and corrective discipline measures
- Parent collaboration
- Continuous collection and use of data for decision-making

Tier II- Supplemental Intervention: Provided as a supplement to universal supports, Tier II interventions are designed for students in need of additional support. The interventions implemented in District 124 include but are not limited to the following

- Check In- Check Out (CICO)
- Social Academic Instructional Groups (SAIG)
- Parent Collaboration
- Check In- Check Out with Individualized Features
- Mentoring Program
- Simple Functional Behavior Assessment (FBA) and Behavior Intervention Planning

Tier III- Tertiary Intervention: Tier 3 intensive interventions are implemented with Universal and Tier II supports. Supports at this level are individualized and may include:

- Complex Functional Behavior Assessment
- Behavior Intervention Plan (BIP)
- Intensive behavior/social skills instruction



- Interagency collaboration
- Intensive collaboration with the family
- Intensive family-based interventions

Family Involvement in PBIS

Parent involvement is very important in all aspects of PBIS. The following suggestions are different ways that parents can be involved in PBIS.

- Learn about PBIS by reading materials offered by your child's school related to PBIS
- Help the school understand family issues and concerns
- Help the school understand community cultural values, beliefs, and practices
- Use and reinforce PBIS strategies at home
- Share your child's strengths and needs
- Participate (when possible) in school activities/events

Students are more likely to demonstrate appropriate school behavior when there is consistency in expectations between home and school.

When a child has challenging behavior at school, a strong partnership between the school and family is important. Family involvement is a key feature when developing positive behavior support plans for students with special needs. School-wide positive behavioral interventions and support is a school-wide approach to helping all children learn to self-manage behaviors; however, parent involvement is really important in all aspects of PBIS.

When parents are involved, outcomes for children are better.

B. GROUNDS FOR DISCIPLINE

School Community Code of Conduct

In order to provide a safe, caring and orderly environment, Evergreen Park Elementary School District 124 expects civil behavior for all who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities that need to be demonstrated to promote an educational environment free from disruptions, harassment, bullying, and aggressive actions.

Vision for Behavior Supports

To create and maintain a united community that embraces the benefits of a diverse school district inclusive of all people striving toward educational excellence in which all stakeholders are welcomed, respected and honored; a safe and nurturing learning environment for all students that promotes personal responsibility, confidence and academic excellence.

Purpose for the Code of Conduct

- To ensure that every student in Evergreen Park Schools is continuously engaged in appropriate programs of academic instruction within safe and orderly environments.
- To provide clear and explicit expectations for social behaviors within all school settings.
- To specify guidelines for teaching and encouraging social skills necessary for meeting district behavioral expectations.
- To describe explicit methods of corrective instruction and consequences for responding to behavior infractions.

Summary of District Policy Regarding Behavior

All students have the right to learn in a safe environment. Each year, the Evergreen Park School District 124 adopts a district wide policy to provide guidelines for the teaching and implementation of expected behaviors using Positive



Behavior Interventions and Supports (PBIS). PBIS is a proactive system approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. As a Response to Intervention model, PBIS applies a three-tiered system of support, and a problem-solving process to enhance the capacity of schools to effectively educate all students.

Students must follow the district wide Code of Conduct before, during, and after school. The Code is in effect in school buildings, on school grounds, at school-related activities, and on the way to and from school, school activity, function or event. Students also must follow these rules on school related transportation.

This district Code of Conduct provides definitions of behaviors. Some definitions include examples. These examples are not intended to be exhaustive lists; that is, the behavior covered by the definition include, but are not limited to, the examples given.

In addition to the district wide Code, each school develops its own positive school wide behavior plan. This plan includes activities for teaching and encouraging expected behaviors. Each school communicates its positive school-behavior plan with its Parents/Guardians and students-including strategies for teaching and reinforcing positive behaviors, and strategies for providing consequences for both positive and negative behavior.

Parents should be sure to know and understand the school wide behavior plan at their child's school.

The safety and security of all school children are our highest priorities, and we are committed to providing a safe learning environment. Parents who have questions or concerns should follow the chain of command established by the district. (First page of handbook).

C. SCHOOL AUTHORITIES WHO MAY IMPOSE DISCIPLINE

Each teacher, and any other school employee when students are under his or her charge, is authorized to impose any disciplinary measure which is appropriate and consistent with Board policy and school rules, provided that suspensions and expulsions may only be imposed only by administrators and expulsions may be authorized only by the School Board. Teachers, other certificated educational employees and other persons providing a related service for a student may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Principal, and Assistant Principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school, including all school functions.

D. PROHIBITED STUDENT CONDUCT

Definitions of Terms for Minor Behavior Incidents*

Defiance/Insubordination/Non-Compliance

Student engages in refusal to follow directions, and/or classroom procedures. Students are expected to listen and follow directions of school adults. School adults include administrators, teachers, paraprofessionals, secretaries, security personnel, custodians, lunchroom workers and school volunteers, etc.

Disruption

Student engages in low-intensity, but inappropriate disruption. Example: Speaking out, excessive talking, off task behavior or making noises with materials. Students are expected to follow school wide behavioral expectations and abide by classroom rules, routines and procedures. Students must behave in a manner that is supportive of student learning.



Disrespect

Student engages in low-intensity, socially rude or dismissive messages to adults or students.

Students are to show respect to others through body language, tone of voice and actions. Examples: eye rolling, inappropriate tone of voice, talking back or other socially rude behavior.

Inappropriate Language

Student engages in low intensity instance of inappropriate language. Students are expected to speak respectfully to others. Examples of inappropriate language include put-downs, or making fun of, or negatively talking about a person or their family.

Teasing

Student laughs at another student's response or statement. Derogatory comments made to others. Students are to provide a safe and encouraging environment for peers by showing respect and tolerance for one another.

Physical Contact/Aggression

Student engages in non-serious, but inappropriate physical contact. Example: Student is involved in pushing or bumping another student while lining up. Students are to respect the space and boundaries of others by keeping their hands, body and objects to themselves.

Technology Violation

Student fails to leave cell phone in backpack and/or turn it off. Electronic communication devices must be turned off during school hours.

Lying and/or Cheating

Student is cheating or student delivers message that is untrue and/or deliberately violates rules. Students are expected to be honest.

Property Misuse

Student engages in low-intensity misuse of property. Students must be respectful and take care of school and personal property.

Unsafe Behavior

Student performance of a task or activity that is conducted in a manner that may threaten the health and safety of self or others. Students are to be safe. Students will use facilities appropriately, stay in designated area and have permission to move from location to location.

Tardy

Student arrives to school/class after the bell. Students are to be responsible, be here, be ready. Students are to be in their assigned area or seat with designated supplies at the time the bell rings.

Possible Interventions and/or Consequences

*These are not intended to be sequential

- Verbal warning
 - Reteaching the behavioral expectations
 - Movement on the classroom management system chart
 - Infraction
 - Parent Contact
 - Loss of privilege
 - Student Conference



- Detention/Extended Detention
- Complete a reflection activity
- Restorative practices and corrective action for the above behaviors could include:
 - Referral to Tier 2 intervention and supports
 - Create a behavior contract that includes expected student behaviors, as well as consequences for misbehavior and incentives for demonstrating expected behaviors
 - Have students apologize or make amends to those harmed or offended
- A Minor Behavior Incident could be upgraded to a Major Behavior Incident depending on the circumstances with Administrative approval.

MAJOR BEHAVIOR INCIDENTS

A parent contact will be made for each individual major behavior incident.

Definitions of Terms for Major Behavior Incidents*

Students who commit any of the offenses designated in this section will be required to participate in activities designed to prevent repetition of the offenses. Teachers or supervising adults may choose corrective strategies for Major Behavior Incidents including, but not limited to, referral to school administrators.

Inappropriate Language

Abusive language- this includes name calling and profanity. Students are expected to use appropriate language when using verbal and nonverbal language, electronic, and written expression.

Fighting/Physical Aggression

Hitting, punching, hitting with an object, kicking, hair pulling, or scratching. Inappropriate physical contact. Conflicts must be resolved peacefully.

Defiance/Insubordination/Non-compliance

Student sustains or engages in intense refusal to follow directions and/or classroom procedures as given by staff member. Student engages in serious and repetitive non-compliance.

Disruption

Student engages in behavior causing repeated interruptions in a class activity. Interruptions includes loud talking, yelling or screaming, horseplay or roughhousing; and/or sustained out of seat behavior.

Forgery/Theft

Student is in possession of, having passed on, or being responsible for removing someone else's personal property or has signed a person's name without that person's permission. Students must use only their own belongings unless explicit permission from the owner is given to borrow an item.

Bullying/Harassment

Student delivers disrespectful messages (verbal, electronic or gestural) to another person that includes threats, intimidation, obscene gestures, pictures, or written notes.

All communication in the school is to be conducted with respect.

Technology Violation

Using or possessing cell phone, iPad, Chromebook or other electronic device, personal or district issued, in any manner that disrupts the educational environment or violates the rights of others, including using the device to:



take photographs, post videos or photographs on social media, cheat, signal others and making explicit threats on an Internet website against school employee or student. 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 devices or cellular telephone, commonly known as sexting.

Using an 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. Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept powered-off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individual education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. (Board Policy 7:190)

Lying/Cheating

Chronic cheating or lying. 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.

Property Damage

Vandalizing, destruction, or disfigurement of property.

Gang Affiliation and Involvement

Use of gestures, dress, and/or speech to display affiliation with a gang, including any public school fraternity, sorority or secret society. (Gang-related activity, gang signs, graffiti, etc.) Students should associate with peers and adults who engage in safe, respectful and responsible behavior.

Other

Student engages in any other major problem behaviors that do not fall within the above categories.

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 paraphernalia, 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, "look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, controlled substance, paraphernalia or cannabis.
 - 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.
 - c. Any inhalant, regardless of whether it contains an illegal drug or controlled. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
4. 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.
5. Violating any criminal law.



POSSIBLE CONSEQUENCES

*These are not intended to be sequential

- Parent Contact
- Removal from class and/or activity
- Revoke privilege
- Detention/extended detention
- Student behavior contract
- Parent/Teacher/Principal Conference
- Social Probation
- Suspension
- Referral to Social Worker
- Student/Principal Conference
- Referral to Principal
- Expulsion
- Re-teach (may include role-play)
- Complete a reflection activity
- Refer to intervention team
- Loss of privilege
- Restitution
- Check-In Check-Out for a set period of time
- Police contact
- File charges if law is broken
- Possible suspension with recommendation for expulsion**

**Possession of a firearm requires expulsion

Restorative practices and corrective action for the above behaviors could include:

- Re-teach
- Have student choose a method of apologizing or making amends to those harmed or offended
- Referral to intervention team, interagency team, multifaceted evaluation team or IEP team
- Arrange linkage with counseling or mental health agency
- Create a home/school communication system
- Require daily CICO with administrator, counselor or social worker for a set period of time
- Identify mentor and establish a schedule of activities related to school performance

*A Major Behavior Incident can be downgraded to a Minor Behavior Incident, depending on the circumstances with Administrative approval.



District Behavior T-Chart

Minor Behaviors	Major Behaviors
Inappropriate Language <ul style="list-style-type: none"> Student engages in low intensity instance of inappropriate language. 	Inappropriate Language <ul style="list-style-type: none"> Abusive language- this includes name calling and profanity.
Physical Contact/Aggression <ul style="list-style-type: none"> Student engages in non-serious, but inappropriate physical contact. Example: Student is involved in pushing or bumping another student while lining up. 	Fighting/Physical Aggression <ul style="list-style-type: none"> Hitting, punching, hitting with an object, kicking, hair pulling, or scratching. Inappropriate physical contact.
Defiance/Insubordination/Non-compliance <ul style="list-style-type: none"> Student engages in refusal to follow directions, and/or classroom procedures. 	Defiance/Insubordination/Non-compliance <ul style="list-style-type: none"> Student sustains or engages in intense refusal to follow directions and/or classroom procedures as given by staff member. Student engages in serious and repetitive non-compliance.
Disruption <ul style="list-style-type: none"> Student engages in low-intensity, but inappropriate disruption. Example: Speaking out, excessive talking, off task behavior or making noise with materials 	Disruption <ul style="list-style-type: none"> Student engages in behavior causing repeated interruptions in a class activity. Interruptions includes loud talking, yelling or screaming, horseplay or roughhousing; and/or sustained out of seat behavior.
Disrespect <ul style="list-style-type: none"> Student delivers low-intensity, socially rude or dismissive messages to adults or students. For example: eye rolling, inappropriate tone of voice, talking back or other socially rude behavior 	Forgery/Theft <ul style="list-style-type: none"> Student is in possession of, having passed on, or being responsible for removing someone else's personal property or has signed a person's name without that person's permission.
Teasing <ul style="list-style-type: none"> Student laughs at another student's response or statement. Derogatory comments made to others. 	Bullying/Harassment <ul style="list-style-type: none"> Student delivers disrespectful messages (verbal, electronic or gestural) to another person that includes threats, intimidation, obscene gestures, pictures, or written notes.
Technology Violation <ul style="list-style-type: none"> Student fails to leave cell phone in backpack and/or turn it off. 	Technology Violation <ul style="list-style-type: none"> Using or possessing cell phone, or other electronic device, personal or district issued, in any manner that disrupts the educational environment or violates the rights of others, including using the device to: take photographs, post videos or photographs on social media, cheat, and signal others.
Lying/Cheating <ul style="list-style-type: none"> Cheating or student delivers message that is untrue and/or deliberately violates rules. 	Lying/Cheating <ul style="list-style-type: none"> Chronic cheating or lying.
Property Misuse <ul style="list-style-type: none"> Student engages in low-intensity misuse of property. 	Property Damage <ul style="list-style-type: none"> Destruction or disfigurement of property/vandalism.
Unsafe Behavior <ul style="list-style-type: none"> Performance of a task or activity that is conducted in a manner that may threaten the health and safety of self or others. 	Gang affiliation display <ul style="list-style-type: none"> Use of gestures, dress, and/or speech to display affiliation with a gang. (Gang-related activity, gang signs, graffiti, etc.)
Tardy <ul style="list-style-type: none"> Student arrives to school/class after the bell. 	Other <ul style="list-style-type: none"> Student engages in any other major problem behaviors that do not fall within the above categories.

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E. WEAPONS

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

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above. This provision applies to possession, use, control, or transfer of any object that may be used to cause bodily harm, including, but not limited to, firearms, knives, guns, rifles, shotguns, brass knuckles, billy clubs, steel picks, rat tail combs, or "look-alikes" of these objects. Items such as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Using, possessing, controlling or transferring a "weapon" or violating the procedures listed above under the Weapons Prohibition section of this handbook procedure.

F. 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. Schools personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential following measures include, without limitation, any of the following measures:

1. Removal from the classroom.
2. Notification of Parents/Guardians.
3. Disciplinary conference.
4. Withholding of privileges.
5. Temporary Removal from the classroom.
6. Return of property or restitution for lost, stolen or damaged property.
7. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules including cell phones and other portable electronic devices.
8. **DETENTION.** Detentions require a student to remain at school for an additional period after the regular school day hours for one or more school days, during which period students must be working on homework, or participate in teacher-led reteaching to further discuss the behavior which earned the detention.
9. Ineligibility to attend or participate in extracurricular activities or field trips.
10. Suspension of bus riding privileges.
11. **IN SCHOOL SUSPENSION (ISS).** Students are removed from the regular school program and environment but are supervised within the school. They are not permitted to participate in any school activities on the day of suspension, and will be sent home with an unexcused absence if they do not cooperate with ISS procedures. In the case of a student with a disability, suspension procedures shall be implemented consistent with the federal



Individual with Disabilities Education Improvement Act (IDEA).

12. **OUT OF SCHOOL SUSPENSION (OSS).** Students are removed from the regular school environment and all school activities for a period of time not to exceed ten school days. Students on OSS are not to be on school grounds or attend any school activities. Students will be allowed to make up work for equivalent academic credit. In the case of a student with a disability, suspension procedures shall be implemented consistent with the federal Individual with Disabilities Education Improvement Act (IDEA).
13. **SOCIAL PROBATION.** Students who have been assigned Social Probation are not permitted to attend any school sponsored programs (i.e., assemblies, field trips, sports, dances, graduation ceremony, etc.) during or after school hours. Social Probation may be assigned or extended for a specified time by the building principal. During the second semester, students who have had repeated behavioral referrals resulting in detentions, or who have been suspended in or out of school, or who have a police contact, may be removed from the class trip and/or graduation activities. If a student misses a detention, he or she will be removed from any social activities including but not limited to assemblies, dances, field trips, sports and any student council activities.
14. **EXPULSION.** 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 the school grounds.
15. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

Administrators may recommend to the School Board that a student be expelled from school for a definite period of time not to exceed two calendar years as determined on a case by case basis. In the case of a student with disabilities, expulsion shall be administered in a manner consistent with the IDEA. A student who is subject to expulsion as provided in this section may be eligible for a transfer to an alternative school program.

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.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include as opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

16. Notification of law enforcement authorities at the discretion of school officials and whenever the conduct involves illegal drugs (controlled substances), alcohol, or weapons, or look-alike weapons.

State law prohibits the use of corporal punishment by school authorities.

G. DISCIPLINARY PROCEDURES

Access to Student Social Networking Passwords and Websites

School authorities may request a student's social networking passwords and/or websites in special disciplinary circumstances.

Reporting of Aggressive Behavior

When a student engages in aggressive behavior, the school will notify the student's Parents/Guardians by letter.



Suspension Procedures

Before a student is suspended, school authorities will meet with the student to inform the student of the misconduct of which he or she is accused and will give the student an opportunity to respond to the charges.

Such a pre-suspension conference is not required and the student may be suspended immediately when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practical.

Any suspension shall be reported promptly to the student's Parents/Guardians, who will receive a written notice of the suspension stating the reasons for the suspension, including any school rule that was violated, and a notice of their right to a review of the suspension. A copy of the notice shall be given to the School Board.

Upon request of the Parents/Guardians, a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the School Board. At the review, the student's Parents/Guardians may appear and discuss the suspension with the School Board or its hearing officer and may be represented by counsel at their expense. After presentation of the evidence or receipt of the hearing officer's report, the School Board shall take such action as it finds appropriate.

Expulsion Procedures

If a student is recommended to be expelled, school administrators will send the student and his or her Parents/Guardians a written request to appear at a hearing on the student's proposed expulsion. The request shall be sent by registered or certified mail, return receipt requested, and shall state:

1. The reasons for and proposed expulsion including the specific conduct rule(s) the student is charged with violating.
2. The proposed period (duration) of the expulsion.
3. The time, date, and place for the hearing.
4. A short description of the procedures that will be followed.
5. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed two calendar years, as determined on a case by case basis.
6. A request that the student or Parents/Guardians inform the District if the student will be represented by an attorney and, if so, the attorney's name.

Unless the student and Parents/Guardians indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by the School Board. If a hearing officer is appointed, he or she shall report to the School Board the evidence presented at the hearing and the School Board shall take such final action as it finds appropriate.

During the expulsion hearing, the School Board or its appointed hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her Parents/Guardians may be represented by counsel at their expense, offer evidence, present witnesses, cross-examine witnesses who testify and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the School Board shall decide whether the student has committed the charged misconduct, and take such action as it finds appropriate.

Behavior Intervention Policy



In accordance with Public Act 89-191, Evergreen Park Elementary School District 124 developed the following Behavior Intervention Policy. A fundamental principle of this policy is that non-aversive or positive interventions designed to develop and strengthen desirable behaviors should be used to the maximum extent possible and are preferable to the use of more restrictive interventions.

The use of positive interventions is consistent with the educational goals of enhancing students' academic, social, emotional and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity, personal privacy and safety, and adhere to professionally accepted treatment practices.

All of the procedural protections available to students with disabilities and their parents or guardians under the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Illinois School Code, including notice and consent where required, opportunity for participation in meetings and the right to appeal will be observed when implementing and/or developing behavioral interventions.

District policies and procedures for implementation have been developed after review and consideration of the Behavioral Intervention Guidelines developed by the Illinois State Board of Education. Those guidelines may be requested through the Illinois State Board of Education at 100 North First Street, Springfield, Illinois 62777-0001.

These procedures are designed to promote the use and maintenance of the best of professional standards and practices in the use of behavioral interventions. Specifically, the use of interventions should respect the dignity and privacy of the students while promoting learning of more appropriate behaviors. These procedures apply to those students whose disability creates a need for a behavioral management plan.

Behavioral procedures such as those designed as part of the behavioral management plan represent interventions intended to enhance the benefits the student derives from the educational setting. Specific behavioral interventions are recommended based on their level of restrictiveness.

Positive and non-restrictive interventions are preferred because of the low risk of negative side effects and the high priority placed on behavior change rather than behavior control.

Positive and non-restrictive interventions may be used without the development of a written behavior management plan or inclusion in the student's Individualized Education Program (IEP).

Restrictive interventions may be appropriate in emergency situations or when less restrictive interventions have been attempted and failed (in accordance with Illinois School Code Section 24-24). For students with a behavioral management plan which does not include the use of restrictive interventions, this level of intervention should be used only after an analysis of behavior has been completed and documented, and a behavioral management plan developed and included in the student's IEP.

Restrictive interventions are intended to be used only for the minimum amount of time necessary to control the student's behavior. In addition, they should be used in conjunction with positive interventions and be replaced by less restrictive procedures as quickly as possible.

To obtain a complete copy of the district procedures please contact the Student Support Services Department at (708) 423-0959 ext. 2140.

H. DISCIPLINE OF STUDENTS WITH DISABILITIES



The district shall comply with the provisions of the federal Individual with Disabilities Education Improvement Act (IDEA) when disciplining students who receive special education services. No student with a disability shall be expelled if the student's act of gross disobedience or misconduct is a manifestation of his/her disability. If it is determined by the IEP team that a student's gross disobedience or misconduct is not a manifestation of his/her disability, the student may be expelled from school. The student shall continue to receive special education and related services during the period of expulsion as provided for in IDEA.

A student with disabilities who has exceeded or is expected to exceed 10 days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer, if the district demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A student with a disability that qualifies for special education services, who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

I. DISCIPLINE FOR MISCONDUCT OFF OF SCHOOL GROUNDS

The School District has authority to regulate student conduct which occurs off of school grounds if it adversely affects good order or the educational environment at school. Examples include: fighting/bullying that may occur on the way to or from school.

J. SEARCH, SEIZURE AND INTERVIEWS OF STUDENTS BY SCHOOL AUTHORITIES

Search and Seizure

In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.



Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Interviews

Although school authorities are charged with maintaining order and discipline in their schools, they are generally not acting as law enforcement agents and thus, are not required to administer Miranda warnings before questioning students. Where school authorities are not acting under the direction of the police, Miranda does not apply. When acting under the direction of the police, school authorities will attempt to obtain a parent's/guardian's permission before questioning a student and Miranda requirements may apply. When Miranda requirements do apply, law enforcement agents will administer the Miranda warnings. When acting on their own initiative and authority to further a proper educational environment at the school or at the request of school personnel (as opposed to acting upon the request of outside law enforcement authorities), school authorities who are investigating a school related incident or any incident which may have potential consequences for the safety of the students or employees at the school may interview students without obtaining permission from Parents/Guardians. Examples of incidents which may have potential consequences for the safety of students or employees at the school include, but are not limited to, the following:

1. Fights between students that may result in retaliation at school;
2. Threats made by a student against another student or employee at the school;
3. Gang-related offenses such as assault, battery, and intimidation;
4. Possessing drugs or weapons while on school property.

K. INTERVIEWS AND EXAMINATIONS OF STUDENTS BY DCFS

School employees shall cooperate with the DCFS to identify child abuse or neglect.

L. CRISIS REMOVAL PROCEDURE

- a. The principal or designee, in an emergency, may remove a student from school, a school-related activity, or school grounds immediately based upon preliminary injury and findings that the student poses an immediate threat to self or others or may cause significant disruption or disorder as to make the student's immediate removal necessary.
- b. As a result of crisis removal, the School Resource Officer will be contacted and will escort the student(s) to the Evergreen Park police station. Once the student(s) is/are under the supervision of the School Resource Officer, the officer will follow guidelines and procedures established by the Village of Evergreen Park and the Evergreen Park Police Department.
- c. Upon imposition of a crisis removal, schools shall make a good faith effort to inform the Parent/Guardian immediately by telephone. Due to the nature of the implementation of this procedure, parental contact may occur after the student(s) have been escorted to the police station.
- d. A follow-up written notice of the crisis removal shall be personally delivered or mailed to the student's Parent/Guardian by school administration within 24 hours. The notice of the crisis removal shall contain the following written statements:
 1. The specific facts about the student obtained by the principal or designee that formed the basis for the crisis removal,
 2. A statement of when and under what circumstances that the student may return to school, including whether the school is requiring or recommending a threat assessment or other evaluation,
 3. A statement of the disciplinary action(s) taken and/or recommended by the school, if any, and
 4. A statement of a conference date, time, and place offered by the school administration to meet with the Parent/Guardian.



VII. EXTRACURRICULAR ACTIVITIES

A. ELIGIBILITY

All required paperwork for sports tryouts is due two days prior to tryouts. If a student has missing or has incomplete paperwork they will be ineligible to tryout.

At the time of tryouts, students cannot have 2 D's or an F on a current report card and/or grade sheet.

A grade sheet will be provided by the coach prior to tryouts. The grade sheet must be completed and turned in two days prior to tryouts. Students will be notified the day before tryouts if they are ineligible to attend tryouts.

At the time of tryouts, students cannot be on a Full Loss of Privileges due to behavioral actions such as, but not limited to, out of school suspension, in-school suspension or time in office.

An IHSA sports physical must be filled out completely, signed and dated by physician, Parent/Guardian and student in order to be eligible to tryout. The IHSA sport physical is due two days prior to tryouts.

If the IHSA sports physical is invalid, the student will be notified the day before tryouts that they are ineligible to attend tryouts.

Registration/participation form must be completed and signed by Parent/Guardian two days prior to tryouts. If the registration/participation form is not turned in the student will be notified the day before tryouts that they are ineligible to attend tryouts.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the IHSA before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Rules and Expectations

All rules and expectations are enforced 24 hours a day for the full current academic school year.

1. The athlete will not possess or use tobacco (including chewing tobacco, e-cigarettes).
2. The athlete will not possess or use alcoholic beverages.
3. The athlete will not possess or use any illegal drug, controlled substance, or drug paraphernalia.
4. The athlete will not be involved in the theft or willful destruction of any school or personal property.
5. The athlete will not possess or use any weapons.
6. The athlete will be respectful to his superiors.

Students must attend school for at least one half day to be able to participate in after-school activities on that same day. The building administrator may waive certain absences due to unique circumstances, such as a funeral or doctor's appointment.



B. INSTRUMENTAL MUSIC PROGRAM

Students interested in playing musical instruments may participate in bands organized for fifth, sixth, seventh and eighth grade students.

A limited number of instruments, primarily those which are difficult to purchase such as tubas, sousaphones, and others, are owned by the school and may be rented by students for a fee of \$25.00 per year.

Additional information concerning various methods of purchasing or renting musical instruments may be obtained from the band instructor.

C. CODE OF CONDUCT

Extracurricular activities provide meaningful educational experiences for students, however participation in extracurricular activities is voluntary. Thus, the following Code of Conduct applies to all students participating in extracurricular activities:

1. All students must abide by all regular school policies. All students and coaches/advisors must adhere to these policies during the full duration of their season including all conditioning sessions and the post-season competitions (tournaments).
2. Appropriate care must be taken of all equipment, school facilities, and properties. Students shall be held financially responsible for any damage or loss through their negligence.
3. All students shall report any injuries or illness to their respective coaches/advisors immediately upon occurrence.
4. All students are expected to attend all required practices, meetings and contests. Refusal to participate through the end of the season shall result in the loss of any awards or recognition.
5. Students who quit an activity must clear all responsibilities and obligations with the coach/advisor of that activity.
6. Participation in another sport cannot start until the previous sport season is completed.
7. Students who are under any type of medication shall have on file with the coach/advisor a note from their Parent/Guardian and doctor.
8. All students shall abide by all School Board policies and by the Code of Conduct.
9. Students who engage in any criminal activity or violations of civil law may be denied participation.
10. Students shall abide by additional rules and regulations presented normally to all members of a particular activity by the coach/advisor.
- 11.

The use, possession or sale of any tobacco or alcoholic product, or of drugs not prescribed by a physician, are strictly prohibited. Violation of this policy may result in dismissal for the academic year without gaining awards of recognition. Since state law prohibits purchase and consumption of alcoholic beverages by minors, law enforcement and legal ramifications may also result.

CPR Training

In August 2013, Public Act 098-0305 took effect. This act requires the IHSA to be given a CPR training video to post on its website so that staff at IHSA-member schools can watch it. The act also indicates school districts shall notify parents and encourage them to view the video, too.

The following is a link to the act on the General Assembly's website:

- <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=098-0305&GA=98>



D. DISCIPLINARY PROCEDURES

A coach or advisor may indefinitely suspend a student from an extracurricular activity for misconduct. An incident of misconduct must be observed by a teacher, coach, advisor, chaperone, school administrator, school board member, a member of a law enforcement agency, or a Parent/Guardian of the student in violation, or be admitted by the student who committed the misconduct. In the event of any violation of these policies or rules, the following procedures will take place:

1. The coach/advisor must inform the student either verbally or in writing about any violations and the subsequent consequences. The coach/advisor will then conduct an informal hearing to allow the student to explain his or her actions.
2. The coach/advisor must contact the student's Parent/Guardian and building principal, either verbally or in writing, to inform them that the student is being denied participation and the reason for this sanction. The coach/advisor must also explain the appeal process.

In keeping with due process procedures, if requested by a Parent/Guardian, a hearing involving the student, Parent/Guardian, involved coach or advisor, and the building principal may be held. At that hearing, the denial of participation may be lifted or may be confirmed for a defined period of time.



**Evergreen Park Elementary School District 124
District School Supply List
2018-19 School Year
Early Childhood/SLP**

Item	Quantity	Notes
Baby Wipes	2	
Clothes, spare set	As needed	
Crayons, 24-pack	1	EC Only
Cups, paper-box	2	5oz., no Styrofoam
Diapers	As needed	
Disinfectant Wipes	1	
Facial Tissue	3	
Folder, 2-pocket	1	
Glue, Stick	2	
Hand Sanitizer	1	
Juice- large bottle	1	No red (punch)
Markers, Dry Erase	4	SLP Only
Markers, wide tip	1	EC Only- 8-pack Washable, classic colors
Napkins- package	1	
Notebook, Spiral	1	
Plates, paper-package	1	
Sandwich Bags	1	Sandwich size
Sandwich Bags	1	Gallon size
Snacks-package	1	Item to be shared with class, i.e. Goldfish, pretzels
Towels, paper-Roll	2	



**Evergreen Park Elementary School District 124
Northeast School Supply List
2018-19 School Year
Kindergarten**

Item	Quantity	Notes
Baby Wipes	2	
Disinfecting Wipes	1	
Paper Towel	1	
Facial Tissues	3	
Sandwich Bags	1	Sealable, Boys only
Gallon Size Plastic Bags	1	Sealable, Girls only
Crayons-24 pack	4	
Eraser, pink	2	
Glue-bottle	1	
Glue-sticks	8	
Markers, dry erase	4	Black
Markers, wide tip	3	Washable, Classic Colors for art
Pencils, #2	12	Sharpened
Scissors, blunt edge	1	
Watercolor set with brush	1	8 color
Dry erase eraser	1	Old, clean sock can be used as a substitute

ADDITIONAL NORTHEAST SCHOOL SUPPLIES

ONE-inch three ring binder with clear front pocket	1	
Pack of 100 index cards	1	
<u>Composition Notebook</u>	1	
<u>Please Note: Plastic Pencil Box is not necessary</u>		

Please Note: The kindergarten teachers kindly request that supplies are taken out of the packages and labeled with student's name - except for individual crayons, pencils, and markers. Name on package is perfect.



**Evergreen Park Elementary School District 124
Northeast School Supply List
2018-19 School Year
Grade 1**

Item	Quantity	Notes
Baby Wipes	2	
Disinfecting Wipes	1	
Sandwich Bags	1	Sealable, Boys only
Gallon Size Plastic Bags	1	Sealable, Girls only
Crayons-24 pack	4	
Eraser, pink	2	
Glue-bottle	1	
Glue-sticks	5	
Markers, dry erase	2	4 pack
Markers, wide tip	3	Washable, Classic Colors
Pencil Box	1	Plastic
Pencils, #2	24	Sharpened
Scissors, blunt edge	1	
Hand sanitizer	1	
Dry erase eraser	1	Old, clean sock can be used as a substitute

ADDITIONAL NORTHEAST SCHOOL SUPPLIES

Folders	6	2 pocket
Composition Notebooks	2	Wide line
Highlighter markers	4	Yellow
Binder	1	3-ring, 1"
Facial Tissues	4	



**Evergreen Park Elementary School District 124
Northeast School Supply List
2018-19 School Year
Grade 2**

Item	Quantity	Notes
Baby Wipes	1	
Disinfecting Wipes	1	
Facial Tissues	3	
Sandwich Bags	1	Sealable, Boys only
Gallon Size Plastic Bags	1	Sealable, Girls only
Crayons-24 pack	3	
Eraser, pink	2	
Glue-bottle	2	
Glue-sticks	4	.77 oz.
Markers, dry erase	4	Black
Markers, wide tip	2	Washable, Classic Colors
Pencil Box	1	Plastic
Pencils, #2	24	Sharpened
7" Scissors	1	
Hand sanitizer	1	
Ruler	1	Plastic, inches and centimeters
Highlighter	2	Yellow

Each student will receive an assignment notebook on the first day of school.

ADDITIONAL NORTHEAST SCHOOL SUPPLIES

Composition Notebook	1	
Rag or eraser for whiteboard	1	
Clipboard	1	Sheet size 8½" x 11"
Folders	5	2 pocket
Sticky Notes	3 pkgs	3" x 3"
Spiral Notebook	2	



**Evergreen Park Elementary School District 124
Northeast School Supply List
2018-19 School Year
Grade 3**

Item	Quantity	Notes
Baby Wipes	1	Boys only
Disinfecting Wipes	1	Girls only
Facial Tissues	2	
Paper Towels	1	Girls only
Sandwich Bags	1	Sealable Boys only
Gallon Size Plastic Bags	1	Sealable Girls only
Crayons-24 pack	2	
Eraser, pink	2	
Glue-bottle	2	
Glue-sticks	6	
Markers, dry erase	6	Black 4 chisel tip, 2 fine point
Dry Erase Eraser	1	
Markers, wide tip	3	Classic Colors
Pencil Case	1	Zippered
Pencils, #2	24	
Pens	4	Blue/Black erasable
Pens	4	Red, ballpoint
7" Scissors	1	
Hand sanitizer	1	Boys only
Ruler	1	Plastic, Inches & centimeters, non-bendable
Highlighter	2	Yellow

Each student will receive an assignment notebook on the first day of school.

ADDITIONAL NORTHEAST SCHOOL SUPPLIES

Composition Notebook	2	
Folders	4	
Spirals	2	Single Subject
Colored Pencils	2	
Clipboard	1	Sheet size 8 1/2" x 11"



**Evergreen Park Elementary School District 124
Northeast School Supply List
2018-19 School Year
Grade 4**

Item	Quantity	Notes
Baby Wipes	1	Boys only
Disinfecting Wipes	1	Girls only
Facial Tissues	2	
Paper Towels	1	Girls only
Sandwich Bags	1	Sealable Boys only
Gallon Size Plastic Bags	1	Sealable Girls only
Colored Pencils	1	12 pack
Crayons-24 pack	2	
Eraser, pink	2	
Glue-bottle	1	
Glue-sticks	4	
Markers, dry erase	4	Black, fine point
Loose Leaf Paper	1	Wide rule
Markers, wide tip	2	Classic Colors
Pencil Case	1	Zippered
Pencils, #2	24	
Pens	4	Black erasable
Pens	3	Red, ballpoint
7" Scissors	1	
Sticky Notes	1 pkg	3" x 3"
Hand sanitizer	1	Boys only
Ruler	1	Plastic, Inches & centimeters, non bendable
Highlighter	2	

Each student will receive an assignment notebook on the first day of school.

ADDITIONAL NORTHEAST SCHOOL SUPPLIES

Composition Notebook	1	
Sticky Notes	2	2 additional packages of 3x3 sticky notes 3 total
13 pocket organizer (Doc-it)	1	
Notebook, spiral, 1 subject	1	Wide rule
Markers, thin tip	1	Classic colors
Folders, 2 pockets	2	Solid colors
Disinfecting Wipes instead of Baby Wipes	1	Boys and Girls



**Evergreen Park Elementary School District 124
Northeast School Supply List
2018-19 School Year
Grade 5**

Item	Quantity	Notes
Baby Wipes	0	
Disinfecting Wipes	2	
Facial Tissues	2	
Sandwich Bags	1	
Gallon Size Plastic Bags	1	
Colored Pencils	1	12 pack
Crayons-24 pack	2	
Eraser, pink	2	
Glue-bottle	2	
Glue-sticks	4	
Permanent Marker	1	Black, fine point
Loose Leaf Paper	1	Wide rule
Markers, wide tip	3	Classic Colors
Pencil Case	0	
Pencils, #2	24	
Pens	6	Black erasable
Pens	4	Red, ballpoint
7" Scissors	1	
Hand sanitizer	0	
Ruler	0	
Highlighter	2	Any Color

Each student will receive an assignment notebook on the first day of school.

ADDITIONAL NORTHEAST SCHOOL SUPPLIES

Docket (13 or 16 pockets)	1	
Notebooks	2	
Composition Books	2	



**Evergreen Park Elementary School District 124
Northwest School Supply List
2018-19 School Year
Kindergarten**

Item	Quantity	Notes
Baby Wipes	2	
Disinfecting Wipes	1	
Paper Towel	1	
Facial Tissues	3	
Sandwich Bags	1	Sealable, Boys only
Gallon Size Plastic Bags	1	Sealable, Girls only
Crayons-24 pack	4	
Eraser, pink	2	
Glue-bottle	1	
Glue-sticks	8	
Markers, dry erase	4	Black
Markers, wide tip	3	Washable, Classic Colors
Pencils, #2	12	Sharpened
Scissors, blunt edge	1	
Watercolor set with brush	1	8 color
Dry erase eraser	1	Old, clean sock can be used as a substitute

ADDITIONAL NORTHWEST SCHOOL SUPPLIES

Pencil Box	1	Plastic
Composition Notebook	1	With space for drawing and writing

Please Note: Northwest School Teachers will be using "Community Supplies" therefore no need to label supplies.



**Evergreen Park Elementary School District 124
Northwest School Supply List
2018-19 School Year
Grade 1**

Item	Quantity	Notes
Baby Wipes	2	
Disinfecting Wipes	1	
Sandwich Bags	1	Sealable, Boys only
Gallon Size Plastic Bags	1	Sealable, Girls only
Crayons-24 pack	3	
Eraser, pink	2	
Glue-bottle	1	
Glue-sticks	4	
Markers, dry erase	2	4 pack
Markers, wide tip	2	Washable, Classic Colors
Pencil Box	1	
Plastic		
Pencils, #2	24	Sharpened
Scissors, blunt edge	1	
Hand sanitizer	1	
Dry erase eraser	1	Old, clean sock can be used as a substitute

ADDITIONAL NORTHWEST SCHOOL SUPPLIES

Composition Notebook	1	
Binder	1	1 inch, with plastic sleeve cover
Folders	4	2 pocket
Sheet Protectors	50	
Facial Tissues	4	



**Evergreen Park Elementary School District 124
Northwest School Supply List
2018-19 School Year
Grade 2**

Item	Quantity	Notes
Baby Wipes	1	
Disinfecting Wipes	1	
Facial Tissues	3	
Sandwich Bags	1	Sealable, Boys only
Gallon Size Plastic Bags	1	Sealable, Girls only
Crayons-24 pack	1	
Eraser, pink	1	
Glue-bottle	2	
Glue-sticks	4	.77 oz.
Markers, dry erase	4	Black
Markers, wide tip	2	Washable, Classic Colors
Pencil Box	1	Plastic
Pencils, #2	24	Sharpened
7" Scissors	1	
Hand sanitizer	1	
Ruler	1	Plastic, inches and centimeters
Highlighter	2	Yellow

Each student will receive an assignment notebook on the first day of school.

ADDITIONAL NORTHWEST SCHOOL SUPPLIES

Composition Notebook	1	
Crayola Twistable Colored Pencils	1	12 Pack



**Evergreen Park Elementary School District 124
Northwest School Supply List
2018-19 School Year
Grade 3**

Item	Quantity	Notes
Baby Wipes	1	Boys only
Disinfecting Wipes	1	Girls only
Facial Tissues	2	
Paper Towels	1	Girls only
Sandwich Bags	1	Sealable Boys only
Gallon Size Plastic Bags	1	Sealable Girls only
Crayons-24 pack	2	
Eraser, pink	2	
Glue-bottle	2	
Glue-sticks	6	
Markers, dry erase	6	Black 4 chisel tip, 2 fine point
Dry Erase Eraser	1	
Markers, wide tip	3	Classic Colors
Pencil Case	1	Zippered
Pencils, #2	24	
Pens	4	Blue/Black erasable
Pens	4	Red, ballpoint
7" Scissors	1	
Hand sanitizer	1	Boys only
Ruler	1	Plastic, Inches & centimeters, non-bendable
Highlighter	2	Yellow

Each student will receive an assignment notebook on the first day of school.

ADDITIONAL NORTHWEST SCHOOL SUPPLIES

Composition Notebook	1	
2-Pocket Folders	5	
3-Ring Binder	1	1 inch
Colored Pencils	2	12 pack
Expandable File Folder	1	At least 7 pockets



**Evergreen Park Elementary School District 124
Northwest School Supply List
2018-19 School Year
Grade 4**

Item	Quantity	Notes
Baby Wipes	1	Boys only
Disinfecting Wipes	1	Girls only
Facial Tissues	2	
Paper Towels	1	Girls only
Sandwich Bags	1	Sealable Boys only
Gallon Size Plastic Bags	1	Sealable Girls only
Colored Pencils	1	12 pack
Crayons-24 pack	2	
Eraser, pink	2	
Glue-bottle	1	
Glue-sticks	4	
Markers, dry erase	4	Black, fine point
Loose Leaf Paper	1	Wide rule
Markers, wide tip	2	Classic Colors
Pencil Case	1	Zippered
Pencils, #2	24	
Pens	4	Black erasable
Pens	3	Red, ballpoint
7" Scissors	1	
Sticky Notes	2 pkgs.	3" x 3"
Hand sanitizer	1	Boys only
Ruler	1	Plastic, Inches & centimeters, non-bendable
Highlighter	2	

Each student will receive an assignment notebook on the first day of school.

ADDITIONAL NORTHWEST SCHOOL SUPPLIES

Composition Notebook	1	
Binder	1	3 Ring, 1"
Binder Dividers	1 Set	4 tabs
Spiral Notebook	1	Wide ruled
Pocket Folder	1	Blue
Expandable File Folder	1	At least 7 pockets



**Evergreen Park Elementary School District 124
Northwest School Supply List
2018-19 School Year
Grade 5**

Item	Quantity	Notes
Baby Wipes	1	Boys only
Disinfecting Wipes	2	
Facial Tissues	2	
Sandwich Bags	1	Sealable Boys only
Gallon Size Plastic Bags	1	Sealable Girls only
Colored Pencils	1	12 pack
Crayons-24 pack	2	
Eraser, pink	2	
Glue-bottle	2	
Glue-sticks	4	
Permanent Marker	1	Black, fine point
Loose Leaf Paper	1	Wide rule
Markers, wide tip	3	Classic Colors
Pencil Case	1	Heavy Duty, Zippered
Pencils, #2	24	
Pens	6	Black erasable
Pens	4	Red, ballpoint
7" Scissors	1	
Hand sanitizer	1	Girls only
Ruler	1	Plastic, Inches & centimeters, non-bendable

Each student will receive an assignment notebook on the first day of school.

ADDITIONAL NORTHWEST SCHOOL SUPPLIES

Composition Notebook	1	
Binder	1	2 inch
Highlighters	1 box	Multi- colors
Folders	4	2 pocket
Spiral Notebooks	5	Wide Ruled (Different Colors)
Supply Box	1	Plastic
Markers	1 box	Fine tip, Bold-colors



**Evergreen Park Elementary School District 124
Southeast School Supply List
2018-19 School Year
Kindergarten**

Item	Quantity	Notes
Baby Wipes	2	
Disinfecting Wipes	1	
Paper Towel	1	
Facial Tissues	3	
Sandwich Bags	1	Sealable, Boys only
Gallon Size Plastic Bags	1	Sealable, Girls only
Crayons-24 pack	4	
Eraser, pink	2	
Glue-bottle	1	
Glue-sticks	8	
Markers, dry erase	4	Black
Markers, wide tip	3	Washable, Classic Colors
Pencils, #2	12	Sharpened
Scissors, blunt edge	1	
Watercolor set with brush	1	8 color
Dry erase eraser	1	Old, clean sock can be used as a substitute

ADDITIONAL SOUTHEAST SCHOOL SUPPLIES

Index cards	1 pkg	3" X 5"
Binder	1	1", clear plastic sleeve cover
Folders	2	Plastic, 2 pocket
Watercolors	1 set	
Composition Notebook	1	
Pencil Box	1	Plastic

Please Note: The kindergarten teachers kindly request that supplies are taken out of the packages and labeled with student's name.



**Evergreen Park Elementary School District 124
Southeast School Supply List
2018-19 School Year
Grade 1**

Item	Quantity	Notes
Baby Wipes	2	
Disinfecting Wipes	1	
Sandwich Bags	1	Sealable, Boys only
Gallon Size Plastic Bags	1	Sealable, Girls only
Crayons-24 pack	4	
Eraser, pink	2	
Glue-bottle	1	
Glue-sticks	5	
Markers, dry erase	2	4 pack
Markers, wide tip	3	Washable, Classic Colors
Pencil Box	1	Plastic
Pencils, #2	24	Sharpened
Scissors, blunt edge	1	
Hand sanitizer	1	
Dry erase eraser	1	Old, clean sock can be used as a substitute

ADDITIONAL SOUTHEAST SCHOOL SUPPLIES

Composition Notebook	1	
Binder	1	3 ring, 1"
Plastic Sandwich Box	1	
Folders	2	2 pocket, plastic
Spiral Notebook	1	Wide Rule
Watercolors	1 set	
Facial Tissues	4	



Evergreen Park Elementary School District 124
Southeast School Supply List
2018-19 School Year
Grade 2

Item	Quantity	Notes
Baby Wipes	1	
Disinfecting Wipes	1	
Facial Tissues	3	
Sandwich Bags	1	Sealable, Boys only
Gallon Size Plastic Bags	1	Sealable, Girls only
Crayons-24 pack	3	
Eraser, pink	2	
Glue-bottle	2	
Glue-sticks	4	.77 oz.
Markers, dry erase	4	Black
Markers, wide tip	2	Classic Colors
Pencil Box	1	Plastic
Pencils, #2	24	
7" Scissors	1	
Hand sanitizer	1	
Ruler	1	Plastic, Inches and centimeters
Highlighter	2	Yellow

Each student will receive an assignment notebook on the first day of school.

ADDITIONAL SOUTHEAST SCHOOL SUPPLIES

Composition Notebook	1	
Clipboard	1	Sheet size 8 ½ " x 11"
Folders	4	2 pocket
Stylus	1	
Sticky Notes	3 pkg	3" x 3"
Spiral Notebook	1	
Watercolors	1 set	



**Evergreen Park Elementary School District 124
Southeast School Supply List
2018-19 School Year
Grade 3**

Item	Quantity	Notes
Baby Wipes	1	Boys only
Disinfecting Wipes	1	Girls only
Facial Tissues	2	
Paper Towels	1	Girls only
Sandwich Bags	1	Sealable Boys only
Gallon Size Plastic Bags	1	Sealable Girls only
Crayons-24 pack	2	
Eraser, pink	2	
Glue-bottle	2	
Glue-sticks	6	
Markers, dry erase	6	Black 4 chisel tip, 2 fine point
Dry Erase Eraser	1	
Markers, wide tip	3	Classic Colors
Pencil Case	1	Zippered
Pencils, #2	24	
Pens	4	Blue/Black erasable
Pens	4	Red, ballpoint
7" Scissors	1	
Hand sanitizer	1	Boys only
Ruler	1	Plastic, Inches & centimeters,
non-bendable		
Highlighter	2	Yellow

Each student will receive an assignment notebook on the first day of school.

ADDITIONAL SOUTHEAST SCHOOL SUPPLIES

Composition Notebook	2	
Wide Ruled Notebook Paper	2	
Sticky Notes	2 pkg	3" x 3"
8 pocket folder	1	To be purchased at Southeast
Clipboard	1	Sheet size 8 ½" x 11"
Folders	2	2 pocket with prongs
Watercolors	1 set	



**Evergreen Park Elementary School District 124
Southeast School Supply List
2018-19 School Year
Grade 4**

Item	Quantity	Notes
Baby Wipes	1	Boys only
Disinfecting Wipes	1	Girls only
Facial Tissues	2	
Paper Towels	1	Girls only
Sandwich Bags	1	Sealable Boys only
Gallon Size Plastic Bags	1	Sealable Girls only
Colored Pencils	1	12 pack
Crayons-24 pack	2	
Eraser, pink	2	
Glue-bottle	1	
Glue-sticks	4	
Markers, dry erase	4	Black, fine point
Loose Leaf Paper	1	Wide rule
Markers, wide tip	2	Classic Colors
Pencil Case	1	Zippered
Pencils, #2	24	
Pens	4	Black erasable
Pens	3	Red, ballpoint
7" Scissors	1	
Sticky Notes	1 pkg	3" x 3"
Hand sanitizer	1	Boys only
Ruler	1	Plastic, Inches & centimeters, non-bendable
Highlighter	2	

Each student will receive an assignment notebook on the first day of school.

ADDITIONAL SOUTHEAST SCHOOL SUPPLIES

Composition Notebook	1	
Binder	1	3 Ring, 1"
Spiral Notebook	1	3 subject
8 Pocket Folder	1	To be purchased at Southeast
Watercolors	1 set	



**Evergreen Park Elementary School District 124
Southeast School Supply List
2018-19 School Year
Grade 5**

Item	Quantity	Notes
Baby Wipes	1	Boys only
Disinfecting Wipes	2	
Facial Tissues	2	
Sandwich Bags	1	Sealable Boys only
Gallon Size Plastic Bags	1	Sealable Girls only
Colored Pencils	1	12 pack
Crayons-24 pack	2	
Eraser, pink	2	
Glue-bottle	2	
Glue-sticks	4	
Permanent Marker	1	Black, fine point
Loose Leaf Paper	1	Wide rule
Markers, wide tip	3	Classic Colors
Pencil Case	1	Zippered
Pencils, #2	24	
Pens	6	Black erasable
Pens	4	Red, ballpoint
7" Scissors	1	
Hand sanitizer	1	Girls only
Ruler	1	Plastic, Inches & centimeters, non-bendable
Highlighter	2	Yellow

Each student will receive an assignment notebook on the first day of school.

ADDITIONAL SOUTHEAST SCHOOL SUPPLIES

Composition Notebook	1	
Sticky Notes	12 pkg	3" x 3"
8 Pocket Folder	1	To be purchased at Southeast
Folders	3	2 pocket, 3 prong, plastic
Spiral Notebooks	5	Wide Ruled
Dry Erase Markers	1	4 pack
Watercolors	1 set	



**Evergreen Park Elementary School District 124
Southwest School Supply List
2018-19 School Year
Kindergarten**

Item	Quantity	Notes
Baby Wipes	2	
Disinfecting Wipes	1	
Paper Towel	1	
Facial Tissues	3	
Sandwich Bags	1	Sealable, BOYS ONLY
Gallon Size Plastic Bags	1	Sealable, GIRLS ONLY
Crayons – 24 pack	4	
Eraser, pink	2	
Glue – bottle	1	
Glue Sticks	8	
Markers, dry erase	4	BLACK
Markers, Wide tip	3	Washable, Classic Colors
Pencils #2	12	Sharpened
Scissors, blunt edge	1	
Watercolor Set with brush	1	8 color
Dry erase eraser	1	Old, clean sock can be used as a substitute

ADDITIONAL SOUTHWEST SCHOOL SUPPLIES

3 RING BINDER	1	1 INCH
Plastic Sleeves	25	
Pocket Folder with Prongs	2	Plastic
Pocket Folder	1	
Spiral Notebook	1	WIDE RULED – SINGLE SUBJECT
Pencil Box	1	Plastic

Please Note: The kindergarten teachers kindly request that supplies are taken out of the packages and labeled with student's name.



**Evergreen Park Elementary School District 124
Southwest School Supply List
2018-19 School Year
Grade 1**

ITEM	QUANTITY	NOTES
Baby Wipes	2	
Disinfecting Wipes	1	
Sandwich Bags	1	Sealable, BOYS ONLY
Gallon Size Plastic Bags	1	Sealable, GIRLS ONLY
Crayons – 24 pack	4	
Eraser, pink	2	
Glue – bottle	1	
Glue Sticks	5	
Markers, dry erase	2	4 pack
Markers, Wide tip	3	Washable, Classic Colors
Pencil Box	1	Plastic
Pencils #2	24	Sharpened
Scissors, blunt edge	1	
Hand sanitizer	1	
Dry erase eraser	1	Old, clean sock can be used as a substitute

ADDITIONAL SOUTHWEST SCHOOL SUPPLIES

Spiral Notebooks	2	Single subject; WIDE RULED ONLY
Two Pocket Folder with Prongs	4	
Sandwich Box	1	
Glue Sticks	5	
Gallon Size Bags	1	
Disinfecting Wipes	1	
Paper Towel	1	



**Evergreen Park Elementary School District 124
Southwest School Supply List
2018-19 School Year
Grade 2**

Item	Quantity	Notes
Baby Wipes	1	
Disinfecting Wipes	1	
Facial Tissues	3	
Sandwich Bags	1	Sealable, BOYS ONLY
Gallon Size Plastic Bags	1	Sealable, GIRLS ONLY
Crayons – 24 pack	3	
Eraser, pink	2	
Glue – bottle	2	
Glue Sticks	4	.77 oz.
Markers, dry erase	4	Black
Markers, Wide tip	2	Washable, Classic Colors
Pencil Box	1	Plastic
Pencils #2	24	Sharpened
Hand sanitizer	1	
7" Scissors	1	
Ruler	1	Plastic, inches and centimeters
Highlighter	2	Yellow

ADDITIONAL SOUTHWEST SCHOOL SUPPLIES

3 Ring Binder	1	1 inch
Clipboard	1	
2 Pocket folder	5	
Spiral Notebook	4	Single subject; WIDE RULED ONLY – 70 COUNT



**Evergreen Park Elementary School District 124
Southwest School Supply List
2018-19 School Year
Grade 3**

Item	Quantity	Notes
Baby Wipes	1	BOYS ONLY
Disinfecting Wipes	1	GIRLS ONLY
Facial Tissues	2	
Paper Towels	1	GIRLS ONLY
Sandwich Bags	1	Sealable, BOYS ONLY
Gallon Size Plastic Bags	1	Sealable, GIRLS ONLY
Crayons – 24 pack	2	
Eraser, pink	2	
Glue – bottle	2	
Glue Sticks	6	
Markers, dry erase	6	Black 4 chisel tip, 2 fine point
Dry Erase Eraser	1	
Markers, Wide tip	3	Classic Colors
Pencil Case	1	Zippered
Pencils #2	24	
Hand sanitizer	1	
Pens	4	Blue/Black erasable
Pens	4	Red, ballpoint
7" Scissors	1	
Hand Sanitizer	1	BOYS ONLY
Ruler	1	Plastic, inches and centimeters, non-bendable
Highlighter	2	Yellow

ADDITIONAL SOUTHWEST SCHOOL SUPPLIES

Spiral Notebook	3	Single Subject; WIDE RULED ONLY
3 Ring Binder	1	1 inch
Binder Dividers	1	5 Tab
Composition Notebook	1	WIDE RULED
Loose Leaf Paper	1 pk	WIDE RULES
Portfolio	1	13 Pocket



**Evergreen Park Elementary School District 124
Southwest School Supply List
2018-19 School Year
Grade 4**

Item	Quantity	Notes
Baby Wipes	1	BOYS ONLY
Disinfecting Wipes	1	GIRLS ONLY
Facial Tissues	2	
Paper Towels	1	GIRLS ONLY
Sandwich Bags	1	Sealable, BOYS ONLY
Gallon Size Plastic Bags	1	Sealable, GIRLS ONLY
Colored pencils	1	12 pack
Crayons – 24 pack	2	
Eraser, pink	2	
Glue – bottle	1	
Glue Sticks	4	
Markers, dry erase	4	Black, fine point
Loose Leaf Paper	1	Wide Ruled
Markers, Wide Tip	2	Classic Colors
Pencil Case	1	Zippered
Pencils #2	24	
Pens	4	Black Erasable
Pens	3	Red, ballpoint
7" Scissors	1	
Post It Notes	1 pkg	3" x 3"
Hand Sanitizer	1	BOYS ONLY
Ruler	1	Plastic, inches and centimeters, non-bendable
Highlighter	2	

ADDITIONAL SOUTHWEST SCHOOL SUPPLIES

Portfolio	1	13 pocket
Spiral Notebook	3	1 subject – WIDE RULED
Composition Notebook	1	WIDE RULED
3 Prong Pocket Folder	4	Plain colored



**Evergreen Park Elementary School District 124
Southwest School Supply List
2018-19 School Year
Grade 5**

Item	Quantity	Notes
Baby Wipes	1	BOYS ONLY
Disinfecting Wipes	2	
Facial Tissues	2	
Sandwich Bags	1	Sealable, BOYS ONLY
Gallon Size Plastic Bags	1	Sealable, GIRLS ONLY
Colored pencils	1	12 pack
Crayons – 24 pack	2	
Eraser, pink	2	
Glue – bottle	2	
Glue Sticks	4	
Permanent Marker	1	Black, fine point
Loose Leaf Paper	1	Wide Ruled
Markers, Wide Tip	3	Classic Colors
Pencil Case	1	Zippered
Pencils #2	24	
Pens	6	Black Erasable
Pens	4	Red, ballpoint
7" Scissors	1	
Hand Sanitizer	1	GIRLS ONLY
Ruler	1	Plastic, inches and centimeters, non-bendable
Highlighter	2	Yellow

ADDITIONAL SOUTHWEST SCHOOL SUPPLIES

13 Pocket Expandable file	1	
Spiral Notebook	3	Single subject; WIDE RULED
3 Subject Spiral Notebook	1	
3 Ring binder	1	1 inch
Binder dividers	2	8 pack
Loose Leaf paper	1	WIDE RULED
Post It Notes	4	3" x 3"
2 Pocket Folder with 3 prongs	2	



Evergreen Park Elementary School District 124
Central Middle School Supply List
2018-19 School Year
Grades 6th – 8th

Item	Quantity
Pens – red	10
Pens – black or blue	10
#2 Pencils	12
Highlighters	2
Pencil Sharpener	1
Packs of loose leaf paper	2
Spiral notebooks	6
Composition notebook	1
Packages of 3x5 index cards (100 count)	2
1 Expandable file or 10 two-pocket folders	
Ruler	1
Pencil case (no boxes)	1
Scientific calculator	1
White out tape	1
24 pack of colored pencils	1
Pack of markers	1
Glue sticks	2
Black Sharpie medium point	1
Black Sharpie fine point	1
Pink eraser	1
Boxes of Kleenex for Advisory	4
Rolls of paper towels for science	3
Pack of Expo dry erase markers	1