

**Kankakee School District #111
2011-2012 District Handbook**

Schools

Aroma Park Primary School (K-3)

Kathleen O'Connor, Principal
101 S. Division Street
Aroma Park, IL 60910
Phone: 815-937-1162
Fax: 815-933-0765

Edison Primary School (K-3)

Kathleen O'Connor, Principal
1991 East Maple Street
Kankakee, IL 60901
Phone: 815-932-0621
Fax: 815-936-4096

IMPACT Program (7-12)

Nate McCue, Principal
50 Industrial Drive
Kankakee, IL 60901
Phone: 815-933-0771
Fax: 815-933-9220

Lafayette Primary School (K-3)

Barnetta Harris, Principal
369 North Fifth Avenue
Kankakee, IL 60901
Phone: 815-933-8116
Fax: 815-936-4097

Lincoln C.C./Montessori (K-8)

Debra Dilks, Principal
240 Warren Avenue
Kankakee, IL 60901
Phone: 802-4801
Fax: 815-933-0710

Mark Twain Primary School (PreK-3)

Jennifer Way, Principal
2250 East Court Street
Kankakee, IL 60901
Phone: 815-933-0722
Fax: 815-933-0682

Proegler School (Early Childhood)

Rebecca McBroom, Program Director
710 North Chicago Avenue
Kankakee, IL 60901
Phone: 815-933-0719
Fax: 815-936-3310

Steuben Elementary School (K-3)

Lisa Cullens, Principal
520 South Wildwood Avenue
Kankakee, IL 60901
Phone: 815-933-7813
Fax: 815-936-4093

Taft Primary School (K-3)

Michele Keiser, Principal
1155 West Hawkins Street
Kankakee, IL 60901
Phone: 815-933-0811
Fax: 815-933-0684

King Middle Grade School (4-6)

George Harris, Principal
1440 East Court Street
Kankakee, IL 60901
Phone: 815-933-0750
Fax: 815-933-4548

Kennedy Middle Grade School (4-6)

Betty Peters-Lambert, Principal
1550 West Calista Street
Kankakee, IL 60901
Phone: 815-933-0760
Fax: 815-928-7390

Kankakee Junior High School (7-8)

Jason Worden, Principal
2250 East Crestwood Street
Kankakee, IL 60901
Phone: 815-933-0730
Fax: 815-933-7272

Kankakee High School (9-12)

Gregory Merrill, Principal
1200 West Jeffery Street
Kankakee, IL 60901
Phone: 815-933-0740
Fax: 815-933-9149

Central Office – Lincoln Cultural Center

240 Warren Avenue
Kankakee, Illinois 60901
(815) 802-7730

School Board Members

Karen Johnston-Gentry, President

Jill Pristach, Vice President

Jerome Shapiro, Secretary

John Coghlan

Amelia Davis

Dana Washington

Barbara Wells

Central Administration

Colleen Legge Superintendent of Schools

Jeanette Kreuz Assistant Superintendent for Business Services

Dr. Linda Mitchell Assistant Superintendent for Human Resources

Beth Yacobi Assistant Superintendent for Curriculum

Viodelda Burts Director of English Language Learning

Julie Penrod Director of Enrichment Programs

Rusti Russow Director of Literacy

Christy Strole Supervisor of Special Education

Dr. Carol Szyal Director of Special Education

Elementary School Hours

(Grades K-8) 9:00 a.m. – 3:40 p.m.

Aroma Park Primary School (Grades K-3)

Edison Primary School (Grades K-3)

Lafayette Primary School (Grades K-3)

Lincoln C.C./Montessori (Grades K-8)

Mark Twain Primary School (Grades K-3)

Steuben Elementary School (Grades K-3)

Taft Primary School (Grades K-3)

Secondary Education School Hours

7:40 a.m. – 2:50 p.m.

Kankakee Junior High School (Grades 7-8)

Kankakee High School (Grades 9-12)

IMPACT (Grades 7-12)

TABLE OF CONTENTS

SECTION 1 – STUDENT, PARENT, TEACHER, ADMINISTRATOR COMPACT

Student, Parent, Teacher, Administrator Compact	8
---	---

SECTION 2 – PARENT HANDBOOK

(2-1) Introduction	9
(2-2) School District Philosophy and Objectives	9
(2-3) Access to District Records.....	10
(2-4) Accommodating Individuals with Disabilities	10
(2-5) Admissions and Student Transfers To and From Non-District Schools	10
Age.....	10
Admission Procedure	11
Homeless Children	11
Student Transfers To and From Non-District Schools	11
Foreign Exchange Students.....	11
Re-enrollment.....	11
(2-6) Administering Medicines to Students	12
(2-7) Attendance and Truancy	12
Compulsory School Attendance.....	12
Absences from School	13
Excused Absences.....	13
Explained Absences.....	13
Unexcused/Suspension Absences.....	13
Attendance Assistance Program in Kankakee County.....	13
(2-8) Bullying, Intimidation, and Harassment Prevention	14
(2-9) Bus Conduct	15
Electronic Recordings on School Buses	15
(2-10) Bus Transportation	15
Post-Trip Vehicle Inspection	16
(2-11) Communicable and Chronic Infections Disease.....	16
(2-12) Conduct Code for Participants in Extracurricular Activities	16
Performance Enhancing Drug Testing	16
(2-13) English Language Learners.....	17
Parent Involvement	17
(2-14) Equal Educational Opportunities	17
Sex Equity	17
(2-15) Expulsion Procedures.....	18
(2-16) Food Services: Free and Reduced-Price	18
Notice	18
Eligibility Criteria and Selection of Children	18
Notification	18
Administrative Procedure for the Collection of Food Service Fees.....	18
Paying for Meals	19
Free and Reduced Applications.....	19
Charge Policy.....	19
Adults	20
Ala carte Sales	20
End of Year Outstanding Credit Balances	20
Transferring Funds.....	20
Moving or Graduation.....	21
Return Checks	21
Parental Notification	21
Non-discrimination Assurance	21
Non-discrimination Coordinator.....	21
Complaint Managers	21
Appeal from a Decision	21
(2-17) Grading and Homework.....	22
Homework	22
Grading Homework	22
Roles and Responsibilities	22

(2-18) Grievance Procedure.....	23
Filing a Complaint	23
Investigation	24
Decision and Appeal	24
Appointing Non-discrimination Coordinator and Complaint Managers	24
Non-discrimination Coordinator.....	25
Complaint Managers	25
(2-19) Harassment of Students Prohibited.....	25
Sexual Harassment Prohibited.....	25
Appointing Non-discrimination Coordinator and Complaint Managers	26
Non-discrimination Coordinator.....	26
Complaint Managers	26
(2-20) Hazardous and Infections Material	26
(2-21) Health Education Program Regarding Sexual Abuse.....	26
(2-22) Home and Hospital Instruction	27
(2-23) Homeless Children’s Educational Rights.....	27
(2-24) Programs for Students at Risk of Academic failure and/or Dropping Out of School and Graduation Incentive Program	27
(2-25) Residency.....	28
Resident Students.....	28
Requests for Non-Resident Student Admission.....	28
Challenging a Student’s Residence Status.....	29
Homeless Children.....	29
(2-26) Safety and Criminal Offender Notification	29
Safety Program	29
Convicted Child Sex Offender and Notification Laws.....	30
(2-27) School Visitation Rights.....	30
(2-28) Search and Seizure	30
School Property and Equipment as well as Personal Effects Left There by Students.....	30
Students	31
Seizure of Property	31
(2-29) Special Education.....	31
Education of Children with Disabilities	31
Behavior Policies and Procedures for Special Education Students.....	32
Discipline of Special Education Students.....	32
Manifestation Determination Summary.....	33
Behavioral Interventions.....	33
Nonrestrictive Interventions.....	34
Restrictive Interventions.....	34
Highly Restrictive Interventions.....	34
Prohibited Interventions	34
Medicaid Eligibility.....	35
(2-30) Student and Family Privacy Rights	35
Surveys	35
Survey Requesting Personal Information.....	35
Instructional Material.....	36
Physical Exams or Screenings.....	36
(2-31) Student Fee Waiver.....	36
(2-32) Student Records.....	37
(2-33) Student Support Welfare Services	39
(2-34) Suspension Procedures	39
(2-35) Title I Programs	40
(2-36) Wellness Policy	40
Belief Statement.....	40
Intent	40
Rationale	40
Goals for Nutrition Education	41
Goals for Physical Activity.....	41
Goals for Other School Based Activities Designed to Promote Student Wellness	42
Nutrition Guidelines for all Food and Beverages Available	

on School Campuses During the School Day	44
Guidelines for School Meals	44
Measuring Implementation & Community Involvement.....	44

SECTION 3 – DISCIPLINARY INFRACTION DEFINITIONS AND CONSEQUENCES

Range & Definition of Administrative Consequences.....	45
(3-1) Arson	46
(3-2) Assault.....	46
(3-3) Battery	46
(3-4) Battery to Staff.....	46
(3-5) Bully/Cyber-Bullying/Harassment.....	46
(3-6) Bus Violations.....	47
(3-7) Cafeteria Conduct.....	47
(3-8) Cheating	47
(3-9) Class Cut.....	48
(3-10) Disrespect School Environment	48
(3-11) Disrespect of Staff	48
(3-12) Disrespect of Students	48
(3-13) Disruptive Behavior	48
(3-14) Dress Code Violation.....	48
(3-15) Electronic Device Misuse	49
(3-16) Explosives and Fireworks.....	49
(3-17) Extortion	49
(3-18) False Alarms.....	50
(3-19) False Reports	50
(3-20) Fighting.....	50
(3-21) Gambling	50
(3-22) Gang-Like Activities.....	50
(3-23) Harassment-Other	51
(3-24) Harassment-Sexual.....	51
(3-25) Hazing	51
(3-26) Horseplay	51
(3-27) I.D. Violations	52
(3-28) Inappropriate Sexual Conduct.....	52
(3-29) Insubordination	52
(3-30) Internet Use Violation	52
(3-31) Leaving School Property	52
(3-32) Mob Action.....	52
(3-33) Not Serving Consequences.....	52
(3-34) Parking Violations.....	53
(3-35) Physical Aggression	53
(3-36) Profanity/Verbal Abuse.....	53
(3-37) Robbery.....	53
(3-38) Sale of Drugs.....	53
(3-39) Smoking/Possession or Use of Tobacco Products.....	53
(3-40) Substance Abuse/Look-A-Likes	54
Under the Influence.....	54
Possession.....	54
Look-A-Likes	54
Drug Paraphernalia	54
(3-41) Skateboarding/In-Line Skating/Scooters	54
(3-42) Tardies.....	55
(3-43) Theft	55
(3-44) Throwing Items	55
(3-45) Truancy.....	55
(3-46) Unauthorized Area.....	55
(3-47) Unauthorized Publication.....	56
(3-48) Verbal/Writing Aggression	56
(3-49) Weapons	56

SECTION 4 – ACCEPTABLE USE OF INTERNET

Student Computer and Network Use Policy.....	57
--	----

Policy Agreement.....	57
Computer & Network Rules.....	57
Software Policy & Procedures.....	61
Hardware Policy & Procedures	62
Warranties/Indemnification.....	63

SECTION 5 – PREK-6TH SCHOOL INFORMATION FOR PARENTS

Afterschool	64
Calling the School	64
Corporal Punishment	64
Emergency Closings	64
Field Trips	64
Flowers/Balloons.....	64
Head Lice	65
Health Centers	65
Health Examinations & Immunizations.....	65
Illinois Abused & Neglected Child Act.....	65
Illness & Emergencies.....	65
Orders of Protection	66
Parent Teacher Organization (PTO)	66
Parent Volunteers/Background Check	66
Positive Behavior Intervention & Supports (PBIS)	66
Promotion & Retention	67
Report Cards.....	67
School Insurance	67
School Pictures	67
State School Report Card on Website	67
Students Leaving Early	67
Teachers Assistance Team (TAT)	67
Treats & Invitations	68
Vacations	68
Visiting the School.....	68

SECTION 1**STUDENT, PARENT, TEACHER, ADMINISTRATOR COMPACT**

This agreement is a promise to work together. We believe that this agreement can be fulfilled by our team effort. Together we can improve teaching and learning.

As a student I pledge to:

- Work as hard as I can on my school assignments.
- Work to the best of my ability to do well on my assignments and complete them on time.
- Discuss with my parents what I am learning in school.
- Follow classroom and school rules.
- Be on time and attend school regularly.
- Ask my teacher questions when I don't understand something.
- Limit my TV watching, video games, and screen time and read books instead.
- Treat all adults and other students with respect and dignity.

As a parent I pledge to:

- Provide a quiet study place at home and encourage good study habits.
- Ask my child good questions about his/her school activities every day.
- Help my child attend school and be on time.
- Reinforce and support classroom and school rules.
- Find out how my child is progressing by attending conferences, looking at school work, signing homework or calling the school.
- Encourage my child to read by reading to him/her and by reading myself.
- Limit my child's TV viewing and help select worthwhile programs.
- Teach my child to treat adults and other students with respect and dignity.
- Review my child's work for accuracy and completion.
- Check students book bags to look for items that do not belong at school.

As a teacher I pledge to:

- Have high expectations for my students, myself and my school.
- Provide motivating and interesting learning experiences in my classroom.
- Explain my expectations, instructional goals and grading system to students and parents.
- Communicate and cooperate with each parent to ensure the best education possible.
- Explain the classroom and school rules to the student and his/her parents.
- Treat all students and their parents with respect and dignity at all times.

As a principal I pledge to:

- Create a welcoming environment for students and parents.
- Communicate to students and parents the school's mission and goals.
- Ensure a safe and orderly learning environment.
- Reinforce a partnership between parent, student and staff.
- Act as the instructional leader by supporting teachers in their classrooms.
- Treat all students, parents and staff with respect and dignity at all times.

In conclusion, we promise to help each other carry out this compact.

Date

Parent

Student

**SECTION 2
PARENT HANDBOOK**

(2-1) INTRODUCTION

The District 111 Parent Handbook is only a summary of the board policies governing the district. The complete set of Board policies and administrative procedures are available to the public at the district office and on Kankakee School District 111 website www.k111.k12.il.us/.

The District handbook may be amended during the year without notice. Communication of all policies will be made to persons expected to execute and comply with them.

Parent/Community Communication

Kankakee School District #111 has a mass call-out notification system in place that will be used to deliver information quickly and efficiently to all District families. Some of the events in which parents may receive a call include:

- Emergency Phone Alerts – For emergencies related to Weather, School Closings, Bus Delays and Safety Concerns
- Child Absence – If your child is not present when attendance is taken and the school was not notified of an excused absence, you will receive a call requesting that you contact the school
- Announcements/Reminders – For important school events including Parent-Teacher Conferences, ISAT/PSAE Testing and student performances.

It is important that parents/guardians provide to their child's school an active/functioning telephone number so the school is successful in providing them with vital and critical information. Please make sure and notify the school office of any phone number changes.

(2-2) SCHOOL DISTRICT PHILOSOPHY AND OBJECTIVES

The Kankakee School District is totally committed to providing quality educational opportunities designed to meet the diverse academic, physical, social, and vocational needs of all of our students. We strive to establish a supportive learning environment in which students acquire the knowledge and skills necessary for a productive life in the 21st Century, develop a healthy self-image and positive social behaviors, and appreciate ethnic and cultural differences. To achieve this purpose, teachers, administrators, the Board of Education, parents, and students must work together to build an educational program which matches community expectations and available resources with the responsibility for developing enthusiastic life-long learners capable of meeting and solving society's problems.

The objectives for the educational program are:

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop student awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become life long learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, Equal Educational Opportunities.

(2-3) ACCESS TO DISTRICT RECORDS

Pursuant to the Illinois Freedom of Information Act (FOIA), the District will respond to all written requests to copy and/or inspect public records to the extent required by law. The District expects such written requests to be addressed to the District's FOIA Officer. More information, including copies of the District's policy and procedures governing responses to FOIA requests, may be obtained by request from the FOIA Officer.

- District's FOIA Officer
Colleen Legge
Superintendent at 815/802-7730

(2-4) ACCOMMODATING INDIVIDUALS WITH DISABILITIES: (Policy 8:70)

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to existing facilities will be accessible when viewed in its entirety.

The Superintendent is designated the Americans with Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee an evaluation of district services, policies, and practices to determine if they comply with Title II. The final written evaluation should be completed by January 26, 1993. The Superintendent should recommend necessary modifications to the Board. Interested people must be given the opportunity to submit comments during the evaluation process. The final self-evaluation document must be kept for at least 3 years, be available for public inspection, and include a list of individuals and organizations consulted, a description of areas examined and any problems identified, and a description of any modifications.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting. Individuals with disabilities may allege a violation of this policy or federal law by filing a grievance under the Uniform Grievance Procedure.

(2-5) ADMISSIONS AND STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS (Policy 7:50)**Age**

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school term. Children ages 3 to 21 years with exceptional needs who qualify for special education are eligible for admission.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child.
2. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation.
3. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph which appears inaccurate or suspicious in form or content.
4. Proof of residence, as required by Board policy 7:60, *Residence*.
5. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health Examinations, Immunizations, and Exclusion of Students*.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, Education of Homeless Children, and its implementing administrative procedures, govern the enrollment of homeless children.

Student Transfers to and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Exchange Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition. Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to secondary schools and attendance may not exceed 12 months.

The School Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, Expulsion Procedures. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities in Education Act or accommodation plans under the Americans with Disabilities Act.

(2-6) ADMINISTERING MEDICINES TO STUDENTS (Policy 7:270)

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication or the storage of any medication by school personnel.

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

(2-7) ATTENDANCE AND TRUANCY (Policy 7:70)

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 7 and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

Absences from School

It is the parent/guardian responsibility to notify the school within 24 hours whenever your son/daughter is absent. Students will be allowed 7 days of excused or explained absences per semester. After the seven days of absences, all subsequent absences may require a note from a physician verifying the illness to excuse the absence. An accumulation of unexcused absences will result in the Kankakee County Attendance Assistance Program (Truancy) program being notified.

Excused Absences: When a student returns from an excused absence, the student has two days for every excused day of absence in which all make up work may be turned in.

- Absences of 3 consecutive days or longer may require a physician's note in order to be excused.
- Illness verified by parent **up to 7 days per semester**.
- Death or serious illness in the immediate family.
- Unavoidable medical or dental appointment. The absence will be marked unexcused until a note from the physician is provided.
- Religious Holidays

Explained Absences: The following absences must be pre-arranged in order to be considered excused. An anticipated absence must be arranged through the Principal's office at least 24 hours prior to the absence. Work obtained prior to the absence and turned in upon the student's return must be considered for full credit.

- Court appearance
- Family vacations
- Scheduled religious activities

Unexcused/Suspension Absences: The District must report truancy information to the Regional Office of Education (ROE) and the ROE may file a truancy petition for students who accumulate several unexcused absences within any one nine week grading period. Parents should contact the school to arrange pickup of their child's work that will occur during their suspension. When a student returns from a suspension or unexcused absence, the student has one day for every day of suspension in which all make up work may be turned in.

Attendance Assistance Program in Kankakee County

The purpose of the Attendance Assistance Program is to help potential and chronic truants and behaviorally "at risk" students to overcome roadblocks to regular school attendance. If students accumulate several absences within any one nine week grading period that student may be referred to the Attendance Assistance Program. The goal of the program is to improve student achievement through improved attendance.

The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, Programs for Students at Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program.

A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.

(2-8) BULLYING, INTIMIDATION, AND HARASSMENT PREVENTION (Policy 7:180)

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
 - a. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
 - b. 7:310, *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from: (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.
2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

(2-9) BUS CONDUCT (Policy 7:220)

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in the Board Policy 7:190, *Student Discipline*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

(2-10) BUS TRANSPORTATION (Policy 4:110)

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation is provided for a special education student if included in a student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Parents who live less than 1½ miles from school may request transportation for their children after the first week of school at a minimum cost. A request will be granted if an appropriate bus route exists and there is space on the bus. Bus schedules and routes shall be determined by the Assistant Superintendent for Business Services or a designee and shall be altered only with the Superintendent's approval and direction. In fixing the routes, every effort should be made to have the pickup and discharge points as safe and convenient for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

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.

(2-11) COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE (Policy 7:280)

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies. The Superintendent will develop procedures for communicable and chronic infectious diseases for the Board of Education's consideration.

(2-12) CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES (Policy 7:240)

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves at all times, including after school and on days when school is not in session, and whether on and off school property, as good citizens and exemplars of their school, and (2) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board of Education.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

Performance Enhancing Drug Testing

The Illinois High School Association (IHSA) randomly tests the student athletes who qualify as individuals or as members of a team for selected State series competitions. The student athlete and his or her parent(s)/guardian(s) shall consent, in writing, to the random drug testing before participating in interscholastic athletics. Failure to sign the consent form renders the student athlete ineligible. The Superintendent or designee shall develop procedures to implement the District's compliance with this IHSA policy.

(2-13) ENGLISH LANGUAGE LEARNERS (Policy 6:160)

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Language Learners.
2. Appropriately identify students with limited English speaking ability.
3. Comply with State law regarding the Transitional Bilingual Educational Program and Transitional Program of Instruction.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Language Learners.
6. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Language Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Language Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

(2-14) EQUAL EDUCATIONAL OPPORTUNITIES (Policy 7:10)

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

Sex Equity

No student shall, based on sex 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. Any student may file a sex equity complaint by using Board Policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

(2-15) EXPULSION PROCEDURES (Policy 7:210)

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
 - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
 - b. The time, date, and place for the hearing.
 - c. A short description of what will happen during the hearing.
 - d. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
 - e. A request that the student parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parent(s)/guardian(s) 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 it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
3. During the expulsion hearing, the Board or 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 parent(s)/guardian(s) may be represented by counsel; offer evidence, present witnesses, and cross-examines witnesses who testified, 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 Board shall decide the issue of guilt and take such action as it finds appropriate.

(2-16) FOOD SERVICES: FREE AND REDUCED-PRICE (Policy 4:130)

Notice

The Superintendent shall be responsible for notifying District parents of eligibility criteria for free and reduced-price food services and for implementing the District's free and reduced-price food services policy and all applicable programs.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Secretary of Agriculture and distributed by the Illinois State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parent(s)/guardian(s) of: (1) eligibility requirements for free and reduced-price food services; (2) the application process; (3) the name and telephone number of a contact person for the program and (4) other information required by federal law. Parent(s)/guardian(s) enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Administrative Procedure for the Collection of Food Service Fees (4:140 AP2)

The purpose for this procedure is to address the payment and collection of school meal money that:

- Is consistent district-wide
- Maintains the dignity of the student
- Encourages the parent/guardian to take responsibility for meal payment
- Is age appropriate and promotes responsibility of the student
- Provides positive support to district staff, parents/guardian, and students

Paying for Meals

Every student has a personalized meal account in the District's computerized meal credit system which records the purchase of student meals and ala carte sales. Parents are encouraged to pay in advance for meals and may make payments for a week, a month or several months at a time. School meal money envelopes are available in all school offices. All payments sent to school should be in a sealed envelope with the student's full name, ID number, and teacher's name. Payments made by check should be made out to Kankakee School District #111 and include the student's name and ID number. Students may pay daily as they go through the line, however, advance payments will speed up the transaction, allowing students more time to enjoy their meal. Parents may pay online using a credit card through MyLunchmoney.com. Payments made on MyLunchmoney.com will be assessed a small service fee.

Parents may wish to register at MyLunchmoney.com to have access to their student's meal account which will allow the parent to view purchases, account balances as well as a 7-day history of the student's meal selections. MyLunchmoney.com tracks all payments and purchases in the student's account and will communicate by e-mail if the student's account is low on funds.

Free and Reduced Applications

The Food Service Department encourages families to fill out applications for free and reduced price meals. Every effort will be made to process all applications that are submitted during registration before the first day of school. After school starts applications will be available in all school offices and the Food Service Department located in the Lincoln Cultural Center. Late applications will be processed as soon as possible, in most cases within 24 hours, but may take as long as 10 days (as per USDA regulations). Parents will be notified by mail of the approval or denial of meal benefits.

Applications that are incomplete will be returned to the address on the application for additional information. Incomplete applications prolong the approval of free and reduced priced meal benefits. **Parents are responsible for paying full price for any meals served to a student before approval for free or reduced meals.** Any charges not paid by the end of the school year must be paid before the student registers for the following school year.

Charge Policy

1. Free Status Students

Parents are responsible for paying full price for any meals served to a student before approval for free meals. Free or reduced status students must receive all required components to qualify for the discounted price meal.

2. Reduced Priced Status Students

Parents are responsible for paying full price for any meals served to a student before approval for reduced meals. Free or reduced status students must receive all required components to qualify for the discounted price meal.

Reduced priced charges are \$.30 for breakfast and \$.40 for lunch. If a student does not have funds in his/her meal account or money to pay for a meal he/she will be allowed to select the entrée of the day and his/her meal account will be charged for the meal. If the student returns on the second day with no funds, then the student will be served a courtesy meal consisting of a cheese sandwich, vegetable sticks, fruit and white milk which will also be charged to their meal account. Reduced priced students will be allowed to have a negative account balance up to a maximum of \$2.00 which is the equivalent of 5 lunches. When the maximum credit limit is reached, the student will lose school meal privileges and the parent/guardian will be contacted to provide a meal for the student.

3. Full Priced Status Students K-6th Grade

It is expected that the parent/guardian will see that there are adequate funds in the student's school meal account or send meal money with the student to cover the cost of the meals. If a student does not have funds in his/her meal account or money to pay for a meal he/she will be allowed to select the entrée of the day and his/her meal account will be charged for the meal. If the student returns on the second day with no funds, then the student will be served a courtesy meal consisting of a cheese sandwich, vegetable sticks, fruit and white milk which will also be charged to their meal account. Full price students will be allowed to have a negative account balance up to the maximum cost of 5 lunches. When the maximum credit limit is reached the student will lose school meal privileges and the parent/guardian will be contacted to provide a meal for the student

4. Full Priced Status Students 7th-8th Grade

It is expected that the parent/guardian will see that there are adequate funds in the student's school meal account or send meal money with the student to cover the cost of the meals the student will be eating. If a student does not have funds in his/her meal account or money to pay for a meal he/she will be allowed to charge meals for only one day. Students in 7th and 8th grade will not be allowed to charge a second meal or ala carte items nor will a courtesy meal be offered.

5. Full Priced Status Students 9th-12th Grade

It is expected that the parent/guardian will see that there are adequate funds in the student's school meal account or send meal money with the student to cover the cost of the meals the student will be eating. Students in 9th through 12th grades are not allowed to charge for school meals or ala carte items nor will a courtesy meal be offered.

Adults

Adults employed by the school district can set up a school meal account by contacting the Food Service Department. This account is for the sole purpose of prepaying for school meals. Adults must pay cash or deposit funds in their school meal account to cover the cost of school meals or ala carte purchases. No credit cards will be accepted for adult meals. The Food Service Department receives no USDA commodities, federal, state, or local tax funding to cover the cost of adult meals therefore; adult meals are charged at a higher rate.

Ala carte Sales

Students desiring ala carte items, extra milk or a second meal must pay cash or have money in their meal account as these items are not part of the USDA Program. **No students will be allowed to charge any ala carte items.**

End of Year Outstanding Credit Balances

All school meal charges not paid by the end of the school year must be paid before the student registers for the following school year.

Transferring Funds

Funds can be transferred from one student's school meal account to another student's account within the same family by contacting the School Food Service Department at (815) 933-0725.

Moving or Graduation

Parents who may be moving out of district and have funds remaining in their student's school meal account can contact the School Food Service Department for a refund. Parents of graduating seniors with funds in their students school meal account can contact the School Food Service Department to transfer the remaining funds to another student's account or request a refund by calling (815) 933-0725

Returned Checks

Checks that are returned due to insufficient funds (NSF) will be charged a \$10.00 NSF fee plus the value of the check. The check amount will be removed from the student's school meal account and meal service will be charged on a per meal basis until the check and NSF charges have been satisfied. If a second check is returned for insufficient funds, check writing privileges will be revoked.

Parental Notification

When a student does not have funds in his/her school meal account or funds to pay for a meal the student will receive a note from the cashier to take home to their parents notifying them that their account is low on funds or delinquent. Cashiers will print negative balance letters at least once a week and give them to the teachers to send home with students who have negative balances in their account. Negative balance letters will also be sent home with a student when they are one day away from reaching the maximum allowable charge. The Food Service Department will make every effort to notify parent(s) by phone of impending loss of school meal privileges.

All parents are encouraged to sign up for MyLunchmoney.com so that they may keep track of their student's school meal account.

If you have questions about your student's meal account or MyLunchmoney.com contact the School Food Service Department at (815) 933-0725

Non-discrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Non-discrimination Coordinator

Dr. Linda Mitchell, Assistant Superintendent
240 Warren Avenue
Kankakee IL 60901
815-802-7710

Complaint Managers:

Betty Lambert, Principal
Kennedy Middle Grade School
1550 West Calista
Kankakee IL 60901
815-802-4000

George Harris, Principal
King Middle Grade School
1440 East Court Street
Kankakee IL 60901
815-802-4100

Appeal from a Decision

A family may appeal the District's decision to deny an application for free and reduced-price food services. During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students which were denied benefits shall not receive benefits during the appeal.

(2-17) GRADING AND HOMEWORK (Policy 6:280 & 6:280-AP-3)

The Superintendent shall establish a system of grading, and reporting academic achievement to parents/guardians. The system shall also determine when promotion and graduation the requirements have been met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Standards Achievement Tests, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Homework

Definition:

Relevant activities that reinforce or support learning outside of the classroom

Purpose:

Homework contributes toward building knowledge and lifelong learning habits. It is the intention of the Kankakee School District #111 staff to assign relevant, challenging and meaningful homework assignments that reinforce and enrich classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned and develop learning independence. Homework assignments/grades are modified based on students' individual learning needs (i.e. student skill remediation, IEP, 504 Plans).

Homework assignments may include:

- **Practice** exercises to follow classroom instruction
- **Preview** assignments to prepare for subsequent lessons

Short or long term projects that may require research are not considered to be homework.

Grading Homework:

Homework grades should provide feedback to the student on proficiency toward the academic objective. Students who miss homework because of an absence will receive the opportunity to make up missed work, as noted in the Kankakee School District #111 Parent/Student Handbook.

Students are expected to turn work in on time. Students who turn in late assignments will receive any of the following based upon individual teacher discretion:

- **Partial credit**
- **No credit**
- **Communication with parents**

Homework shall count for no more than 10% of a students' academic quarter grade.

Roles and Responsibilities:

Role of Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give feedback to improve understanding of learning and/or correct homework
- Involve parents and contact them if a pattern of late or incomplete homework develops

Role of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments.
- Students learn by doing. Guide students to complete homework independently.
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

Role of Student:

- Be sure all assignments are clear; don't be afraid to ask questions, if necessary.
- Set aside a regular time for studying.
- Find a quiet, well-lit study area.
- Work on homework independently whenever possible, so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time and turned in.

(2-18) GRIEVANCE PROCEDURE (Policy 2:260)

A student, parent/guardian, employee, or community members 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 any one of the following:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.
5. Title VI of the Civil Rights Act, 42 U.S.C. § 2002d et seq.
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, and/or programs;
10. Victim's Economic Security and Safety Act; 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to a prompt and equitable resolution of the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. 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 himself or herself of this grievance procedure may do so by filing a written complaint with any District Complaint Manager. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s).

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years or age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator

Dr. Linda Mitchell, Assistant Superintendent
240 Warren Avenue
Kankakee IL 60901
815-802-7710

Complaint Managers

Betty Lambert, Principal
Kennedy Middle Grade School
1550 West Calista
Kankakee IL 60901
815-802-4000

George Harris, Principal
King Middle Grade School
1440 East Court Street
Kankakee IL 60901
815-802-4100

(2-19) HARASSMENT OF STUDENTS PROHIBITED (Policy 7:20)

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

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

Sexual Harassment Prohibited

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

1. Denies or limits the provisions of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits, service, or treatment; or
 - d. making submission to or rejection of such conduct the basis for academic decision affecting a student.

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

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination

Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers. The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator

Dr. Linda Mitchell, Assistant Superintendent
240 Warren Avenue
Kankakee IL 60901
815-802-7710

Complaint Managers

Betty Lambert, Principal
Kennedy Middle Grade School
1550 West Calista
Kankakee IL 60901
815-802-4000

George Harris, Principal
King Middle Grade School
1440 East Court Street
Kankakee IL 60901
815-802-4100

(2-20) HAZARDOUS AND INFECTIOUS MATERIALS (Policy 4:160)

The Superintendent shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides, and infectious materials.

(2-21) HEALTH EDUCATION PROGRAM REGARDING SEXUAL ABUSE (Policy 6:60-AP)

The grades 6-12 health program shall include the prevention, transmission and spread of AIDS; public and environmental health; consumer health; safety education and disaster survival; mental health and illness; personal health habits; alcohol and drug use and abuse (including the medical and legal ramifications of alcohol, drug, and tobacco use, abuse during pregnancy); sexual abstinence until marriage; tobacco; nutrition; and dental health. Secondary schools shall include sexual assault awareness. No student shall be required to take or participate in any class or course on AIDS, family life instruction, or sex abuse if his or her parent/guardian submits a written objection to the Building Principal. Refusal to take or participate in any such course shall not be reason for disciplinary action or academic penalty.

(2-22) HOME AND HOSPITAL INSTRUCTION (Policy 6:150)

A student who is absent from school for an extended period of time or ongoing intermittent absences, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services shall begin as soon as eligibility is established. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

(2-23) HOMELESS CHILDREN'S EDUCATIONAL RIGHTS (Policy 6:140)

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

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.

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

District Homeless Liaison

Barnetta Harris, Principal
Lafayette Primary School
369 N. Fifth Avenue
Kankakee IL 60901
Phone: 815-933-8116

(2-24) PROGRAMS FOR STUDENTS AT RISK OF ACADEMIC FAILURE AND/OR DROPPING OUT OF SCHOOL AND GRADUATION INCENTIVES PROGRAM (Policy 6:110)

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs. Supportive services may be offered to a student, who is experiencing an attendance problem, including:

- Parent-teacher conferences
- Counseling services by social workers/and or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education programs
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time
- Graduation incentives program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or LEP program.

The student who chooses an alternative education program shall meet with the Building Principal and appropriate staff for the purpose of developing an individualized optional education plan. The truant student's parent(s)/guardian(s) shall participate in the planning sessions unless the truant student is 18 years or older.

(2-25) RESIDENCY (Policy 7:60)**Resident Students**

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition. Parent(s)/guardian(s) shall provide transportation for the student.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If a student's family plans to move into the District within 31 calendar days after the beginning of school, the student will be allowed to attend school at the beginning of the school year without payment of tuition.

Requests for Non-Resident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian will be responsible for transporting the student to and from school.

Challenging a Student's Residence Status

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

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedures, govern the enrollment of homeless children.

(2-26) SAFETY AND CRIMINAL OFFENDER NOTIFICATION (Policy 4:170-AP2)
--

Safety Program

All District operations, including the education program shall be conducted in a manner that will promote the safety of everyone on District property or at a District event.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program; tornado protection; instruction in safe bus riding practices; emergency aid; post-crisis management; and responding to medical emergencies at an indoor physical fitness facility. During each academic year, each school building that houses school children must conduct a minimum of:

1. Three school evacuation drills,
2. One bus evacuation drill, and
3. One severe weather and shelter-in-place drill.

When contacted by the appropriate local law enforcement agency with a request to conduct and participate in a law enforcement drill, the Superintendent or appropriate designed must conduct a law enforcement drill during the academic year. The law enforcement drill must be conducted according to the District's comprehensive and crisis plan and it may be conducted on days and times that students are not present in the building.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical problem, (3) where a cellular telephone is owned by the School District and used as a digital two-way radio, and (4) when the school bus is parked.

Convicted Child Sex Offender and Notification Laws

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: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or 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. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Child Sex Offender Community Notification Law and the Child Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

(2-27) SCHOOL VISITATION RIGHTS (Policy 8:95)

The School Visitation Rights Act permits employed parent(s)/guardian(s), who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at their child's school. For more information, contact Dr. Linda Mitchell at 815/802-7710.

(2-28) SEARCH AND SEIZURE (Policy 7:140)

To maintain order and security in the schools, school authorities are authorized to conduct 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 Superintendent or designee 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 a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness; and
- By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

Seizure of Property

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

(2-29) SPECIAL EDUCATION

Education of Children with Disabilities: (6:120)

www.ksd111.org (The complete downloadable document from the district's website of the procedures, implementation of the comprehensive special education program for children with disabilities.)

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act ("IDEA 2004") and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's Special Education rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's (ISBE's) *Special Education*. When meeting to develop an Individualized Education Program (IEP) in accordance with ISBE's Rules and Regulations, the students' parent(s)/guardian(s) shall not be allowed to create a video or audio recording of the IEP meeting unless the parent(s)/guardian(s) has a disability that requires such recording.

For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

Behavior Policies and Procedures For Special Education Students

Discipline of Special Education Students

Kankakee School District #111 believes that students with identified disabilities should be held, as much as possible and reasonable, to the same behavioral and social expectations and consequences as students without disabilities. However, when a student's disability prevents him or her from conforming to school rules and expectations, special considerations and procedures will be employed.

A special education student whose behavior interferes with his or her learning or that of others may require a Functional Behavior Analysis/Behavior Intervention Plan. This plan is developed by the IEP Team and becomes part of the IEP. A Functional Behavior Analysis/Behavior Intervention Plan is also developed and/or reviewed if a student is suspended for 10 consecutive days or when a student's suspension exceeds 10 cumulative days as well as when a student is considered for a 45 day placement or expulsion. Additionally, a behavior plan is written for a student who requires the use of restrictive interventions.

A special education student may be suspended for periods of more than 10 consecutive days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another). For all removals that exceed 10 days during one school year, the District must provide services to the student. School personnel, in conjunction with the students' special education teacher, shall determine the services to be provided. Such services must be designed to enable the student to progress in the general curriculum and advance toward his or her IEP goals.

When suspensions exceed 10 days or when a student commits an act of gross disobedience or misconduct that could result in expulsion, an IEP meeting to determine if the act committed is a manifestation of his/her disability must be held. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA 2004 during such period of expulsion.

A special education student 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 or who has inflicted serious bodily injury upon another person while at school or at 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 2004. Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing office changing the student's placement to an appropriate interim alternative educational setting for up to 45 days 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.

Manifestation Determination Summary:

The function of the manifestation determination is that the IEP team conduct a careful and through consideration of the student's behavior that resulted in the disciplinary action. It is required within ten (10) school days of any decision to change the placement of an eligible child because of violation of the school code. Therefore, the manifestation determination should be conducted in the following situations:

- Suspensions of 10 consecutive days or if suspensions have been accumulated to 10 days.
- Child is being considered for expulsion.
- Child is going to be removed for up to 45 days to an alternative placement (used for drugs and weapons offenses).

The Manifestation determination is based upon two inquires.

1. Was the conduct caused by or did it have a direct and substantial relationship to the child's disability or
2. Was the conduct the direct result of the LEA's failure to implement the child's IEP.

If the team determines that the behavior was not a manifestation of the student's disability, relevant disciplinary procedures may be applied in the same manner in which they are applied to students without disabilities. However, the student still retains the right to a free, appropriate public education.

If the team determines that the behavior was a manifestation of the student's disability, it must take steps to ensure that all services in the child's IEP are provided. In addition, the following actions must be implemented:

- The IEP team must conduct a functional behavioral assessment, unless the LEA has already completed one, and implement a behavioral intervention plan;
- If a behavioral intervention plan was already developed, review it and modify it as necessary to address the behavior;
- Return the child to the placement from which the child was removed, unless the LEA and parent agree to a change in placement.

Behavioral Interventions

A fundamental principle is that positive, no aversive interventions designed to develop and strengthen desirable student behaviors should be used whenever possible. The most effective and humane manner of reducing undesirable behavior is by developing, strengthening, or generalizing desirable behavior to compete with and ultimately displace the undesirable behavior. While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions would be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the student's dignity and personal privacy and adhere to professionally accepted instructional practices.

The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student. All students shall be informed annually of the existence *of this policy and the procedures*. At the annual individualized education plan review, a copy of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available upon request of the parent(s)/guardian(s).

Behavioral interventions are categorized into four levels of restrictiveness: 1) Nonrestrictive, 2) restrictive, 3) highly restrictive, and 4) prohibited.

Nonrestrictive Interventions

Emphasis on positive, nonrestrictive interventions are preferred because of low risk of negative side effects and high priority placed on positive behavior change rather than on behavior control. These interventions may be used without the development of a written behavior management plan as part of the student's IEP.

Restrictive Interventions

Restrictive interventions may be used in the emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions include aversive and deprivation procedures that are associated with higher risk or negative side effects. These interventions will be used only after a behavioral management plan is written and appropriate modifications of the student's IEP completed or in the case of an emergency.

Highly Restrictive Interventions

Highly restrictive interventions are deemed inappropriate for use in most circumstances. Use of these interventions will be considered through a Manifestation Determination (consideration of the disciplinary code violations' relationship to the student's disabling condition)/IEP conference (reevaluation of student goals/objectives and services, the development or revision of a Behavior Management Plan for changes in the IEP and review of the appropriateness of the current educational placement).

Prohibited Interventions

Prohibited interventions are illegal and cannot be used under any circumstances.

The selection of intervention strategies for use with an individual student shall be based on information derived from student's initial referral, case study evaluations/re-evaluations and current and past IEP's. Furthermore, parents and/or guardians of students with disabilities should be actively involved in the development of the behavior plan especially when restrictive interventions are used.

Restrictive interventions may be used in an emergency. "Emergency" refers to a situation in which immediate restrictive interventions are necessary to protect students, other individuals, or the physical site from 1) physical injury (to self or others), 2) severe emotional abuse due to verbal and nonverbal threats and gestures, 3) severe property damage, 4) serious and continuous disruption of the school/classroom environment, and 5) other acts involving harm. When confronted with an emergency, personnel should use interventions that are the least intrusive to reasonably respond to the situation.

In order to provide staff with an appropriate knowledge base in restrictive interventions, new special education teachers and related service personnel will be offered training and certification through the Crisis Prevention Institute. Recertification is also available on a yearly basis.

This document reflects the standards of the Illinois State Board of Education. For a copy of the Illinois State Board of Education's Behavioral Guidelines, write ISBE at 100 N. First Street, Springfield IL 62777.

Medicaid Eligibility

The therapy and diagnostic services that Kankakee School District #111 provides to qualified students are partially reimbursable to the district. Unless you object in writing, the school district will release the necessary information to the Illinois Department of Public Aid in order to claim Medicaid/KidCare reimbursement for services provided.

Medicaid/KidCare claims made by the district will have no impact on your personal ability to receive Medicaid funding now or at any time in the future.

If you do not wish Kankakee School District # 111 to release information regarding the therapy and diagnostic services that are provided to your child, please write to Dr. Carol Szynal, Director of Special Education, 240 Warren Avenue, Kankakee, IL 60901, and inform her of your desire not to participate. If you have any questions or concerns regarding this policy, you may telephone Dr. Szynal at 815-802-7815.

Remember that Medicaid reimbursement is a source of federal funds that has been approved by Congress to help school districts maintain and improve their services for special education. The district appreciates your support.

(2-30) STUDENT AND FAMILY PRIVACY RIGHTS (*Policy 7:15*)

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the 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 demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with 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(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*).
3. Is otherwise authorized by Board policy.

(2-31) STUDENT FEES WAIVER (*Policy 4:140*)

Students will pay for loss of school books or other school-owned materials. Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for waiver contained in this policy. In order that no student is denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

A student shall be eligible for a fee waiver when:

- The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 5/125/1 et seq. [Ill. Rev. Stat., ch. 122, ¶ 712.1 et seq.].
- The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

(2-32) STUDENT RECORDS (Policy 7:340)

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other personnel except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge their or their child's school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

Pupil records are divided into two categories:

- The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent information, and other basic information. The permanent record shall be kept for sixty years after graduation or permanent withdrawal (105 ILCS 10/4).
- The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be destroyed entirely five years after graduation or permanent withdrawal.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District received a request for access. Parents/guardians or students (18 or older) should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying, but no one will be denied the right to copies of the records for inability to pay this cost. The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.
2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper. Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason. If the District decided not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
3. The right to control access and release of personally identifiable information contained in the student's educational records, except to the extent that the FERPA or ISSRA authorizes disclosure without consent. Parent(s)/guardian(s) or eligible student has the right to a copy of a record tracking the release of any information.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

4. The right to a copy of any school student record proposed to be destroyed or deleted. Student records are reviewed every four (4) years or upon a student's change in attendance center, whichever occurs first.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child. Throughout the school year, the District may release directory information regarding students, limited to:
 - a. Name
 - b. Address
 - c. Gender
 - d. Grade Level
 - e. Birth date and place
 - f. Parent's/guardians' names and addresses
 - g. Academic awards, degrees, and honors
 - h. Information in relation to school-sponsored activities, organizations, and athletics
 - i. Major field of study
 - j. Period of attendance in schoolThe right contained in this statement: No person may be condition the granting or withholding of any right, privilege or benefits to make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of FERPA.

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

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

(2-33) STUDENT SUPPORT WELFARE SERVICES (Policy 7:250)

The following student support services are provided by the School District:

1. Health services supervised by qualified nurse(s). The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease, including head lice (*Pediculus Humanus Capitis*).
2. Health Clinic services for eligible students by a qualified nurse practitioner.
3. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from the parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as the appropriate professional staff.
4. The services of a social worker, provided that the parent(s)/guardian(s)' informed consent be secured in advance.
5. Guidance and counseling services directed by the Building Principal.

(2-34) SUSPENSION PROCEDURES (Policy 7:200)

The following are suspension procedures:

1. Before suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version.
2. Prior notice and hearing, as stated above, is not required and the student can be immediately suspended, 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 necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall contain a statement of the reasons for the suspension and a notice to the parent(s)/guardian(s) of their right to review the suspension.
4. Upon request of the parent(s)/guardian(s), a hearing shall be conducted by the Board of Education or a hearing officer appointed by it to review the suspension. At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt, hear evidence on whether suspension is appropriate, and make its decision.

After its hearing or upon receipt of the hearing officer's report, the Board may take such action as it finds appropriate.

(2-35) TITLE I PROGRAMS (Policies 6:170 & 6:170AP2)

Compensatory instructional services and activities shall be designed to improve the level of proficiency in identified basic skills of students whose academic, social, or environmental needs prevent them from succeeding in regular school programs and to prevent their regression in such skills when regular programs are not in session. Parent(s)/guardian(s) shall be kept informed of their children's progress and shall be invited to consult with staff on ways to provide students with the maximum benefits of such programs.

Parent(s)/guardian(s) may request information about the District's services and instructional materials and may file complaints using the Uniform Grievance Procedure.

(2-36) WELLNESS POLICY (Policy 6:50)

Belief Statement

The Board of Education of Kankakee School District #111 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Intent

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code, including, without limitation, goals for nutrition education, physical activity and other school-based activities designed to promote student wellness; nutrition guidelines for all food available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.

Rationale

A disturbing number of children are inactive and do not eat well. The result is an alarming 16 percent of children and adolescents are overweight – a three-fold increase since 1980.1 Congress passed the Child Nutrition and WIC Reauthorization Act of 2004 on June 30, 2004. Recognizing the role schools can play in health promotion; this law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The objectives of the wellness policy are to improve the school nutrition environment, promote student health and reduce childhood obesity. In addition, Public Act 094-0199 amends the Illinois School Code, requiring the Illinois State Board of Education to establish a state goal that all districts have a wellness policy.

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

Goals for Nutrition Education

- Students in preschool through grade 12 shall receive nutrition education as part of a sequential program that is coordinated within a comprehensive health education curriculum. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors and aimed at influencing students' knowledge, attitudes and eating habits. Special emphasis should be placed on nutrition education in preschool through primary grades as eating habits are established at a young age. The curriculum shall be consistent with and incorporate relevant Illinois Learning Standards.
- To maximize classroom time and to achieve positive changes in students' eating behaviors, nutrition education shall be integrated into the standards-based lesson plans of other school subjects like math, science, language arts, physical education, health, family and consumer science and social sciences.
- To achieve positive changes in students' eating behaviors, it is recommended that a minimum of fifty contact hours of nutrition education opportunities be provided to students each year.6 Contact hours may include a combination of classroom instruction; nutrition education provided in the cafeteria; or health fairs, field trips and assemblies providing nutrition education.
- The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips and school gardens.

Goals for Physical Activity

- Students in preschool through grade 12 shall participate in daily physical education that enables them to achieve and maintain a high level of personal fitness; emphasizes self-management skills including energy balance (calories in minus calories out); is consistent with state/district's standards/guidelines, and is coordinated within a comprehensive health education curriculum. The curriculum shall be consistent with and incorporate relevant Illinois Learning Standards.
- It is recommended that all students in all grades participate in physical education for the maximum number of minutes per week that can possibly be worked into the school schedule. Special emphasis should be placed on promoting an active lifestyle in preschool through primary grades as health habits are established at a young age. Accommodations shall be made for students with disabilities, 504 plans, and other limitations.
- Schools shall provide a daily supervised recess period to elementary students.
- It is recommended that recess be held before lunch. Studies show improved student behavior on the playground, in the cafeteria and the classroom; and students waste less food and drink more milk when eating after recess.
- Students shall be provided opportunities for physical activity through a range of before- and after-school programs including intramurals, interscholastic athletics, and physical activity clubs.
- Because students should engage in a minimum of 60 minutes of physical activity a day, the physical education program shall actively engage families as partners in providing physical activity beyond the school day.

Goals for Other School-Based Activities Designed to Promote Student Wellness

Parent Partnerships

- Schools shall support parents' efforts to provide a healthy diet and daily physical activity for their children. This support shall begin in elementary school and continue through middle and high school.
- Parents shall be provided information to help them incorporate healthy eating and physical activity into their student's lives. This information may be provided in the form of handouts, postings on the school/district website, information provided in school/district newsletters, presentations that focus on nutrition and healthy lifestyles and any other appropriate means available for reaching parents.

Consistent School Activities and Environment – Healthy Eating

It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family and school staff.

- School meals shall be served in clean, safe and pleasant settings with adequate time provided for students to eat, at a minimum, in accordance with state and federal standards and guidelines. The National Association of State Boards of Education recommends that students have adequate time to eat, relax and socialize: at least 10 minutes after sitting down for breakfast and 20 minutes after sitting down for lunch.
- All food service personnel shall have adequate pre-service training and regularly participate in professional development activities that provide strategies for providing tasty, appealing and healthy school meals; nutrition education strategies including coordination of classroom and cafeteria activities; and effective promotional techniques to encourage healthy eating habits.
- Food providers shall involve families, students and other school personnel in choosing nutritious food and beverage selections for their local schools through surveys, committees, taste-testing and similar activities designed to provide input into the decision-making process.
- Food providers shall work with suppliers to obtain food and beverages that meet the nutrition requirements of school meals and nutrition standards for those sold individually.
- Food providers shall work closely with school instructional staff to reinforce nutrition instruction and foster an environment where students can learn about and practice healthy eating.
- Food providers shall take every measure to ensure that student access to food and beverages on school campuses meets federal, state and local laws and guidelines.
- Students, parents, school staff and community members bringing food and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options and shall be provided with a list of recommended food and beverage options.
- All food brought in for parties/celebrations/meetings/fundraisers shall be obtained from sources that comply with all laws related to food and food labeling. **The use of home prepared food is prohibited.**
- School-based organizations shall be encouraged to raise funds through the sale of items other than food. Fund raisers involving food should be limited and restricted to outside of the school day.
- To reduce competition with nutritionally balanced school meals and enhance student safety, it is highly recommended that, to the extent practicable, students are not permitted to leave school grounds to purchase food or beverages and that parents not bring to lunch food from fast food vendors.
- Partnerships between schools and businesses are encouraged and many commercial advertising relationships involve food or beverages. To meet wellness objectives, it is recommended that commercial advertising relationships involve only food and beverages that meet nutrition standards. The Food Service Department will have nutritional analyses of the food items that are sold to students.
- Schools shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (MyPyramid) such as fruits, vegetables, low-fat dairy food and whole grain products.
- Nutrition education shall be provided by trained and well-supported staff with adequate pre-service and in-service training. It is recommended that staff involved in nutrition education complete a pre-service course in nutrition and a minimum of one hour of nutrition education in-service training per school year. Preparation and professional development shall provide basic knowledge of nutrition along with activities, instructional techniques and strategies designed to change students' attitudes and behavior.
- All food and beverages made available on campus shall comply with the federal, state and local food safety and sanitation regulations.
- For the safety and security of food, access to any area involved in storage, preparation or service of food on the school campus shall be limited to authorized personnel.

Consistent School Activities and Environment –Physical Activity

- Physical education shall be provided by trained and well-supported staff that is certified by the state to teach physical education. All physical education teachers shall regularly participate in continuing education activities that impart the knowledge and skills needed to effectively promote enjoyable lifelong healthy eating and physical activity among students. Physical education classes shall have a student to teacher ratio comparable to those in other curricular areas. The physical education program shall be closely coordinated with the other components of the overall school health program. Physical education topics shall be integrated within other curricular areas. In particular, the benefits of being physically active shall be linked with instruction about human growth, development, and physiology in science classes and with instruction about personal health behaviors in health education class.
- Schools are encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active. Schools are encouraged to develop community partnerships with other child-serving organizations such as park districts and YMCA's to provide students with opportunities to be active. Schools are encouraged to provide student and community access to and promote use of the school's physical activity facilities outside of the normal school day. Physical activity facilities and equipment on school grounds shall be safe. Schools are encouraged to work with the community to create a community environment that is safe and supportive of students walking or biking to school.

Food or Physical Activity as a Reward or Punishment

- School personnel shall be encouraged to use nonfood incentives or rewards with students and shall not withhold food from students as punishment. **School personnel shall not use physical activity as a punishment or withhold participation in recess or physical education class as a punishment.**

Nutrition Guidelines for All Food and Beverage Available on School Campuses During the School Day

Food providers shall offer a variety of age-appropriate, appealing food and beverage choices and employ food preparation, purchasing and meal planning practices consistent with the current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served).

All food and beverages sold individually (apart from the reimbursable school meal) on school campuses during the school day shall meet nutrition standards. This includes:

- a la carte offerings in the food service program;
- food and beverage choices in vending machines, snack bars, school stores; and
- food and beverages sold as part of school-sponsored fundraising activities.

Nutritious and appealing food and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, shall be available wherever and whenever food is sold or otherwise offered at school.

Guidelines for School Meals

School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program and all applicable state and local laws and regulations.

Measuring Implementation & Community Involvement

The Superintendent shall be charged with the operational responsibility for ensuring that each school meets the local wellness policy requirements. The district superintendent shall appoint a District Wellness Committee that includes parents, students, and representatives of the school food authority, the school board, school administrators, and the public to oversee development, implementation and evaluation of the wellness policy. In addition, it is recommended that the Superintendent also appoints teachers (including preschool – grade 12, family and consumer science, physical education and health educators) and health professionals (school nurse, physician, dietitian, etc.) as members of the committee.

The terms of District Wellness Committee members shall be staggered for continuity. The appointed district wellness committee shall be responsible for:

- creating and maintaining bylaws for operation;
- assessment of the current school environment;
- development of a wellness policy;
- presenting the wellness policy to the school board for approval;
- measuring the implementation of the wellness policy; and
- recommending revision of the policy, as necessary.

The principal of each campus shall be responsible for implementation of the local wellness policy and shall appoint a school-based evaluation team to develop and implement an annual evaluation plan.

The school-based evaluation team shall evaluate policy implementation and identify areas for improvement. The evaluation team shall report their findings to the campus principal and develop with him/her a plan of action for improvement, as needed.

The Wellness Committee shall hear reports from each campus group annually. Before the end of each school year the Wellness Committee shall recommend to the district superintendent any revisions to the policy it deems necessary. The Wellness Committee shall report to the Superintendent and School Board annually on the progress of the Wellness Committee and the status of compliance by the campuses.

SECTION 3
DISCIPLINARY INFRACTION DEFINITIONS AND CONSEQUENCES

RANGE & DEFINITION OF ADMINISTRATIVE CONSEQUENCES:

- **Warning**
Students are told that repeated offense(s) will result in more severe disciplinary action.
- **Parent Contact**
Parent/Guardians are notified of the discipline concern by phone, mail or in person.
- **Detention/Restitution**
Time assigned the student by a staff member or administrator to be served outside of the academic portion of the school day. Students may be required to perform simple work consistent with the nature of the offense committed to remedy the damage which they or others have caused to property or grounds - for example: removal of gum from under desks and seats, repair of damaged property, removal of gang identifiers painted on buildings, repair of grounds damaged by vehicles, etc. Parents will be given 24 hour notice of the student's detention.
- **Isolated Learning Center (ILC)**
Time assigned the student by an administrator to be served inside of the academic portion of the school day. Students may be required to perform simple work consistent with the nature of the offense committed to remedy the damage which they or others have caused to property or grounds - for example: removal of gum from under desks and seats, repair of damaged property, removal of gang identifiers painted on buildings, repair of grounds damaged by vehicles, etc. During a supervision period, the student will work on class assignments under the supervision of a district employee.
- **Out-of-School Suspension**
A temporary exclusion of a student from school (including all activities sanctioned by Kankakee School District), from all school district property, from riding the school bus or from a class or classes for a period of time not to exceed ten (10) attendance days. A student may be suspended from riding the school bus in excess of ten (10) attendance days for safety reasons. Students will be allowed one day to make up work for every day of suspension
- **Referral to an Alternative Education Program**
For students in Grades 7-12, referral to an alternative education program, which students attend in place of their regular attendance center.
- **Expulsion**
Board of Education approved exclusion of a student for a period of time greater than ten (10) attendance days but not to exceed two (2) calendar years. Expelled students are not allowed on District No. 111 property or allowed to attend any activity sanctioned by the district until their term of expulsion has been completed, except for the limited purpose of attendance an alternative school on district property.

(3-1) ARSON

The intentional setting of fires on school grounds.

- **Grades K-5:** Warning through 10 attendance days of out-of-school suspension with the possibility of arrest through recommendation for up to 2 calendar years expulsion and/or alternate placement.
- **Grades 6-12:** 1-10 attendance days of out-of-school suspension with the possibility of arrest through recommendation for up to 2 calendar years expulsion and/or alternate placement.

(3-2) ASSAULT

Threatening to do physical harm to any person.

- **Grades K-12:** Warning through 10 attendance days of out-of-school suspension with the possibility of arrest through recommendation for up to 2 calendar years expulsion.

(3-3) BATTERY

A physical attack on another student with intent to do bodily harm.

- **Grades K-5:** Warning through 10 attendance days of out-of-school suspension with the possibility of arrest through recommendation for up to 2 calendar years expulsion.
- **Grades 6-12:** 1-10 attendance days of out-of-school suspension with the possibility of arrest through recommendation for up to 2 calendar years expulsion and/or alternate placement

(3-4) BATTERY TO STAFF

Intentional physical contact with a staff member with the intent to do harm including any touching of an employee/person who is attempting to stop a confrontation.

- **Grades K-5:** Warning through 10 attendance days of out-of-school suspension with the possibility of arrest through recommendation for up to 2 calendar years expulsion.
- **Grades 6-12:** 1-10 attendance days of out-of-school suspension and/or alternate placement, with the possibility of arrest through recommendation for up to 2 calendar years expulsion

(3-5) BULLYING/CYBER-BULLYING/HARASSMENT

Bullying is defined as persistent, negative, psychological or physical acts directed by one student or group against another one. Bullying includes, but is not limited to, aggressive or negative gestures, or written, verbal or physical acts that place another student in reasonable fear of harm to person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational missions or education of any student.

Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others. Cyber-bullying includes but is not limited to, threatening emails and instant messages, sexual remarks, hate speech, disclosing an individual's personal data or photographs at websites or forums, assuming the identity of an individual for the purpose of publishing material in their name that defames or ridicules them.

Any harassment (verbal or written) including comments, bullying, name calling, and any unwelcome physical contact is not allowed. Also included is engaging in any activity, on or off campus, that interferes with, disrupts or adversely affects the school environment, school operations, or an educational function including, but not limited to, conduct that may be reasonably considered to (a) be a threat or an attempted intimidation of a staff member or (b) endanger the health or safety of students, staff, or school property.

Students are prohibited from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

- **Grades K-12:** Warning through 10 attendance days out-of-school suspension through recommendation for up to 2 calendar years expulsion with a possibility of arrest.

(3-6) BUS VIOLATIONS

Students engaging in disobedience or misconduct on the bus including, but not limited to the following:

1. Willful injury or threat of injury to a bus driver or to another rider.
2. Willful and/or repeated defacement of the bus.
3. Repeated disobedience of a directive from a bus driver or other supervisor.
4. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

- **Grades K-12:** Warning through expulsion from riding privileges, restitution, and or arrest.

(3-7) CAFETERIA CONDUCT

Students are expected to enter and exit the cafeteria in a calm and orderly manner through the designated doors, remain seated except when purchasing or throwing away food, leave tables and floors clean, use proper table manners, use appropriate voice and language, wait their turn in line, keep hands, feet and all other objects to themselves, and place all trash in the appropriate containers. Students are expected to eat all lunches purchased in the cafeteria inside the cafeteria, unless they are under the direct supervision of a staff member. No food or drinks, except water in a water bottle, are allowed for consumption outside of the cafeteria unless under the direct supervision of a staff member.

- **Grades K-12:** Warning through 10 attendance days out-of-school suspension.

(3-8) CHEATING

When a student uses someone else's work as his/her own, or willfully gives answers to another student, or does the work intended for someone else. Plagiarism is a specific form of cheating by using another person's published or copyrighted work and trying to pass it off as one's own.

- **Grades K-5:**
 - 1st Offense: Warning.
 - 2nd Offense: Zero on the assignment, detention, and parent contact.
 - 3rd and Subsequence Offenses: Zero on the assignment, warning, and parent conference.
- **Grades 6-12:**
 - 1st Offense: Zero on the assignment and parent contact.
 - 2nd Offense: Zero on the assignment, detention, and parent contact.
 - 3rd and Subsequence Offenses: Zero on the assignment, Isolated Learning Center, and parent conference.

(3-9) CLASS CUT

When a student does not attend class and he/she was present in the building.

- **Grades K-5:**
 - 1st Offense: Parent contact.
 - 2nd Offense: Detention and parent contact.
 - 3rd & Subsequence Offenses: In school suspension through 1 day out-of-school suspension.
- **Grades 6-12:**
 - 1st Offense: Detention
 - 2nd Offense: Assignment to Isolated Learning Center
 - 3rd and Subsequence Offenses: Assignment to Isolated Learning Center and 1-3 days out of school suspension.

(3-10) DISRESPECT OF SCHOOL ENVIRONMENT

A deliberate act of disrespect to the school environment by a student including but not limited to; malicious destruction or damage of property (vandalism), treating the environment with blatant disregard, accidental destruction of property as the result of malicious activities or horseplay, graffiti, littering, and/or damaging equipment.

- **Grades K-12:** Warning through 10 attendance days out-of-school suspension and restitution for any damages.

(3-11) DISRESPECT OF STAFF

An act by a student that shows blatant disregard for the authority of the teacher or staff member. The act may be physical or verbal.

- **Grades K-5:** Warning up to 10 attendance days of out-of-school suspension, through recommendation for up to 2 calendar years expulsion
- **Grades 6-12:** 1 to 10 attendance days of out-of-school suspension and/or alternate placement through recommendation for up to 2 calendar years expulsion.

(3-12) DISRESPECT OF STUDENTS

An act by a student that shows blatant disregard to a fellow student. The act may be physical or verbal.

- **Grades K-12:** Warning through 10 attendance days out-of-school suspension.

(3-13) DISRUPTIVE BEHAVIOR

Disruptive behavior is defined as behavior that disturbs the educational atmosphere within the classroom, the school at large or school grounds.

- **Grades K-12:** Warning through 10 attendance days out-of-school suspension.

(3-14) DRESS CODE VIOLATION

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Dress code violations include but are not limited to the following descriptions:

1. At no time may students wear clothes that are considered to be too revealing or improper as determined by a dean and/or administrator. This would include clothing items such as but not limited to: Mesh see through shirts, muscle t-shirts, bare midriff shirts, halter tops, off-the-shoulder tops, spaghetti straps and tube tops. Shorts, skirts, and dress length must extend past the finger tips when the student's arm is hanging at their side. Pants must be worn as recommended, (zippers zipped, waistband worn around the waist, and pant legs the same length). Students wearing bib overalls/and-or suspenders must keep shoulder straps snapped, hooked and/or buttoned and straps on their shoulders. Belts must be buckled at all times. Pajamas and bedtime apparel, such as slippers, should not be worn to school.
2. Clothing, commercial items, jewelry, and hair cuts that represent organizations or establishments that convey an improper message are prohibited. Such items include but are not limited to: Alcohol, drugs, tobacco, weapons, gang affiliation, swastikas, sexual connotations, satanic occult, profanity, and ethnic or racial slurs. For safety reasons, hooded sweatshirts may not be allowed. If permitted, the hood must remain off the student's head at all times.
3. Outer wear items and head gear is expected to be kept in the lockers during the school day. This would include but not be limited to: hats, baseball caps, doo-rags, bandanas, head scarves, beanie hats, sunglasses, gloves, coats, or jackets. ***This definition does not include head coverings that are part of religious garb.***

- **Grades K-12:** Warning through 3 attendance days out-of-school suspension. Students may be sent home to change or correct inappropriate attire.

(3-15) ELECTRONIC DEVICE MISUSE

Unauthorized electronic devices may not be used or displayed during the school day. Such devices include but are not limited to; cell phones, iPods, MP3 players, CD players, and all other video games devices. The wearing of headphones/earpieces is not permitted during the school day. **The school is not responsible for any lost or stolen items.** It is suggested that electronic devices are stored in lockers during school hours. Any electronic device used during school hours will be confiscated and must be picked up by the parent.

- **Grades K-12:** Warning through 3 attendance days out-of-school suspension.

(3-16) EXPLOSIVES AND FIREWORKS
--

Possession, use or threat to use any fireworks, explosives, or other such instruments capable of inflicting bodily harm, is strictly prohibited. Student is responsible for any costs associated with damages to school property as a result of an incident.

- **Grades K-5:** Immediate removal from the learning environment, Parent Conference-up to 10 attendance days of out-of-school suspension through recommendation for up to 2 calendar years expulsion with a possibility of arrest.
- **Grades 6-12:** 1-10 attendance days of out-of-school suspension through recommendation for up to 2 calendar years expulsion with a possibility of arrest.

(3-17) EXTORTION

Coercing a person to give up money or anything of value by threats, intimidation, or use of force.

- **Grades K-5:** Parent Conference up to 10 attendance days of out-of-school suspension. Student must make restitution.
- **Grades 6-12:** Isolated Learning Center-up to 10 attendance days of out-of-school suspension. Student must make restitution.

(3-18) FALSE ALARMS

The act of initiating a fire alarm or initiating a report warning of a fire, an impending bombing, or other catastrophe without just cause will not be tolerated.

- **Grades K-5:** Up to 10 attendance days of out-of-school suspension with the possibility of arrest through recommendation for up to 2 calendar years expulsion.
- **Grades 6-12:** 5-10 attendance days of out-of-school suspension and/or alternate placement with the arrest with recommendation for up to 2 calendar years expulsion

(3-19) FALSE REPORTS

The misrepresentative of ones identity by altering or forging school forms, or calling emergency services.

- **Grades K-12:** Warning through 10 attendance days out-of-school suspension.

(3-20) FIGHTING

Physical contact between two or more people with the intent to do bodily harm directed toward another individual.

Definition of Self-Defense – Every effort should be made by the student to avoid a verbal or physical altercation. If a student becomes aware of a potential altercation, he or she must inform an adult who can prevent it from occurring.

It is not considered self-defense if a student participates in any of the following behaviors:

1. Participating in a verbal or written argument with the other students.
 2. Saying “Hit me” at any time.
 3. Fronting, posturing or squaring off with the other student.
 4. Throwing punches – **even if the other student throws punches first!**
 5. Continues or escalates aggressive behaviors when the opportunity to stop the fight is available, when told to stop, or while being restrained.
- **Grades K-5:** Detention-up to 10 attendance days of out-of-school suspension through recommendation for up to 2 calendar years expulsion.
 - **Grades 6-12:** 1- 10 attendance days of out-of-school suspension with a possibility of arrest and/or the possibility of alternative placement through recommendation for up to 2 calendar years expulsion.

(3-21) GAMBLING

Gambling is not permitted on school grounds by state law. Gambling includes making wagers on any activity, collecting money or other exchanges to bet or wager on an activity, playing games of chance for a bet or wager. An example of gambling is throwing dice.

- **Grades K-5:** Warning through 3 attendance days out-of-school suspension.
- **Grades 7-12:** Warning through 10 attendance days out-of-school suspension.

(3-22) GANG-LIKE ACTIVITIES

As used herein, a gang is referred to as any group of two (2) or more persons whose purpose includes the commission of any act that violates any school rule or violates any local, state or federal law. No student on school grounds, on a school bus or at any school or school-related activity shall engage in any activity including, but not limited to, the following:

1. Wearing, using, possessing, drawing, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, or any other thing(s) that are evidence of membership or affiliation in any gang.
 2. Committing any act or omission or using any speech, either verbal, non-verbal or symbolic (such as gestures or handshakes) showing membership of affiliation in a gang; and
 3. Using any speech or committing any act in furtherance of the interests of any gang or gang activity, including but not limited to: (a) inciting violence or acting in a violent manner where students, faculty, staff or others are placed in danger or placed in a position where danger may be anticipated; (b) acting in a manner or causing others to act in a manner where property is or maybe damaged or defaced; (c) intimidating a person to perform or omit to perform an act as defined by Section 12-6 of the Illinois Criminal Code; (d) soliciting others for membership in any gang; (e) requesting any person to pay protection money; (f) extorting money, gambling and/or engaging in prostitution; and (g) engaging in an act that violates any school policy or local, state or Federal law.
- **Grades K-6:** Parent Conference through 10 attendance days out of school.
 - **Grades 7-12:** 3-10 attendance days out-of-school suspension with the possibility of arrest, and/or alternative placement through recommendation for up to 2 calendar years expulsion.

(3-23) HARASSMENT - OTHER

Any offensive behavior intended to disturb, threaten, or upset an individual.

- **Grades K-5:** Warning through 10 attendance days out-of-school suspension through recommendation for up to 2 calendar years expulsion.
- **Grades 6-12:** 1-10 attendance days out-of-school, with recommendation for up to 2 calendar years expulsion.

(3-24) HARASSMENT - SEXUAL

Sexual harassment is prohibited. Sexual harassment is defined as act of a student who makes unwelcome sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex.

- **Grades K-12:** Warning through 10 attendance days of out-of-school suspension, and/or alternative placement through recommendation for up to 2 calendar years expulsion.

(3-25) HAZING

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

- **Grades K-5:** Parent conference up to suspension for 3 days.
- **Grades 6-12:** 1-10 attendance days out-of-school suspension.

(3-26) HORSEPLAY

Horseplay includes participating in an activity that is mischievous/non-malicious in nature in an inappropriate setting causing disruption to the learning environment.

- **Grades K-12:** Warning through 10 attendance days out-of-school suspension.

(3-27) I.D. VIOLATIONS

IDs must be worn around the neck at all times while in attendance at school and at school events. A violation includes not wearing the ID, wearing it inappropriately, and defacing or purposely destroying an ID.

- **Grades 4-12:** Warning through 1 attendance day out-of-school suspension.

(3-28) INAPPROPRIATE SEXUAL CONDUCT

Inappropriate contact or gestures of a sexual nature. Public displays of affection are not permitted at school.

- **Grades K-12:** Parent contact through up to 10 attendance days out of school through recommendation for up to 2 calendar years expulsion.

(3-29) INSUBORDINATION

Refusal to follow a request by a staff member.

- **Grades K-12:** Warning through 10 days out-of-school suspension. Repeated cases may lead to expulsion.

(3-30) INTERNET USE VIOLATION

A violation of the Internet Use Agreement of District #111; a misuse or abuse of computer or Internet privileges.

- **Grades K-12:** Warning through 10 attendance days out-of-school suspension. Possible suspension of Internet privileges.

(3-31) LEAVING SCHOOL PROPERTY

Once a student arrives at school he or she must stay on school property, namely in the school building, until dismissal time. Students may only leave during the school day with permission of the administration or designee.

- **Grades K-12:** Up to 10 attendance days out-of-school suspension.

(3-32) MOB ACTION

Premeditated action of two or more people acting together for the sole purpose of doing violence to a person or property or otherwise commit an unlawful act.

- **Grades K-6:** 1-10 attendance days of out of school suspension with the possibility of arrest through recommendation for up to 2 calendar years expulsion.
- **Grade 7-12:** 3-10 attendance days of out-of-school suspension with the possibility of arrest and/or alternate placement through recommendation for up to 2 calendar years expulsion.

(3-33) NOT SERVING CONSEQUENCES

Failure to serve disciplinary consequences according to the established timeline.

- **Grades K-5:** Warning and parent contact to detention through 1-3 attendance days out-of-school suspension.
- **Grades 6-12:** Detention through 10 attendance days out-of-school suspension.

(3-34) PARKING VIOLATIONS

Students may purchase a parking sticker for the student lot. The parking sticker provides permission to park in the lot, but it is not a guarantee of a parking place. Student vehicles parked on school grounds without the appropriate sticker during school hours will be towed without warning at the owner's expense. Anyone parking in the fire lanes may be towed.

- **Grades 9-12:** Warning through 3 attendance days out-of-school suspension with the possibility of driving privileges being suspended.

(3-35) PHYSICAL AGGRESSION

Making aggressive physical contact with another person.

- **Grades K-6:** Warning to 10 attendance days of out-of-school suspension.
- **Grades 7-12:** Detention to 10 attendance days out of school suspension.

(3-36) PROFANITY/VERBAL ABUSE

The use of written or verbal profanity, vulgar, or obscene language in general or directed at someone.

- **Grades K-12:** Warning through 10 attendance days out-of-school suspension.

(3-37) ROBBERY

Robbery is the taking of the property of another by force.

- **Grades K-5:** 1 to 10 attendance days of out-of-school suspension, with expectation of restitution.
- **Grades 6-12:** Immediate removal from the learning environment and up to 10 attendance days of out-of-school suspension, with the possibility of arrest and/or alternative placement, with the expectation of restitution.

(3-38) SALE OF DRUGS

The sale, distribution, intent, to sell or deliver drugs including look-alike drugs and alcohol in the school building, in campus, at a school activity, or at any time under school jurisdiction is prohibited. Police or juvenile authorities and the Superintendent of Schools shall be notified.

- **Grades K-12:** Ten (10) attendance days of out-of-school suspension and arrest, with recommendation for up to 2 calendar years expulsion.

(3-39) SMOKING/POSSESSION OR USE OF TOBACCO PRODUCTS

Smoking, possession, or use of any tobacco products are not allowed on school grounds or at any school-sponsored activities. Students should not have cigarette lighters or matches (lit or unlit) on school grounds. Violators will be subject to disciplinary action, including suspension.

- **Grades K-5:** Warning through 3 attendance days out-of-school suspension.
- **Grades 6-12:** 1- 3 attendance days out-of-school suspension.

(3-40) SUBSTANCE ABUSE/LOOK-A-LIKES

Anyone found to be under the influence, in possession or control of, selling or delivering any controlled substance, including alcohol, drugs, drug paraphernalia, look-a-likes, or marijuana while in school, on school district property, or at any school sponsored activity held on or off school property, shall be subject to disciplinary action.

To facilitate implementation of this policy, the following terms are defined:

Under The Influence: Any student who is under the influence of any alcoholic beverage, marijuana, or any controlled substance other than as prescribed by a physician or any other intoxicating substance shall be subject to disciplinary action. Any student who has consumed or used any amount of a controlled substance, marijuana, drugs, or intoxicants including alcohol within the past twenty-four hours will be considered to be under the influence, and therefore, in possession of a controlled substance.

Possession: Any student who has possession or control of any alcoholic beverage, marijuana, any controlled substance other than as prescribed by a physician for that individual, any other intoxicating substance, "look-a-like" substances, or any drug paraphernalia shall be subject to disciplinary action. Delivery means a transfer of possession or control to another person whether or not the substance or item is in that person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale or other transfer with or without payment or consideration.

Look-A-Likes: A "look-a-like substance" is a substance, which by dosage unit appearance including color, shape, size, container and/or packaging, markings or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or a controlled substance.

Drug Paraphernalia: "Drug paraphernalia" means all equipment, products, and materials of any kind that are peculiar to and marketed for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than is prescribed by a physician.

Note: If a student enters the building smelling as if he/she has been smoking and or drinking an illegal substance, he/she will be sent to the Dean. Depending upon the findings of the Dean, the student's parent/guardian may be notified to pick the student up and/or the student may be suspended with police involvement.

➤ **Grades K-12:**

1st Offense: 1 to 10 attendance days of out-of-school suspension and police will be notified with the possibility of arrest.

2nd Offense: Ten (10) attendance days of out-of-school suspension with recommendation for up to 2 calendar years expulsion and the possibility of arrest.

(3-41) SKATEBOARDING/IN-LINE SKATING/SCOOTERS

(Manual/Motorized) – Students may not skateboard, in-line skate, or ride scooters (manual or motorized) on school property at any time.

➤ **Grades K-6:** Warning through 3 attendance days out-of-school suspension. Possible confiscation of property.

➤ **Grades 7-12:** Warning through 10 attendance days out-of-school suspension and possible confiscation of property.

(3-42) TARDIES

A student is tardy to class when he or she enters the classroom after the designated start time. Tardies are cumulative with each class. Each semester the tardy count will begin at zero. Ten minutes or more constitutes as a class cut.

- **Grades K-6:** Warning and Parent Conference through Isolated Learning Center assignment. Truancy may be contacted, if necessary.
- **Grades 7-12:**
 - Step 1: Parent Contact is made by classroom teacher
 - Step 2: Detention assigned by classroom teacher
 - Step 3: Referral to administrator. Administrator may assign afterschool detention, Isolated Learning Center or out of school suspension.

Each Subsequent Tardy: Referred to Dean of Student for disciplinary action from detention to 2 days out-of-school suspension. Chronic tardiness may result in a loss of after school privileges or a recommendation for placement in an alternative program.

(3-43) THEFT

Willfully taking something that belongs to someone else without that person's permission. Accepting something from another student that one knows or suspects is stolen.

- **Grades K-6:** Warning through 3 attendance days out-of-school suspension. Students are responsible for restitution.
- **Grades 7-12:** Possible removal from the learning environment, 1-10 attendance days out-of-school suspension, and the possibility of arrest. Students are responsible for restitution.

(3-44) THROWING ITEMS

A student willfully throws, tosses, flicks, drops, etc. a physical object. The object does not have to hit anyone or be directed toward anyone to be a throwing infraction.

- **Grades K-6:** Warning through 3 attendance days out-of-school suspension.
- **Grades 7-12:** Detention through 10 attendance days out-of-school suspension.

(3-45) TRUANCY

A student is truant when the student is absent from school and the absence is not excused or explained through the procedure explained in this handbook.

- **Grades K-12:** Warning through Isolated Learning Center. The District is required to report attendance and truancy information to the Regional Office of Education (ROE). Chronic truancy may result in the ROE filing a truancy petition.

(3-46) UNAUTHORIZED AREA

Student is in an unassigned area without permission. A student is on school property when his or her presence is prohibited. A student is on school property or at a sporting event during a suspension.

- **Grades K-6:** – Warning through 3 attendance days out-of-school suspension.
- **Grades 7-12:** –Detention through 10 attendance days out-of-school suspension.

(3-47) UNAUTHORIZED PUBLICATION

Students are prohibited from: a) accessing and/or distributing any written or electronic material at school, including material from the Internet that will cause substantial disruption of the proper and orderly operation of the school or school activities, and b) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

- **Grades K-6:** – Warning through 3 attendance days out-of-school suspension.
- **Grades 7-12:** – Warning through 10 attendance days out-of-school suspension.

(3-48) VERBAL/WRITTEN AGGRESSION

The act of speaking or writing in a threatening or agitated manner to another person. The speech may include swearing, threats, and derogatory remarks. The writing could be in any format.

- **Grades K-12:** Warning through 10 attendance days out-of-school suspension.

(3-49) WEAPONS

A weapons violation includes possession, use, control or transfer of a) any gun, rifle, shotgun, as a weapon; b) any other object if used or attempted to be used to create bodily harm, including but not limited to: knives, brass knuckles, Billy-clubs, chains, or; c) "look-alikes" of any weapon as defined above. Any item such as a baseball bat, pipe, lock, bottle, stick, pencil, or pen is considered to be a weapon if used or attempted to be used to cause bodily harm.

Kankakee School District #111 encourages students to inform staff if they hear of any information regarding a weapons situation.

- **Grades K-12:** Ten (10) attendance days of out-of-school suspension with recommendation for up to 2 calendar years expulsion and the possibility of arrest.

SECTION 4
ACCEPTABLE USE OF INTERNET

STUDENT COMPUTER AND NETWORK USE POLICY

Policy Agreement

There is a need for full disclosure and understanding in the partnership between parents, students, staff and volunteers in regard to Kankakee School District technology and its use. A Computer and Network Use Policy is created to provide knowledge and a procedure to ensure that all parties understand the responsibilities identified. Unless otherwise specified, the following policies apply equally to all Kankakee School District computer and network users, including, but not limited to staff, students, School Board Members, guests and volunteers. Certain users may have additional obligations due to the nature of their positions and/or access privileges. This policy is intended to promote effective network operation as well as optimize educational opportunities. Full cooperation with this policy is mandatory so all goals can be met in accordance with district board policies. Any deviation from this policy may require the District Technology Department to redeploy hardware or software solutions which will ultimately result in a loss of educational opportunities.

Each staff member must sign the District's *Computer and Network Use Agreement* as a condition for using the District's network and Internet connection. Each student and his or her parent(s)/guardian(s) must sign this agreement before the student is granted access.

All individuals with access to Kankakee School District technology and computer networks will:

- Respect the rights and property of others.
- Observe Kankakee School District Board Policy.
- Utilize the computers, network, Internet, and other technologies only for purposes supporting the district's stated educational goals or for legitimate School District business.
- Take reasonable precautions to prevent loss or damage to equipment and data.
- Install and use software and hardware on the district's computers and network only in accordance with this policy.

Interpretation, application, and modification of this use policy are within the sole discretion of the Kankakee School District Administration. Any questions or issues regarding this policy should be directed to the Building or District Administration or the Technology Directors.

Computer and Network Use Rules

All district policies and rules pertaining to behavior and communication apply to computer and network use. School District computer users are expected to act in a responsible, ethical, and legal manner, in accordance with the missions and purposes of the district and the laws of the state and the United States.

Use of the computers and network is a privilege, not a right, and this privilege may be revoked at any time for unacceptable conduct. Disciplinary action may occur as a result of this conduct. Unacceptable conduct includes, but is not limited to, the following:

- Using the computers or network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any United States or State regulation.
- Using the computers or network for financial or commercial gain, including the development of Intellectual Property owned by the user.
- Attempting to circumvent any security, content filtering, or traffic management measures implemented by the School District.
- Using the computers or network while access privileges are revoked or suspended.
- Gaining unauthorized access to resources or invading the privacy of an individual or organization.
- Vandalizing the data of an individual or organization.
- Misappropriating or plagiarizing data.
- Wastefully using finite resources or degrading or disrupting system performance.
- Unauthorized downloading of software.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Using an account owned by another user without authorization.
- Posting or forwarding personal communications without the author's consent.
- Posting anonymous messages.
- Placing of unlawful or unlicensed information on a system.
- Using abusive or otherwise objectionable language in either public or private messages.
- Using the network to harass, threaten, or intimidate another person.
- Sending of messages that are likely to result in a loss or damage of recipients' data or systems.
- Sending chain letters or broadcast messages to lists or individuals, or using the network in any other way that would cause congestion of systems or otherwise interfere with the productivity of others.

Network Etiquette and Conscientious Use Guidelines

- Be polite. Do not use abusive, vulgar, or inappropriate language in your messages or posts.
- Exercise caution with personally identifiable information. Do not reveal the personal information of others including students or colleagues. Any student receiving unsolicited requests for personal information will immediately report the request to the supervising teacher. The teacher will report this incident to the appropriate authorities.
- Do not share your user account information with other individuals or leave your computer logged in unattended.
- Exercise caution with messages or files received from unknown or suspicious senders.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Recognize that electronic e-Mail is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Information accessible via the network and Internet should be assumed to be private property and possibly copyrighted unless otherwise stated.

- Broadcast messages must be work-related, and the content must be important to all recipients.

Acceptable Posting

Kankakee School District provides a public Internet presence through the District website to share information with the community. Staff members and students are allowed to use these district provided resources. All material published on the District website must have educational value and/or support the District guidelines, goals and policies. All material submitted is subject to treatment as a district-sponsored publication. The District reserves the right to remove any material in violation of its policy or procedures. Staff members and students agree not to publicly publish through the District website any information that:

- Violates state and federal laws concerning copyright, intellectual property rights, and legal uses of computers
- Violates Board Policy, administrative procedures, these guidelines, and other District guidelines specifically including the Board's *Computer and Network Use Policy*
- Contains personal information not related to education including student or staff home addresses and telephone numbers
- Contains personal points of view or endorses political parties or candidates
- Contains links to commercial or advertising links, including links to games and advertisements for games
- Uses these resources for personal or financial gain or lists commercial or private accounts
- Discloses student last names, last name initial or grade level
- Discloses student names with photographic depictions
- Discloses student records
- Contains deliberately false, misleading or illegal statements
- Contains offensive, threatening, libelous, defamatory, abusive, profane, pornographic, sexually oriented or otherwise obscene content

Staff members and students agree to publish content through the District website that:

- Contains high quality content designed for clarity and readability
- Contains correct grammar and spelling
- Contains verifiable information
- Contains a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials
- Identifies the district, school, and/or department affiliation
- Contains student work only when written permission from both the parent/guardian and student has been obtained
- Contains appropriate educational materials and information when external links are used
- Maintains current and relevant content
- In special circumstances where accolades are warranted, a student may be identified by their first name only with a photographic depiction when written parental permission is first granted
- Contains published materials coinciding with district, department or school printed materials

Any staff member or student submitting material for publication on the District website shall have signed a *Computer and Network Use Agreement* form. Before material is published, the author must authorize the District in writing to publish the material, unless the District owns the copyright. The District Superintendent or the Superintendent's designee shall supervise the efforts of all staff members responsible for Web publishing at each level and hold training opportunities, when appropriate. All material published by staff members or students on the District website is deemed "work for hire" and the copyright in those works vests in the District. For each re-publication of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission.

False Entry/Alterations

No staff, students, guests or volunteers will make any false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of the Kankakee School District, nor will any student access or alter official school documents or private documents, either paper or electronic.

Controlled Access to the Internet

Internet access is provided strictly for use consistent with the district's educational and business goals. It is the practice of the Kankakee School District to protect staff and students from obscene, pornographic, and other inappropriate material available on the Internet by monitoring Internet access and by using mechanisms such as content filters and firewalls in accordance with the Children's Internet Protection Act. Students are not allowed to access the Internet without staff supervision and are required to connect to the web through a content filter. Despite these efforts, users may encounter information on the Internet that is controversial or potentially harmful. Because information and locations of information are continually changing, it is impossible for the district to monitor all content. Some computer systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials. The district does not condone the use of such materials and does not knowingly permit use of such materials. Known attempts to access inappropriate material are logged. Deliberate attempts to access obscene or inappropriate materials by any user will result in disciplinary action by School District Administration. The School District may provide direct communication systems such as e-mail for student use, which can be filtered for content. To provide student safety and security, the use of Internet direct communication systems is allowed only under direct staff supervision.

Unlawful and Unauthorized Activities

The Kankakee School District does not tolerate network use for illegal activity, including electronic crimes such as unauthorized access, deliberate use of malicious code such as viruses or malware, and deliberate attacks on systems ("hacking"). Vandalism to any computer hardware or software is strictly prohibited. These activities will result in cancellation of privileges and disciplinary action by School District Administration.

Security

Network security is a high priority. Attempts to log onto the network with another person's identification without permission may result in disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and network. Any user who feels that he or she can identify a security problem or data breach on the network must immediately notify an Administrator and not demonstrate the problem to others. Users should always log out of a computer when leaving their work area for extended periods of time and especially at the end of the day. Logging out will prevent others from using your account.

User Privacy

No user of the School District computer equipment or network has a reasonable expectation of privacy in such use. District Administration or Technology Department personnel may audit, monitor, or review the use of the equipment and network periodically or for a specific cause. Technology Department personnel may see e-mail messages and files during operational procedures or troubleshooting. All works created by a user on the District's computers, network, or storage devices are subject to the monitoring and scrutiny of District Administration, Technology Department personnel, and/or designees of Administrators. All files, materials, or documents may be reviewed by and may be deleted by designated Technology Department personnel.

Enforcement

Violation of the rules set forth by School District policy may result in disciplinary action by District Administration. District Administration will be empowered to suspend some or all privileges associated with computer use in cases of misuse or threat to the integrity of information technology resources. Disciplinary action for misuse by students may include, but is not limited to, suspension from school, removal from classes requiring computer use, loss of computer use privileges, and, if deemed appropriate, criminal prosecution. Disciplinary action for misuse by employees and other users may include, but is not limited to, formal reprimand, probation, termination, and, if deemed appropriate, criminal prosecution. District Administration will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may remove any material published in violation of its policy or procedure or deny, revoke, or suspend access at any time, with this decision being final. Before any permanent action is taken against a user, the user will be advised of the basis for the proposed action and given an opportunity to respond. The specific disciplinary action for each case will be at the sole discretion of District Administration and may vary depending on the severity of the infraction. Kankakee School District will rigorously uphold laws pertaining to the use of technology equipment and the information contained in them and/or generated by its use. Any formal discipline of students or staff shall not conflict with existing district policy or procedure.

Software Policy and Procedures

Purpose

Kankakee School District licenses the use of computer software from a variety of third parties. The software developer normally copyrights such software. Unless expressly authorized to do so, Kankakee School District has no right to make copies of the software except for backup or archival purposes. The purpose of this policy is to prevent copyright infringement and unlawful software use and to protect the integrity of the Kankakee School District's computer environment from viruses and similar threats.

Policy and Procedures Guidelines

It is the policy of Kankakee School District to respect all computer software copyrights and to adhere to the terms of all software licenses to which the district is a party. The Technology Directors are charged with the responsibility of monitoring these guidelines, under the direction of the Assistant Superintendent of Business Services, and will work in conjunction with Instructional Programs, Building Principals and Directors. Kankakee School District employees, students, or other users may not duplicate any licensed software or related documentation for use either on school premises or elsewhere unless the School District is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject employees, students, and/or the district to both civil and criminal penalties under the United States Copyright Act. Employees may not give standalone software to any other employee or any software to non-employees including parents, students, guests, volunteers or others. School District employees and students may use software on local area networks or on multiple machines only in accordance with applicable license agreements. The District Technology Department is responsible for installing software onto district computer hard drives. Users are prohibited from installing software.

Installation of Software

After the registration requirements have been met, the software will be installed by qualified individuals from the Technology Department. No software shall be installed on district computers without approval of the Technology Department, and Building Principals or Directors (if applicable), and Instructional Programs (if the software is instructional). These standards are to ensure the district does not violate copyright laws. It is the responsibility

of teachers and other faculty members to constantly monitor student computer use and review all policies and procedures with the students regarding the acceptable use of technology to ensure there is no unauthorized installation of software.

Documentation

Original manuals, tutorials, and other user-oriented documentation will be made available, whenever possible, to assist the software users. The district will also continue to provide in-service for teachers in the use of appropriate computer software.

Software Audits

The Technology Department will conduct random audits of all district computers to ensure the district is in compliance with all software licenses. During these random audits, the district will search for district-approved software with an adequate number of licenses and will eliminate any found to be in non-compliance.

Policy Review

This software policy will be reviewed annually with staff. This software policy shall be updated as deemed necessary by the Kankakee School District Board of Education.

Hardware Policy and Procedures

Property Rights

Kankakee School District Administration has the right to specify who uses its equipment and the information contained therein, under what circumstances, and for what purpose. All technology equipment purchased, including technology equipment received by way of a grant awarded to a staff member, school, or the district, will be the property of the district. District Administration will determine the use. Staff, students, School Board Members, guests, volunteers or other users do not have ownership rights to any equipment loaned to them by the School District. Use of district equipment and software for private or personal business is strictly prohibited and may subject the violator to disciplinary action.

Installation of Hardware

Kankakee School District Technology Department is exclusively responsible for installing district-owned and operated technology equipment.

Hardware Movement

Hardware, including computers, printers, peripherals, telephones, etc, is inventoried by location through the District Technology Department. Hardware should only be relocated by District Technology personnel or District Custodial Staff under the direction of the Technology Department. No hardware or peripherals will be relocated or hidden by district staff. Prior to rearranging an office or classroom, the District Technology Department must be notified to facilitate the movement of technology equipment to minimize equipment failure and ensure equipment, including telephones, are plugged into an active network connection.

Network Data

Network resources have been allocated for users to store personal and shared documents. Users are encouraged to save important documents to the network to ensure they are backed up and available if a computer's local hard drive crashes or equipment is reallocated. Network resources are limited and cost the district money to maintain. Users should only store work related documents, should delete documents no longer needed, and store only one copy of files on the network to conserve network disk space. Network disk space limitations can be established by the District Technology Department if deemed necessary.

Outside Equipment

Unless prior authorization is obtained from the District Technology Department, no outside equipment will be allowed to be connected to the district network. Staff or students who connect outside equipment to the district network, without prior authorization from the Technology Department, will be held accountable and face possible disciplinary action. Outside equipment includes, but is not limited to computers, laptops, MP3 players, wireless routers, hubs, switches, phones, printers, all-in-one printers or scanners, cameras, USB flash drives containing third party software, or cell phones. Random scans for rogue devices may be performed by District Technology personnel at any time.

Wireless Devices

Use of wireless equipment must be approved by the District Technology Department to ensure the compatibility, stability, and security of the district network. To ensure that security standards are met, wireless devices will not be used until configured appropriately by District Technology Department personnel. Any wireless device deemed to be a security risk will not be allowed. Random scans for rogue wireless devices may be performed by District Technology personnel at any time.

Energy Conservation

Technology equipment is a major use of energy. When equipment is not being used for extended periods of time, it should be turned off. Smartboards and projectors are good examples of this type of equipment. Projector bulbs are very expensive, and the bulb life and energy can be conserved if the equipment is turned off when not in use.

Warranties/Indemnification

The School District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. 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 or transmitted via the Internet. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Users are responsible for backing up their data. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. The district will not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to the district and shall indemnify and hold the district, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user. The District assumes no responsibility for any unauthorized telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. The user agrees to indemnify the School District for reasonable attorney fees incurred by the District relating to, or arising out of, any break of this Computer and Network Use Policy. The user or, if the user is a minor, the user's parent(s) or legal guardian(s) agrees to cooperate with the district in the event of the school's initiating an investigation of a user's access or computer network or Internet usage.

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

Legal Reference: Children's Internet Protection Act, P.L. 106-554
20 U.S.C. § 6801, et seq.
47 U.S.C. § 254(h) and (1)
No Child Left Behind Act, 20 U.S.C. §6777.
Enhances Education Through Technology, 20 U.S.C §6751 et seq.
720 ILCS 135/0.01.

Adopted: June 22, 2009

SECTION 5
PREK-6TH SCHOOL INFORMATION FOR PARENTS

After School

Please encourage your children to come directly home after school, regardless of whether they walk or ride a bus. Loitering can lead to unsafe situations. The practice of coming home to ask permission to go to a friend's house or outside to play helps parents to know where their children are and what they are doing.

Calling the School

Please do not anticipate that teachers or children to be called to the phone during the school day unless there is an emergency. Parents may contact teachers before and after school, or leave a message with the school secretary requesting to be called as soon as they have an opportunity.

For the safety of your child - all calls for changes in the way your child is to go home or where they are to go after school should be made to the school office by 3:00 PM. You may also send a note to your child's teacher with the change in afterschool transportation or arrangements. Calling before 3:00 PM will help eliminate any unsafe situations for students.

Corporal Punishment

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certified personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

Emergency Closings

In the event that severe weather including extreme heat should force the closing of District 111 schools, parents will be notified via announcements on WKAN 1320 AM; WONU 89.7; WVLI 95.1; the cancellation.com website; and the district website: www.kankakeeschooldistrict.org (click on emergency closings); Cancellations.com. Please listen to your radio whenever weather conditions are threatening.

Parents who are not home during the day and cannot be contacted by phone should inform their children ahead of time about an alternate place to go in the event school is dismissed early.

Schools in District 111 will be dismissed early on those days when the outside temperature is reported to be in excess of 95 degrees by 11:00 AM. **Decisions to dismiss school early because of extreme heat will be announced by Noon.**

Field Trips

Elementary schools take educational and reward-based field trips. These trips are a privilege for our students. If the student's behavior warrants safety concerns on a trip, the parent may be requested to accompany the student to make it possible for him/her to attend. In the event the parent is unable to attend the trip, it is at the principal's discretion to allow or not allow the student to attend.

Flowers/Balloons

Flowers, balloons, etc. should not be delivered or brought to school for birthdays or other celebrations. These items become a safety concern during dismissal procedures.

Head Lice

Head lice (pediculosis) outbreaks are common among school children, and even the cleanest child can become infected. This condition is easily cured, but it is highly contagious. Kankakee School District 111 follows the policy of the Kankakee County Health Department in regard to the treatment and control of head lice.

Students who are found to have head lice must be excluded from school until they are treated and the hair is free of all nits. The nurse and/or principal must check the student before he/she can return to school.

When a student is found to have head lice, all students in that child's class may be checked by school personnel. In cases where a student has more than one case of head lice in a relatively short period of time, intervention by the Kankakee County Health Department may become necessary.

Parents who have questions or concerns regarding the treatment and control of head lice can call the District Nurses Office (815-802-7881) or the Kankakee County Health Department (815-937-7888).

Health Centers

School District 111 operates health centers at both Kankakee Junior High, 2250 E. Crestwood, and Kankakee High School, 1200 W. Jeffery. Services, which include physical exams, immunizations, and diabetes screening are free to those students whose parents have completed the necessary permission forms. Center hours are from 8:00 a.m. to 4:00 p.m. on weekdays throughout the entire year. To make an appointment or inquire about clinic services, call KJHS at 815-802-5730 or KHS at 815-802-5530.

Health Examinations and Immunizations

The School Code of the State of Illinois requires that all students entering kindergarten, or first grade, sixth and ninth grade and all students new to the school district have complete physical and up-to-date immunizations. The physical examination must be completed within one year prior to entering. Local physicians have the necessary forms. In addition, students in kindergarten, second and sixth grades must have a dental exam and kindergarten students must have a complete eye examination. **Students without physicals and proper immunizations will be excluded from school after October 15th. Students new to the district have 30 days to comply with this requirement.**

Illinois Abused and Neglected Child Act

The Illinois Abused and Neglected Child Act designates that all school personnel are responsible for reporting any suspected incidence of child abuse or neglect to the State Department of Children and Family Services (DCFS). Kankakee School District 111 has a policy to notify DCFS immediately.

Illness and Emergencies

Sometimes emergencies occur at school, and the school will need to get in touch with parents/ guardians immediately. All students should have an emergency contact card filled out by a parent/guardian during the registration process.

If during the school day a child shows signs of being overly tired, having a fever, having symptoms of a cold or other contagious disease, the school will isolate him/her from other children and call the parent to take him/her home. **Please remember students are not allowed to return to school until they are fever free for 24 hours.**

While every effort is made by the schools to prevent accidents, they do happen occasionally. The school cannot do more than render first aid and notify the parents. "First aid" is defined as "the immediate temporary treatment given in case of accident or sudden illness before the services of a physician can be secured."

When parents are notified of an accident or illness, they are, of course expected to respond immediately and see that proper medical attention is given as soon as possible. If no one is usually home during the day, it is a good idea for parents to arrange in advance for a neighbor or relative to take care of the child in case of an emergency. Be sure your child and the school know about these arrangements as well as the name of your family physician.

Please report any changes in your telephone number, emergency number, or address to the school office immediately.

Orders of Protection

Upon receipt of a court order of protection, the Building Principal shall file it in the records of a child who is the "protected person" under the order of protection. No information on records shall be released to the Respondent named in the order of protection. When a child who is a "protected person" under an order of protection transfers to public or private school, or as soon as possible, the Building Principal shall, at the request of the Petitioner, provide within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the child is transferring.

Parent-Teacher Organization (PTO)

Parents and other interested people are encouraged to join the PTA/PTO and attend the meetings. This is a great way to get acquainted with other parents and teachers and to learn more about the activities in the school. Meeting dates and times appear on the Kankakee School District #111 calendar.

Parent Volunteers/Background Check

Elementary schools love volunteers! For the safety of our students, it is policy that each volunteer submit a district background check and have it approved, prior to helping in the classroom or chaperoning on a field trip. This form is available in the school office.

Positive Behavior Interventions and Supports (PBIS)

It is the goal of Kankakee School District 111 to implement Positive Behavior Interventions and Supports (PBIS) Model in every school in grades K-12 to help promote a positive, nurturing and safe school environment and school appropriate behavior during the school year. PBIS is a proactive system for creating and maintaining safe and effective learning environments in schools. PBIS in Illinois focuses on data based decision-making around discipline and academics at school, district, regional and state levels, and integrating related school improvement initiatives. The primary goal of PBIS is to reduce the use of reactive discipline measures in school by implementing consistent use of positive teaching and reinforcement strategies among all school staff, school-wide, classroom and individual student levels. Additionally, emphasis is placed on increasing the use of data to make decisions regarding how to manage referral behaviors, academic instruction and reinforcement of appropriate behavior across all school settings.

The Kankakee School District 111 behavior expectations for students are:

- Respect Self
- Respect Others
- Respect the Environment

Promotion and Retention

It is the goal of school staff to assist all students to achieve their academic potential. Every effort will be made to provide students with extra help and support when needed. However, if a student's academic progress is less than satisfactory, he/she may be retained at the current grade level for the next school year.

In all cases where retention is considered, decisions are made on an individual basis by a team of professionals. All relevant information is considered, including achievement scores, past school history, teacher recommendations, attendance, and social/emotional considerations. In all cases of retention, an administrative review is conducted at the school and district level to ensure that the proposed retention is in the children's best interest.

Report Cards

Kankakee School District 111 uses Parent-Teacher Conferences (in October and March) and report cards (issued each nine weeks, or four times a year) to report academic achievement to parents.

Whenever parents have a question, concern, or information about their child, please do not hesitate to call the school to request a conference with the teacher.

School Insurance

Student insurance is available during registration in August. It covers accidents to and from school as well as accidents which occur at school. Please keep and read the insurance brochure which lists types of injuries covered and the extent of the coverage.

School Pictures

Each elementary school establishes its own dates for pictures and retakes. All funds are handled through the contracted photographer.

State School Report Card on Website

In accordance with Public Act 92-0604, Kankakee School District #111 posts its district and school report cards on the district website: <http://www.k111.k12.il.us>.

A printed copy of the School Report Card will be sent to parents upon request. Please call the Human Resource Office at 815-933-0779 to request a copy.

Students Leaving Early

Students will remain in the classroom until parents arrive in the office to pick them up. Our procedure is to call the student down once the parent has arrived at the school. This procedure ensures the student misses the least amount of instructional time. We encourage parents to make appointments after school hours so no educational time will be lost.

Teachers' Assistance Team (TAT)

If a student is experiencing academic or behavioral difficulties which impede his/her academic progress, a parent/guardian or school personnel may refer the child through the building principal to the Teacher Assistance Team (TAT). The function of this group is to provide academic or behavioral strategies/interventions to assist the student. The group will discuss the students' strengths and weaknesses to develop and implement an intervention plan. If at anytime a parent/guardian or school personnel suspect a disability, they should refer the student to the buildings Pupil Personnel Service Team (PPS). The PPS Team will determine if a case study evaluation is warranted based on factors that include educational progress, interaction skills and functioning in the school environment.

Treats & Invitations

Parents are welcome to bring store-bought treats for the class. **Homemade products are prohibited. Food must be prepared and packaged from a licensed commercial kitchen or grocery store.** Treats should be of a healthy nature such as fruits, vegetables with dip, crackers and cheese, popcorn, etc. Treats may be delivered to the office during the school day. If parents would like to deliver the treats to the class, they must make prior arrangements with the teacher. If students are bringing invitations to school – it is mandatory they bring one for each student in the class. If they choose not to invite all their classmates, then the invitations should not be handed out at school.

Vacations

Parents must contact the school in advance and complete a pre-arranged absence form in order for absences to be considered explained instead of unexcused.

Visiting the School

Visits to the classroom are welcome, but we ask that parents schedule visits through the building principal/teacher 24 hours in advance. Parents interested in visiting the school should report to the principal's office immediately to obtain a visitor's pass.