



# PARENT / STUDENT HANDBOOK

WORTH SCHOOL DISTRICT 127  
Dr. Rosemary Lucas Administrative Center  
11218 South Ridgeland Avenue  
Worth, Illinois 60482  
708/448-2800

Worth Elementary School  
11158 S. Oak Park Ave.  
Worth, Illinois 60482  
708/448-2801

Worthwoods School  
11000 S. Oketo  
Worth, Illinois 60482  
708/448-2802

Worth Junior High School  
11151 S. New England  
Worth, Illinois 60482  
708/448-2803

Worthridge School  
11218 S. Ridgeland Ave.  
Worth, Illinois 60482  
708/448-2800

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**School District Prerogatives**

The Board of Education or its delegated authority may, within the bounds of state and federal statutes, expand or restrict any of the rights or responsibilities included in this handbook if an emergency or an unusual situation warrants such action. School authorities may at times set such other rules and procedures as necessary to maintain orderly management of the educational program and school activities in general.

Classroom teachers may set such procedural rules as necessary for the efficient management of classroom functions.

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**Worth School District 127** is dedicated to educating the whole child for life-long learning. This is achieved through partnership of home, school and community, with each working in collaboration with the others for the benefit of students. Based on this premise, the intellectual, physical, social and moral growth of students must be maximized through education which meets the need of diverse learners and enables them to meet the challenges of an ever-changing world.

# School District Overview

Worth School District 127 serves the Village of Worth and a small section of the Village of Chicago Ridge. Residents come from both Worth and Palos Townships. The district's attendance area covers approximately four square miles and provides instruction to approximately 1100 students in grades pre-kindergarten through eight. Students graduating from the district continue their education in either Community High School District 218 or Consolidated High School District 230 depending on their place of residence. The district maintains a close relationship with other entities within the community including, but not limited to, the Worth Library, Worth Park District, Worth Police and Fire Departments, the Village of Worth, and the Worth Athletic Association. An active Band Parents Association support the students, parents and schools.

The district has four attendance centers. Worth Junior High School serves all of the students in grades 6 through 8 and is organized with a middle school philosophy allowing individual attention to students utilizing teacher teams. Students at WJH meet in an advisory session at the beginning of the day and then proceed to classes taught by content-certified teachers. Elementary students in grades kindergarten through five attend either Worth Elementary School or Worthwoods School depending upon their place of residence within the district. Generally, Harlem Avenue acts as an internal district boundary and students living west of Harlem attend Worthwoods while those living east of Harlem attend Worth Elementary. Pre-kindergarten students attend either Worth Elementary School or Worthridge School and placement is determined when students are accepted into the program.

Worth School District 127 is a proud member of the Eisenhower Cooperative. The district provides special education services both within the district and through the use of the extensive resources available through the Cooperative. As much as is possible, the staff of the district strive to provide special education instruction in a least restrictive environment.

The district schools provide a full and comprehensive curriculum in all core academic subjects and place importance on the fine arts (art and music) as well as physical fitness and wellness. The Worth Junior High School Band has achieved honors in both regional and state competitions, and the district's athletic teams have had many successful regional events. Elementary students participate in reading clubs, math bowl, spelling bees, and scholastic competitions. Most importantly, the schools are proud to foster a sense of community spirit and service, and students are taught the importance of giving their time and effort to philanthropic purposes.

The staff of Worth School District 127 gratefully acknowledges the support and generosity of the community which they serve. The district's curriculum is broader than that which is required for state testing and students achieve well on goals and objectives which are not tested but which are vital to their future success as students, and citizens of the United States. The staff of the district is dedicated to the growth and development of each individual child and heartily endorse their commitment to "children first".

## **Members of the Board of Education**

***Drew Sernus***, President  
***Rebecca Roti***, Vice-President  
***Meghan Sisk***, Secretary  
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***Dave Blanks***, Member  
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**Administrative Center**

***Dr. Rita Wojtylewski***, Superintendent  
708/671-3906  
***Cindy Dykas***, Business Manager/Chief School Business Official  
708/671-3904  
***Sinéad Chambers***, Special Education Director  
708/671-3911

**School Administration**

**Worth Junior High School**  
***Dr. Joe Zampillo***, Principal  
708/671-3947  
***Maureen Eichstaedt***, Assistant Principal  
708/671-3949

**Worthwoods School**  
***Linda Esposito***, Principal  
708/671-5863

**Worth Elementary School**  
***Tim Hathorn***, Principal  
708/671-5830

**Worthridge School**  
***Dr. Rita Wojtylewski***, Principal  
708/671-3906

# District and School Procedures

## Absence and Tardies

We ask that parents contact their school office prior to 8:15 a.m., or 11:50 a.m. for the afternoon session, each day their child will be absent. In cases of illness involving a fever, a child should remain home until he/she has been fever-free for 24 hours. **Parents or guardians unable to call will be notified within two hours of the child's absence.** A written note is required if contact between parent or guardian and school personnel is not made. When a student is absent from school for a full day, he/she cannot participate in athletic events or other school activities on the same day. If the illness is serious enough to require an absence of five days or more, a note from a physician is required. In cases of frequent lengthy absences, the principal shall determine if a doctor's note is necessary. Parents should provide at least one phone number to be used for the purpose of notification of a child's absence.

Absences shall be excused only for the following reasons: personal illness, bereavement, quarantine, family emergencies, observance of religious holidays, or written requests approved in advance by the principal or superintendent. All other absences shall be considered unexcused and interpreted as truancy. Appropriate supportive services, such as social work services and counseling, are available for truants.

Parents may request assignments if their child will be absent by calling the school office. Teachers will accept work late due to illness during a period not exceeding the length of the illness. Generally, students who are absent for a short-term period may see their teachers for assignments when they return to school.

Extended illnesses will be handled on an individual basis and homebound instructional services may be provided.

Students arriving late to school without a valid excuse will be marked tardy. Students must check in to the office first. At Worth Junior High tardies are also issued for being late to class without an excuse.

Removing students from school for vacation trips is highly discouraged. Student success is highly correlated to good student attendance.

## Activities Available to Students of Worth Elementary and Worthwoods

Band - Grade 5

Chorus - Grade 5

Hoop Shoot Contest

Math Bowl

Presidential Fitness Program

Presidential Academic Challenge Program

School Spelling Bee - Grade 5

Student Council 4<sup>th</sup> – 5<sup>th</sup> Grade

Worth Township Spelling Bee – Grade 5



## **Activities Available to Worth Junior High Students**

**Math Bowl** - top math students will compete in a one-day contest with other schools in the area.

**Scholastic Bowl** - teams of 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders compete against conference schools in a “general knowledge” bowl.

**Fine Arts Festival** - class projects are selected to be shown at the annual Art Fair, as well as performances by band, and chorus.

**Spelling Bee** - representatives of 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade participate in conference spelling competition.

**Band** - students receive both individual and group lessons. They perform several times a year and also compete in a conference competition. There is a beginner’s band, concert band and jazz band.

**Chorus** - Junior High students perform several times throughout the year.

**Student Council** - Student Council is open to all students. Homerooms each elect one representative to attend meetings. Student Council sponsors dances, service projects, and spirit activities. The money proceeds go toward student-centered projects.

**Cheerleading** – 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade girls may try out for the cheerleading squad. Students cheer at basketball games and participate in competitions.

**Basketball** - boys may try out for the two basketball teams, 7th grade, (with 6th graders) and 8th grade. Practice is held daily after school, and competition is among other junior highs in our conference.

**Basketball** - girls may try out for two basketball teams, 7th grade, (with 6th graders), and 8th grade. Practice is held daily after school, and competition is among other junior highs in our conference.

**Volleyball** - girls of all grade levels may try out for the volleyball team. Practice is held daily after school, and competition is among other junior highs in our conference.

**Volleyball** - boys of all grade levels may try out for the volleyball team. Practice is held daily after school, and competition is among other junior highs in our conference.

**Track** - boys and girls of all grade levels may try out for the track team. Practice is held daily after school, and competition is among other junior highs in our conference.

**Color guard** - student group performs synchronized flag activities at designated events. Practice is held after school.

## **Asbestos Notice**

There is only one location of asbestos in the Worth Schools, the presence of which presents no health hazard to students, staff or visitors, i.e., the 9”x9” tile squares underneath immovable cabinets on the second and third floors of Worth Junior High.

## **Assessment**

Students in grades 3, 4, 5, 6, 7 and 8 will take the required Illinois Standard Assessment Test (ISAT) for selected subjects in the spring. Grade levels 2 through 8 will take the Test of Cognitive Skills in the fall. The Illinois Snapshot of Early Literacy is administered to students in grades K and 1 in the fall.

## **Bicycle Safety**

1. ONLY students in grades 4 through 8 are permitted to bring bicycles to school.

2. Bicycles must be walked on school grounds.
3. The schools are not responsible for damage or loss due to vandalism or theft.
4. Roller blades, scooters, skate shoes, and skateboards are not permitted as a means of transportation to school.
5. Bicycle helmets are highly recommended.

### **Boundaries**

The Worthwoods attendance area is separated from the Worth Elementary attendance area by Harlem south of 111th Street and the railroad tracks north of 111th Street, however, parents should check with the school office, since student school assignments will be determined by District needs. Exceptions may be considered if room is available, by writing a letter to the superintendent explaining the rationale for the request.

### **Bullying**

Bullying and or intimidation of others, including, but not limited to, any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her 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 mission or the education of any student is prohibited. Bullying will most often occur when a student asserts physical or psychological power over, or is cruel to, another student. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling, or other physical, written, or verbal conduct of a belittling nature.

These bullying behaviors shall be referred to the school principal. The principal shall promptly notify the student's parents or guardian of the referral and shall attempt to schedule a parent/teacher conference to discuss the referral and to recommend such available early intervention procedures as are deemed reasonably appropriate.

### **Code of Conduct at Worth Junior High**

Self-discipline is the only permanent and valuable code of conduct. It includes the ability to understand rules and to use them independently and appropriately in various situations. Self-discipline improves self-concept, self-control, and personal effectiveness. Learning to internalize rules is the first step toward gaining self-discipline. As the student acquires this understanding, he/she achieves the solid foundation on which all other learning can be built.

The school community places particular behavioral demands on the student. It is the responsibility of the school to explain why the student's actions must be limited and how these limits increase his/her opportunities to learn. As the student becomes aware that restrictions can be in his/her best interest in many cases, and the interest of the group, he/she attains respect for rules.

We ask that parents familiarize themselves with the junior high's behavioral expectations which are based on core values, and reinforce the importance of appropriate school behavior. It is only through the partnership of home and school that we can best serve our students and create the orderly, safe environment essential to the educational process.

**Worth Junior High students and their parent(s) will be required to sign a Code of Conduct Agreement acknowledging that they have read and understand the Code of Conduct for Worth Junior High.**

### **Complaint Procedure**

Students or their parents, employees or community members may file a complaint in accordance with

this grievance procedure, if they believe that the School Board, its employees or agents have violated their rights guaranteed by state or federal statutes or Board policy including:

- a. Title II of the American with Disabilities Act;
- b. Title IX of the Education Amendments of 1972
- c. Section 504 of the Rehabilitation Act of 1973;
- d. Claims of sexual harassment or discrimination under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964 or Title IX of the Education Amendments of 1972 or Sex Equity Guidelines of the State Board of Education.
- e. The misuse of funds
- f. Curriculum, instructional materials, school procedures and policies or programs.

### **Step 1**

The complainant should bring the issue to the individual concerned. This person knows the circumstances first hand and may be the best source to the solution.

### **Step 2**

If the concern is not resolved, or the complainant feels it is inappropriate to follow Step 1, then the complainant should bring the concern to the principal.

### **Step 3**

If the concern is not resolved, or it is inappropriate to follow Step 2, then the complainant should bring the concern to the superintendent.

### **Step 4**

If the concern is not resolved, or it is inappropriate to follow Step 3, then the complainant should bring the concern to the School Board.

At any step of the process, the complainant may bring an advocate or advisor to any meeting or hearing. In all cases, the complainant will be given every opportunity for explanation and presentation of the facts as the complainant sees them.

It is highly recommended that any complaint be put in writing to avoid a misunderstanding of the facts presented.

Any complaint should be filed as soon as possible, ideally within five days of the cause of the complaint, and will be handled likewise in an expeditious manner. The principals are considered the complaint managers of each respective school.

### **Curriculum Objections**

Parents objecting to classes where it is uncertain as to the topics to be discussed should contact the teacher first with their concerns, as in the "Complaint Procedure". Arrangements will be considered that would respect the parent's values and desires. Parents have the right to inspect all instructional materials and object to any testing, in which the primary purpose is to reveal information concerning political affiliations, sex, behavior, religion and attitudes.

## **Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that District 127, with certain exceptions, obtain a parent's written consent prior to the disclosure of personally identifiable information from a student's educational records. However, District 127 may disclose appropriately designated "directory information" without written consent, unless a parent has advised the district to the contrary.

The primary purpose of directory information is to allow the district to include this type of information from a student's education records in certain publications (honor roll or other recognition lists, graduation programs, sports activity sheets).

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior consent. Outside organizations include companies that publish yearbooks, for example. If you do not want the district to disclose directory information without your prior written consent, you must notify your student's building principal in writing by September 18, 2017.

## **Discipline**

Board of Education Policy 7:190 describes gross disobedience and misconduct. The full text of this policy can be found in the Board Policy section of this Handbook.

## **Dress and Grooming**

In maintaining an environment that will be conducive to good learning and not disruptive, students have the right to dress and groom themselves according to their (and their parent/guardian) personal taste as long as the dress and grooming do not present health or safety hazards or disrupt the educational process.

## **Dress for School Success**

Pants are to be worn at the waist (i.e., while standing, walking or sitting, top attire must touch bottom attire all the way around).

All undergarments are to be covered by opaque outer attire.

Shoes are to be worn in school at all times. Footwear cannot damage floor surfaces. Flip-flops and/or skate shoes are not permitted.

Clothing that displays or condones anti-social, immoral, or illegal behavior, or promotes or condones alcohol, tobacco, drugs, profanity, sex, death, gangs, Satanism/Occultism, is not permitted. "Off-color" slogans on clothing are prohibited.

Head coverings such as hats, sweatbands, bandanas, etc. may not be worn at any time in the building unless required for religious or medical reasons. This includes all indoor extra-curricular events. These items should be removed upon entering the school and should not be put on (or carried) until exiting the building at the end of the day.

Sunglasses should not be worn in the building.

Wallet chains and spiked jewelry are not permitted.

Outdoor jackets or coats of any type may not be worn or carried to class or anywhere in the building and should be stored in the student's locker during the school day.

Skirts or shorts must extend 2 inches below the fingertips/arms hanging to the side and must ride over the hips. The same rule will apply to slits in the skirt.

For females: tops must cover shoulders and back. Spaghetti straps and oversized tank tops are not allowed.

For males: Top attire must have sleeves. Tank tops are not allowed.

Clothing that causes a distraction or is a safety concern is prohibited.

Cosmetics are not to be used in classrooms.

Hair spray or other spray personal toiletry items should not be brought to school.

### **Drugs and Alcohol**

The use and/or possession of illicit drugs and alcohol is strictly prohibited. The mandatory standard of conduct of Worth students prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any of its activities. Disciplinary sanctions (consistent with local, state and federal laws) up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct. All District 127 students participate in drug and alcohol education programs. Regular classes are augmented with student assemblies and/or field trips related to establishment of a drug-free society. Information on drug and alcohol counseling and rehabilitation programs is available from the social worker.

### **Early Dismissal**

Sometimes the scheduling of a doctor's appointment makes it necessary for an early dismissal. **If this occurs, please send a written note to the school office that morning.** We require that the parent or legal guardian come to school to sign out and pick up a child. Once the school day begins, a child may not leave the school building unless authorized by the principal or designee.

### **Emergency Information**

If an emergency closing of any District 127 school should become necessary, announcement to this effect will be made via the School Messenger System, which is an automated phone messaging system.

Unless there is some indication that a school building itself is in extreme danger, students shall not be dismissed prior to regular dismissal time in the event of severe weather conditions. Also, dismissal shall be delayed and staff members shall remain on duty if weather conditions are such at dismissal time that it would be unsafe for students to leave the building. Parents who feel that they must come to school for their children at these times are urged to use extreme caution. If any condition should arise during the regular school day which would necessitate evacuation of students from the building, the following will be observed: Worth Junior High to Worth Elementary, Worth Elementary to Worth Junior High and Worthwoods to St. Mark's Church.

Each school conducts an annual tornado drill, five fire drills, two bus evacuation drills, and crisis lockdown drills.

### **Enrollment**

Children who are residents of District 127 and who reach the age of five on or before September 1, may enroll in kindergarten (correspondingly, six years of age by September 1 for 1st grade). Transfer students who are residents of District 127 may enroll at any time with a birth certificate and required physical exam and immunization reports. Proof of residency will also be required. A certified copy of the child's birth certificate or other reliable proof of identity and age must be provided.

A "good standing" form is required for all students transferring from another Illinois public school. If a form is not presented or faxed, the enrollment paperwork may be accepted, but the student will be

excluded until the form is produced.

State law requires physical examinations from students entering school for the first time, upon entrance into 6<sup>th</sup> grade, and students participating in athletics. A dental exam is mandatory for students in grades K, 2<sup>nd</sup> and 6<sup>th</sup>. A vision (eye) examination is required for kindergarten and students entering school for the first time. Refer to the Immunization and Physicals section of this handbook for more details.

In cases of a transfer student from within Illinois, a period of 10 school days shall be given to meet the physical exam (kindergarten and 6<sup>th</sup> grade only) and inoculations requirement or with a schedule as verified by a doctor. Transfers from outside Illinois need immunization record AND physical exam regardless of grade. If the required physical exam or immunizations are not completed, or proof thereof not submitted the student may be excluded until such time as the records are produced. Students with medical or religious objections to these requirements may be exempt upon proper verification to the principal.

Grade level assessments will be given to transfer students upon registration. Transfer students will be placed in the same grade as the prior school. Any placement will be considered probationary until sufficient rationale is available for a permanent placement.

### **Equal Educational Opportunity**

No educational services or programs will be denied on the basis of sex, race, color, disability, nationality, or religion. Any complaints should be directed to the principal. The District will also make every effort to equalize resources such as staff, equipment, and supplies among the four Worth schools.

Extra-curricular activities will be open to all students. The District will provide equal athletic opportunity for members of both sexes, including the factors of programming, equipment, supplies, benefits and other services and facilities.

If any student or parent wishes to file a complaint regarding discrimination on the basis of sex, race, color, disability, nationality, or religion, please see the Complaint Procedure elsewhere in this Handbook.

### **Extra-Curricular Requirements**

A yearly physical examination and statement assuring school that the student's health status allows for active athletic participation is required to participate in any sport, including cheerleading, as is proof of medical (family or school) insurance. A player who has been absent from school and under the care of a physician shall bring a written statement from the physician approving him for participation in athletics. A player, who has been absent from school because of a minor illness or injury, but not under the care of a physician, shall bring a written statement from a parent approving the student for participation. Participation will then be at the discretion of the coach. To participate in an extra-curricular activity, a student must be passing all subject areas at the time of tryouts per most recent report card. Participation also requires the approval of the principal, coach or sponsor, and teachers. Coaches and activity sponsors may set reasonable and necessary rules, as conditions require. The South Suburban Junior High School Conference has eligibility requirements with regular checkpoints.

### **Fees**

1. A general registration fee is required for each child. The general registration fee includes technology fees for K-8 and locker fees for grades 6-8. General registration fees are non-refundable.
2. ***Optional*** fees include band, and gym suit. An official gym suit is required of all junior high students. Please mark the gym suit with the student's name.
3. Additional fees for participation in inter-school athletics are collected by the schools when a student participates in basketball, volleyball, track, cheerleading, and color guard. Fee information is

provided by the sponsors.

4. General registration fees are discounted if they are paid on or before August 17, 2018. An additional charge of \$20.00 is added to the fees if they are paid after August 17<sup>th</sup>. All fees must be paid by the start of the school year.
5. The district discourages cash as a form of payment.
6. Make checks and money orders payable to: "Worth School District 127".
7. Fee payments may either be mailed or delivered to the Administrative Center. The Fee Payment Form (available on the district web site) must accompany the payment.
8. If a family is unable to pay fees due to low income, the family may apply for a fee waiver. Assistance in completing the required paper work is available at the Administrative Center. Fees will be waived if eligibility requirements are met. Textbooks will be loaned without charge to students whose families qualify for a waiver.

Fee Description	Fee if paid by August 17	Fee if paid after August 17
General fee Pre-K	None	None
General fee Early Childhood WE	\$75	\$95
General fee Kindergarten	\$85	\$105
General fee Grades 1-5	\$105	\$125
General fee Grades 6-8	\$110	\$130
Band fee Grades 5-8	\$30	\$30
Gym suit Grades 6-8	\$15	\$15
Milk fee	\$0	\$0

### Condition of Textbooks

At the end of the year, the principal will levy fines for textbooks showing excessive damage beyond normal use. If any child receives a damaged book at the beginning of the year, he or she must report the damage to the teacher within five days. Parents will be required to pay for any willful or negligent damage to school property or for loss of schoolbooks.

- Textbooks will be billed at 100% if one year old; 75% if two or three years old; 50% if four or more years old.
- Library books will be billed at actual cost.
- Replacement copies of consumable books will be billed at cost.

### Free Lunch and/or Milk Fee Waivers

Free lunch and/or milk are provided to those students from families with incomes within established federal guidelines. Student fees are also waived for those eligible for free lunch and/or milk or for whom financial hardship exists. Applications are available in school offices and are filed at the Administrative Center. In the event that an application is disapproved, the applicant may request a hearing before the Registrar for a review and final decision regarding eligibility.

### Grading Policy

Grades represent the level of mastery of skills or concepts learned. In general, grades will be a mixture of evaluative criteria such as tests, quizzes, homework, class assignments, classroom performance and other projects. Acceptance of late work is up to each teacher's respective grading policy.

Grades correspond to the following percentages:

93 – 100 = A	4.0 GPA
83 – 92 = B	3.0 GPA
73 – 82 = C	2.0 GPA
65 – 72 = D	1.0 GPA
64 – OR LESS = F	

In grades K, 1, and 2 the grading system will be based on skill development and categorized either S = Satisfactory or N = Needs Improvement.

### Health Services

Health aides are available throughout the school day in the event of student accident or illness. However, they are unable to diagnose illness or determine whether or not a child may return to school after a contagious disease. Parents must seek the advice of their doctor in these matters. Parents may be alerted from time to time to watch for specific symptoms as they may relate to a specific contagious disease; however, the school shall not, as a general rule, send home notices that any particular disease may be prevalent in a class or school except in the case of chicken pox or head lice. A comprehensive vision and hearing-screening program is conducted annually for specific grades.

### Illness or Accident in School

In case of an accident at school, first aid is administered. Every effort is made to contact the parent or emergency person in the event of a serious injury. **PLEASE KEEP US INFORMED OF ANY TELEPHONE**



**NUMBER CHANGES.** The North Palos paramedics will be called in case of an extreme emergency or any injury. If a child becomes ill during the school day, every effort is made to contact the parent or emergency person and arrangements are made for the child to be taken home. If no one can be reached, the child is made as comfortable as possible and is sent home at dismissal time.

### **Immunizations and Physicals**

The district excludes students for health examinations and immunization requirements after the October 15 exclusion date of the current school year, as required by Illinois law.

Physical examinations are required of students entering school for the first time and 6<sup>th</sup> grade.

Dental examinations are required of students in kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grades.

Vision examinations are required of students in kindergarten and those students who are entering school for the first time.

Diabetes screenings are required parts of each health examination.

Lead screening is a required part of the health examination for children age six years or younger prior to admission to a preschool or kindergarten.

Immunizations are required for diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, Hemophilus influenzae type b (Hib), hepatitis B, and varicella (chicken pox) on a schedule as determined by the Illinois Department of Public Health.

Limited services to assist families are offered at the Worth Township Clinic located at 11601 South Pulaski Road in Alsip, Illinois. The Clinic's phone number is 708/371-3393. Limited services to assist families residing west of Harlem Avenue are offered at the Palos Township Clinic located at 10802 South Roberts Road in Palos Hills, Illinois. The Clinic's phone number is 708/598-2441.

Residents of Worth Township must bring identification that shows name and address (as an example, a utility bill). Residents of Palos Township must bring a photo ID and identification that show name and address (as an example, a utility bill).

### **Lockers and Searches**

Students may use a locker and a desk. These are school property. No student has the right to enter any other student's desk or locker. Desks and lockers along with a student's own book bag and/or purse may be inspected by school authorities if there is reasonable suspicion that the contents threaten the safety, health, or welfare of students, or include stolen property or contraband. The school assumes no liability for lost or stolen items. Students should not bring valuables to school and should not leave money in lockers.

### **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled annually. Procedures for participation will be disseminated by each principal. Parents should feel free to contact teachers at any time they have a question or concern about their student's progress.

### **Pest and Lawn Care Management System**

School District 127 has instituted an integrated pest management system in all schools. The system manages pests inside and outside of the schools using professional services and building custodians. Parents may contact the building principal to be placed on a registry to receive written notification prior to the application of pesticides to grounds or property. The request from the parent should be in written

form. For information on professional services, contact the Business Manager/Chief School Business Official.

### **Religious Holidays**

Students will be marked absent but excused when absence is due to a religious holiday. Absence for a religious reason, however, will not prevent a student from being eligible for a perfect attendance award. Tests and assignments can be made up when the child returns to school. A letter requesting the absence from the student's parent/guardian must be submitted to the principal prior to the absence. The student will be given matching time to make up work.

### **Report Cards**

Report cards are distributed on a quarterly basis on dates listed on the school calendar. Interim reports of progress are distributed mid-quarter.

Students who achieve a grade point average of 3.0 or above are placed on the honor roll each quarter.

Additionally, at Worth Junior High, students who achieve a grade point average of 3.6 or above are placed on the high honor roll.

### **Safety**

Safety of District 127 students is supported through proper instruction both at home and at school. Parents should monitor their child's route to school. Staff at each school will discuss safe routes to school with students. Through a cooperative plan with the local police department, adult crossing guards are stationed at the intersections that students use to cross highways. Parents are requested to instruct students to use these crossings and obey the directions of the guard. If the Worth Police report a student crossing in the wrong place, a school consequence will be issued. Designated crossings are:

111th Street & Oak Park Avenue — 7:45 - 8:45 & 3:00 - 3:35

112th Street & Oak Park Avenue — 7:50 - 8:45 & 3:00 - 3:30

111th Street & Harlem Avenue — 7:40 - 8:45 & 3:00 - 3:40

111th Street & Oketo Avenue — 7:50 - 8:40 & 2:55 - 3:35

112th Street & New England Avenue — 7:50 - 8:45 & 2:55 - 3:35

Worthwoods (Front Entrance) — 7:45 - 8:40 & 3:00 - 3:40

Parents dropping off or picking up students should do so away from the main entrance. Students exiting Worth Elementary should stay on the sidewalk and not pass under the gate by the garage.

### **Schedule**

School Office Hours are 8:00 a.m. - 4:00 p.m.

#### **Student Full Day Schedule**

#### **Worth Elementary and Worthwoods**

8:30 a.m. - 3:15 p.m.

#### **Kindergarten / Pre-K / EC Programs**

8:30 a.m. - 11:30 a.m.

or

12:15 p.m. – 3:15 p.m.

**Worth Junior High**

8:20 a.m. – 3:05 p.m.

Student Half Day Schedule

Worth Elementary and Worthwoods

8:30 a.m. - 12:00 p.m.

Kindergarten / Pre-K / EC Programs

A.M. programs meet

P.M. programs do not meet

Worth Junior High

8:20 a.m. – 11:50 a.m.

**Students at the elementary schools should not arrive prior to 8:15 a.m.** as the areas outside the school buildings are not supervised before 8:15 a.m. Those who do arrive before the morning bell will wait outside. Students not picked up from school will be unable to wait in the school office as it closes at 4:00 p.m. In such cases, the Worth Police will be called, and the child will be referred to police custody.

**Sexual Harassment**

Sexual harassment is prohibited. Sexual harassment is defined as follows: an employee's or student's unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex; or that makes such conduct a condition of a student's academic status, or has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student. Students who believe they are victims of sexual harassment are encouraged to discuss the matter with a teacher, principal, or school social worker. An allegation that a student was sexually harassed by another student should be referred to the principal for appropriate action.

**Student Records**

In accordance with the Illinois School Students Records Act and the federal Family Educational Rights and Policy Act, this notice is to inform you of the policies and procedures in reference to school records. All "permanent" student records are retained for 60 years after the student has transferred, graduated, or withdrawn from the school. Student "temporary records" are retained for five (5) years after the student has transferred, graduated or withdrawn from school.

Parents, guardians, and students have the right to review and make copies of the student's records. If you would like to review your student's records, please send your request in writing to the Registrar at the Dr. Rosemary Lucas Administrative Center.

Worth School District 127 maintains two types of school records for each student: a permanent record and a temporary record.

Student records include:

- Basic identifying information (names, addresses, phone numbers)

- Academic transcripts
- Attendance record
- Accident and health reports
- Family background
- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm inflicted on another person
- Special education files
- Verified information relevant to the student's education

The right to a copy of any school student record proposed to be destroyed or eliminated:

School records are reviewed by the administration every five (5) years or upon a student's change in placement. At this time, Worth School District 127 has the option of deleting or destroying student records in accordance with state and federal statutes. Parents and guardians have the right to inspect or copy student's records pursuant to Worth School District 127 policies and procedures and to state and federal law.

If Worth School District 127 cannot locate parents or guardians at their last known address, and has published a *bona fide* notice in local or regional newspapers of its intent to destroy old records, appropriate school records will then be destroyed, according to mandated procedures. Worth School District 127, when destroying school records, will protect the confidentiality of the personally identifiable information contained in the records, pursuant to federal regulation.

Parents and guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by any school district to comply with the requirements of the Family Educational Rights and Privacy Act. The Office that administers this Act, and process complaints, is:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, S.W.  
 Washington, D.C. 20202-4605

For more information on students records, please contact the Worth School District 127 Registrar.

**Supplies**

Providing proper supplies is the responsibility of the parents. Students must be prepared for class with items noted on the supply list available in each school office and on the district website.

**Support Services**

A broad range of special education and support services are available in District 127. Specific information can be obtained by contacting the principal.

Social work services and services for students having difficulty speaking English, are available to students. Parents should contact the school principal for more information on the referral process. Homebound/hospital instruction is available to students who, due to illness and with proper certification by a licensed physician, project to be absent for 10 or more consecutive days.

Pre-school screenings are held during the year by appointment. Public announcement of the screenings is made through the newspaper, flyers in local buildings, newsletters, and on the district web site. Two screening dates are scheduled during May. Please call 708/448-2800 for an appointment.

Students with unique learning problems may participate in speech therapy or other special education classes either within District 127, through the Eisenhower Cooperative, or in other outside placements. Transportation, only if required by the child's disability, is provided by District 127. Parents are advised prior to any special testing of students and have the right to request a review of any placement. Teachers, parents or others who have concerns about a child's learning or behavioral development should discuss such concerns with the principal. Pupil service personnel can determine if a child is eligible for special education services.

Assistance in special education matters can be obtained by calling the Special Education Director at 671-3911.

### **Title I**

Title I of the Improving America's Schools Act provides federal funds to help school districts meet the educational needs of qualifying students. Worth School District 127 receives federal Title I money and uses it to support balanced literacy (reading) and mathematics programs for students identified as at-risk and in need of additional assistance. Federal Title I money is used to fund after-school and summer-school programs, purchase instructional resources for the use of Title I students, and provide reading intervention teachers in the schools.

### **Visiting School**

Parents should enter through the main door of each school, and report to the main office. Classroom visitations will only be permitted with prior written authorization from the principal or superintendent. When a conference is needed, parents should contact teachers in advance for an appointment.

### **Tips for Developing a Positive Relationship with Your Child's Teacher**

You're getting ready to meet the teacher, and you know it's important to develop a positive relationship to benefit your child. The following tips from the *Parenthood.com* Newsletter were compiled from the National Parent Teacher Organization and the National Education Association:

- When you have concerns, call or write a note to your child's teacher requesting an appointment to discuss what's on your mind.
- To help you organize your thoughts, state to yourself what your reasons are for the meeting.
- Find out how much time the teacher is allotting for your meeting. If you think it's not enough, let him or her know.
- Before the meeting takes place, tell your child you will be seeing the teacher. Reassure your child that you are meeting with the teacher in order to help him or her.
- Make a list of your questions, and don't hesitate to ask them.
- Try to begin positively. Tell what progress you have noticed in your child, etc. Thank the teacher for meeting with you.

**Here are some general questions you might want to ask:**

- How much time should my child be spending on homework?

- How much should I be helping my child with homework?
- How will the school measure my child's progress?
- Is my child participating in class?
- Does my child complete and turn in all of his or her homework?
- How is my child getting along with the other children?
- What kind of classroom rules do you have? How do you enforce them? Is my child following them?

(name/grade label)

**Code of Conduct  
Worth Jr. High School  
2018-2019**

**We have read and understand the Code of Conduct for  
Worth Jr. High School.**

(Please sign and return)

---

Student's Signature

\_\_\_\_\_ **Date** \_\_\_\_\_  
Parent's (Guardian's) Signature

**Code of Conduct  
Worth Jr. High School  
2018-2019**

# Worth Junior High School



## Procedures and Code of Conduct

All of the procedures and regulations that follow have been carefully prepared to ensure the safety and well-being of the WJH student body, and to facilitate our primary goal of providing the best education possible for each student. The Code of Conduct will be in force for all students during the day and at any school sponsored activity or event.

### Student Guidelines

Through the partnership of the home and school, the goal of the Worth Junior High School is to identify, develop, and encourage positive student behavior. Discipline is administered at Worth Junior High with the goal of holding students responsible for poor choices but in a manner that facilitates reflection, learning, and growth.

Self-discipline and reflection are the main represent the main objectives of Worth Junior High School's code of conduct. This includes the ability to understand rules and to use them independently and appropriately in various situations. Self-discipline and reflection improves self-concept, self-control, and personal effectiveness. Learning the value of self-discipline and reflection helps young people to learn and grow successfully both as students and as human beings.



We ask that parents familiarize themselves with the policies discussed in Worth Junior High School's Code of Conduct and reinforce the importance of appropriate school behavior. It is only through the partnership of home and school that we can best serve our students in a manner that creates and maintains a school setting that helps all of our students to learn and grow successfully.

**Worth Junior High students and their parent(s) will be required to sign a Code of Conduct Agreement acknowledging that they have read and understand the Code of Conduct for Worth Junior High.**

#### **ADVISORY**

All teachers will supervise an advisory period. During this advisory session, teachers will visit with a smaller group of students. Teachers will discuss relevant topics to both staff and students. Topics such as respect, character, self-image, patriotism, pride, study habits, friendship, as well as others will be covered.

#### **AEROSOL SPRAYS/PERFUMES**

Aerosol sprays, body sprays, hairsprays, scented lotions, colognes, and perfumes are not allowed as they may cause a health risk for certain individuals.

#### **AGGRESSIVE BEHAVIOR**

Students are prohibited from engaging and/or encouraging any kind of aggressive behavior that does physical or emotional harm to a student or staff member. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.

#### **ATTENDANCE**

Student academic success and progress at WJH are directly related to student attendance. When students are not in class, learning cannot take place. It is the student's responsibility to attend class and be prepared. When the student must be absent, it is the parent's responsibility to call the attendance hotline by 9:00 a.m. on the day of the absence. The phone number is 708-671-3999, and it is available 24 hours a day. When a student is absent from school for a full day, he/she cannot participate in athletic events or other school activities on the same day. State law and Board policy on truancy control will be used with habitual truants.

#### **Tardy Policy**

In order to maximize the instructional time, it is important for students to be in class on time. Tardiness is a class disruption and is grounds for disciplinary action. At Worth Junior

High, students are allowed to enter the building at 8:05 a.m. The first bell rings at 8:15 a.m. and students are expected to be in their rooms ready for class at 8:20 a.m. If a student is tardy on a frequent basis, he/she will be subject to disciplinary action, which may include parent contact, lunch detention, after school detention, or Saturday detention.

## **BICYCLES**

All bicycles are to be parked and locked up in our bicycle rack located on the southeast end of the building. It is the responsibility of the bicycle owner to supply a lock for his/her bicycle. The school is not responsible for lost or stolen bicycles. Bicycles are not to be ridden on school property or sidewalks. All safety rules and guidelines are to be followed. Traffic around the building before and after school hours is quite congested. Crossing guards have been stationed at selected corners. It is our expectation that bicycle riders follow the crossing guards' instructions. If compliance to safety codes and instructions become a problem, bicycle privileges may be revoked.

## **CELLULAR PHONES**

Students are not allowed to use a cellular telephone, video recording device, or other electronic device in any manner that disrupts the educational environment or violates the rights of others. All electronic devices must be kept off and out of site during the regular school day. Students may be allowed to have cell phones in their possession on specific occasions when they are granted permission to do so by either a teacher or school administrator. If a cell phone and/or electronic device is not turned off and out of site during the school day, a teacher may take the phone or device and send it to the office for safekeeping. On the first offense, a student may retrieve the phone or device after school. Any time thereafter, the phone or device must be retrieved by a parent.

## **CHEATING**

Students are prohibited from engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

## **DETENTIONS**

Students may be assigned detentions for violating school rules. Detentions may be assigned outside of the regular school day provided that the student's parent(s)/guardian(s) have been notified.

### **Lunch Detentions**

Student will eat lunch in an alternate, supervised setting. Student will miss recess.

### **Before School Detentions**

Before school detentions are assigned from 7:45 a.m. to 8:15 a.m.

### **After School Detentions**

After school detentions may be assigned from 3:05 p.m. to 3:35 p.m. Some detentions may conclude at 4:00 p.m. or later.

### **Saturday Detentions**

Saturday detentions are assigned from 9:00 a.m. to 11:00 a.m. Students must bring schoolwork or a book to read while in Saturday detention. If a student fails to attend any detention, further disciplinary action will take place.

## **DISCIPLINE**

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

- On, or within sight of school grounds before, during, or after school hours or at any other time when the school is being used by a school group.
- Off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school.
- Traveling to or from school or a school activity, function or event.
- Anywhere, if: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or (c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

## **DISCIPLINARY MEASURES**

Disciplinary measures may include:

- Disciplinary conference.
- Withholding of privileges.
- Removal from classroom.
- Lunch detention.
- Before-school, after-school, or Saturday detention, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
- Seizure of contraband.
- Suspension of bus riding privileges, provided that appropriate procedures are followed.

- In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
- Suspension from school and all school activities, provided that appropriate procedures are followed in alignment with Illinois' Senate Bill 100. A suspended student is prohibited from being on school grounds.
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed in alignment with Illinois' Senate Bill 100. An expelled student is prohibited from being on school grounds.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes", alcohol, or weapons.
- Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

### **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension or expulsion, which is appropriate and in accordance with the policies and rules on student discipline.

Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

<b>DRESS AND GROOMING</b>
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In maintaining an environment that will be conducive to good learning and not disruptive, students have the right to dress and groom themselves according to their (and their parent/guardian) personal taste as long as the dress and grooming do not present health or safety hazard or disrupt the educational process. Since the primary function of school is education, student dress should be appropriate for the school environment. Hair spray, perfumes, scented lotions, and body sprays may cause a health risk for certain individuals and may not be brought to school. Cosmetics are not to be used in classrooms.

## Dress for School Success

- The length of shorts, dresses or skirts should be longer than the fingertips when arms are held down at the side of the body. There should be no slits or holes above fingertip length with arms fully extended. Shorts should be worn only during warm weather.
- No undergarments should be visible at any time.
- Shoes are to be worn at all times. Footwear should not mark or damage floor surfaces.
- Flip flops and “Slides” are prohibited in order to ensure student safety as they travel in the hallways and stairwells.
- Clothing that displays or condones anti-social, immoral, or illegal behavior, or displays anything related to alcohol, tobacco, drugs, profanity, sex, death, gangs, Satanism/occultism, is not permitted. “Off-color” slogans on clothing are prohibited.
- For females: Spaghetti straps and tank tops are not allowed. Tops must cover shoulders and back. Students may not have skin exposed in their middle section. No low-cut tops or dresses will be allowed.
- For males: Top attire must have sleeves. Tank tops are not allowed. The waist of pants must be above undergarments.
- Hats and sunglasses are not to be worn in the building at any time. These items should be removed upon entering the school and should not be put on until exiting the building. This rule also applies to all indoor extra-curricular activities.
- Wallet chains and spiked jewelry are not permitted.
- Outdoor wear should not be worn in class and should be stored in the student’s locker during the school day.
- Clothing that causes a distraction or is a safety concern is prohibited.
- Purses and backpacks are not to be carried during the school day and should be stored in a student’s locker.

Students violating dress code may be asked to call home for a change of clothing or change into their P.E. uniform. A pattern of dress code violations may result in disciplinary action.

### DRINKING

Students are prohibited from using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

### DRUGS

Students are prohibited from using, possessing, distributing, purchasing, or selling:

- a. Any illegal drug, controlled substance, or cannabis.
- b. Any anabolic steroid not administered under a physician’s care and supervision.
- c. Any prescription drug when not prescribed for the student by a licensed physician or when used a manner inconsistent with the prescription or prescribing physician’s instructions.

- d. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- e. Drug paraphernalia, including devices that are or can be used to (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

### **FIGHTING**

Students involved in fighting will be subject to severe disciplinary actions which may include but are not limited to suspensions. Any student who initiates a fight with another student may receive a more severe penalty.

### **GANGS**

Students are prohibited from being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

### **GRADING**

Grading in the junior high school is based on an A to F scale.

A = Outstanding (4.0)

B = Above Average (3.0)

C = Average (2.0)

D = Below Average (1.0)

F = Failure (0.0)

### **Honor Roll Criteria**

To be eligible for the Worth Junior High Honor Roll, a student must meet the following criteria:

- Distinguished Honor Roll: The student must earn a GPA of 3.5-4.0 for the quarter with no grade lower than a C.
- Honor Roll: The student must earn a GPA of 3.0-3.49 for the quarter with no grade lower than a C.

### **Academic Recognition Award**

To be eligible for Academic Recognition, a student must bring up their grades in 2 or more subjects without going down in more than 1 subject. Additionally, the student must not receive any “F’s”.

Students will be eligible for only one Honor Roll Award per quarter.

### **Gold Sash for 8<sup>th</sup> Grade Graduation**

To be eligible for a gold sash for graduation, a student must earn a cumulative GPA of 3.5 during his or her 8<sup>th</sup> grade year.

### **GUM CHEWING/FOOD OR DRINK**

Gum chewing is not allowed at any time during the school day. Eating and drinking are allowed in the cafeteria during a student’s lunch period, not during passing periods. Students are not allowed to eat or drink in the classrooms unless the supervising teacher grants permission. Permission must be arranged with the nurse prior to a student being allowed to use cough drops or have bottled water during the school day.

### **HARASSMENT**

#### **Bullying, Intimidation, and Harassment Prohibited**

No person shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic.

#### **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. Any person 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. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

### **LASER PENS/POINTERS**

Students are prohibited from using or possessing laser pens/pointers.

## **LUNCHROOM**

Students are entitled to eat in a safe and clean environment. The lunchroom provides adequate time for eating, socialization, and use of the restroom facilities. If a student fails to adhere to established lunchroom rules, does not follow the directions of the lunchroom supervisors, or has other disciplinary problems, they will be subject to disciplinary action.

## **MIDDLE SCHOOL**

School District 127 and Worth Junior High School supports the Middle School Philosophy. This method of education attempts to reach the whole child. We offer many activities that should interest virtually every student. Curriculum is designed to meet the interests of many of our students. Subjects are interlaced and related to one another. Our teachers work in interdisciplinary teams. These teams contain all of the same students. The teams meet on a daily basis to discuss events, field trips, projects, assemblies, test and quizzes, student concerns and needs, curriculum, homework, team policies, and other items imperative to student success. Please contact your student's grade level team for these policies and meeting times.

## **OFFICE REFERRAL**

When a student is disruptive in class or will not respond to a teacher's reasonable and proper direction, the teacher may remove the student from the classroom to the office and bring the unacceptable behavior to the attention of the principal or assistant principal for discipline. The administrator will make parent contact.

## **PERSONAL PROPERTY**

Students are strongly encouraged to leave personal property at home. The school is not responsible for lost or stolen property. Cell phones, laser pointers, electronic devices, toys, and unusual sums of money should be left at home. Anything that may disrupt the learning environment should remain at home. If an item becomes a distraction to the class or learning environment it will be confiscated and only returned to a parent. The use of cell phones is restricted to after school only.

## **PHYSICAL EDUCATION**

Students have physical education classes daily. Students are expected to dress every day in their WJH P.E. uniform and gym shoes. Sweatpants and sweatshirts are recommended on cooler days when class will be held outdoors.

### **Uniform Policy: Per Quarter**

- 3 no dress = a phone call home or a letter home



- 4 no dress = a detention
- 5 no dress = a detention
- 6 no dress = a Saturday detention
- 7 no dress = failing grade for that quarter

## **SEARCHES**

Illinois law authorizes searches of school lockers, desks, parking lots, and other equipment and property, as well as student personal effects left in those places and areas, without notice, consent or search warrant. The Law authorizes school officials to obtain law enforcement official assistance in conducting those searches, including the use of specially trained dogs.

## **SMOKING**

Students are prohibited from using, possessing, distributing, purchasing, or selling tobacco materials and/or vaping products.

## **SOCIAL CONDUCT**

Before school, between classes, after school, and at all activities, student conduct should reflect concern for others. Loud, boisterous conversation or other attention-seeking behavior is appreciated by no one and should not be engaged in. School is not a location for any type of public display of affection. Intimacy and inappropriate physical contact between students will be treated as a disciplinary matter.

## **SPECIAL EVENTS AND SPORTS**

### **Athletics**

Worth Junior High is a member of the South Suburban Junior High School Conference. The S.S.J.H.S.C. has 9 other member schools. Competition takes place at our school as well as at the others. This is a competitive conference with playoffs and championship games. Our students do an outstanding job representing our school and community at home and at the other conference schools.

### **Participation**

In order to participate in any athletic activity students must:

1. Have medical approval to participate in physical exertion.
2. Have a doctor's physical.
3. Have a completed parent permission slip prior to tryouts.

4. Take part in the tryout process.
5. Meet with academic eligibility on a periodic basis.
6. Meet with all school and conference requirements.
7. Comply with all coach's' expectations, rules, and standards.
8. Must be in attendance at school on activity day/game day.

## **Sportsmanship**

Athletic events are an educational opportunity. Our expectation is that players learn teamwork and sportsmanship. We also hope that athletes increase their self-esteem, earn a respect for one another, and have fun.

Good sportsmanship involves:

1. Setting a good example.
2. Respecting all decisions made by the officials.
3. Treating guests in a courteous manner.
4. Recognizing the efforts of other teams in a positive manner.
5. Acting in a respectful manner before, during, and after all games.
6. Representing our school and our community in a positive tone at home and while visiting other schools.

## **Activity Attendance**

All students, parents, and relatives are encouraged to attend and support the team at all athletic events. It is a privilege to attend an athletic event and watch fellow students compete. It is a time for teachers, students, and parents to encourage young people to do their best.

Guidelines for athletic activities:

1. All travel arrangements should be made prior to the activity.
2. Students watching the game should encourage all athletes.
3. Students leaving the building will not be allowed to return.
4. No food, gum or drinks are allowed in the gymnasium.
5. Foot stomping on the bleachers is not allowed.

6. Negative remarks or insults will not be allowed.
7. Badgering or conversation with officials is not allowed.
8. Any distraction to players, fans, or fellow students will not be allowed.
9. Entering and leaving the gymnasium will only be allowed during regulatory breaks in play. While outside the gymnasium, students should not loiter or become a disturbance.
10. The use of cell phones, music players, cameras and other electronic devices may not be used in the gymnasium during the game.

If a person becomes a hindrance to the enjoyment of the competition, it will be at the discretion of school personnel to determine the revocation of activity attendance privileges.

### **Exclusion from Conference Athletics, Extracurricular Activities, and/or Special Events**

The Principal or Assistant Principal can determine a student to be ineligible for trying out or participating in athletics, extracurricular activities, and/or special events. The student may be considered ineligible for participation in all of the categories mentioned if he/she has:

- An excessive amount of disciplinary referrals within a grading period.
- More than one suspension within a grading period.
- Failing in two or more subjects.

A student will be considered ineligible for the subsequent grading period. Continued misbehavior can result in exclusion from participation for the remainder of the school term, in accordance with the Board of Education policy.

### **THEFT/VANDALISM**

Students are prohibited from stealing or attempting to steal, or causing or attempting to cause damage to, school property or another person's personal property.

### **WEAPONS**

Students are prohibited from using, possessing, controlling, or transferring a weapon, or any other object that can reasonably be considered, or looks like a weapon. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used in a manner that may cause bodily harm.

# Board Policy

## Reference Guide

This reference guide contains several Board of Education policies that directly affect students. They are presented in limited format. Full versions of the policies are available in each school's main office and will eventually be placed on the district's website. Parents and students are asked to please review these policies. If you have questions concerning the policies, please call the Superintendent's Office at 671-3906.

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# Board Policy

## Access to Student Records

Policy 7:340-AP

The District shall grant access to student records as follows:

1. Neither the District nor any of its employees shall release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.
2. The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 days of the District's receipt of such a request.

Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless the District has actual notice of a court order indicating otherwise. The District shall send copies of the following to both parents/guardians at either's request, unless the District has actual notice of a court order indicating otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses, graduations, and other major school events including pupil-parent/guardian interaction.

When the student reaches 18 years of age, graduates from high school, marries, or enters military service all rights and privileges accorded to parent(s)/guardian(s) become exclusively those of the student.

3. The District may grant access to, or release information from, student records without parental/guardian consent or notification to District employees or officials or the Illinois State Board of Education, provided a current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need.

### Student Record Challenges

The parents/guardians may challenge the accuracy, relevancy, or propriety of their student's school records. However, when the student's school records are being forwarded to another school, no challenge may be made to grades or references to expulsions or out-of-school suspensions. The parents/guardians have the right to request a hearing.

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

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

### **Attendance and Truancy**

**Policy 7:70**

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.

### **Bullying and Sexual Harassment**

**Policy 7:20**

#### Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or 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 provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;

- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct first to the Building Principal or Assistant Building Principal, if applicable. Secondly, a student may report claims or incidents of bullying, harassment, sexual harassment or any other prohibited conduct to the District's Complaint Managers. 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 or Assistant Building Principal for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Name Sinéad Chambers  
Address 11218 South Ridgeland Avenue  
Worth, IL 60482  
Telephone No. 448-2800

Complaint Managers:

Name Tim Hathhorn  
Address 11218 South Ridgeland Avenue  
Worth, IL 60482  
Telephone No. 448-2801

Complaint Managers:

Name Sinéad Chambers  
Address 11218 South Ridgeland Avenue  
Worth, IL 60482  
Telephone No. 448-2800

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is

determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension, consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension, with regard to students.

## **Code of Conduct for Extracurricular Activities**

**Policy 7:241**

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. Sponsors shall create a roster of students who are members or participants in an extracurricular activity and maintain attendance records.

The goal of the extracurricular program is to provide opportunities for students to pursue interests and develop life skills beyond the classroom. An additional goal of the athletic program is to develop the physical skills of student athletes, which will allow them to compete to the best of their ability within the School Board policies and the by-laws of any association of which the school is a member.

Members must conduct themselves at all times, including after school and on days school is not in session, as good citizens and exemplars of their school - they must behave in ways that are consistent with good sportsmanship, leadership, and appropriate moral conduct. They are expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity.

The Code of Conduct below describes the expectations and goals of the extracurricular and athletic programs. This Code does not contain a complete list of inappropriate behaviors for students in extracurricular activities and athletics. This Code of Conduct will be enforced 365 days a year, 24 hours a day. A student may be excluded from activities or competition while the school is conducting an investigation regarding that student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the school's administration regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

### **Code of Conduct**

A student participating in an activity or athletic program will be subject to disciplinary action if he or she violates this Code of Conduct for Extracurricular Activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations.

### **The student shall not:**

1. Violate the District's policies or procedures on student discipline;
2. Use a beverage containing alcohol (except for religious purposes);
3. Use tobacco in any form;
4. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
5. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;



8. Vandalize or steal;
9. Haze other students;
10. Violate the written rules for the activity or sport;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
13. Falsify any information contained on any permit or permission form required by the activity or sport.

The coach or extracurricular sponsor shall explain and discuss the Code of Conduct with all students participating in the activity prior to the beginning of the activity. Students and their parent(s) shall sign a copy of the Code of Conduct. Students shall not be eligible to participate in the activity prior to the beginning of the activity if a signed Code of Conduct is not submitted to the coach or extracurricular sponsor.

#### Due Process Procedures

Students who are accused of violating the Code of Conduct for Extracurricular Activities are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

Sanctions for violations will be based on the nature of the offense and the number of offenses, and may include suspension from all activities or sports:

- A specified period of time or percentage of events, competitions, or practices
  - The remainder of the season or for the next season
  - The remainder of the student's school year
7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Building Principal.

All students remain subject to the Board's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

#### **Directory Information**

#### **Policy 7:360**

The District may release personally identifiable information regarding students. Directory information

shall be limited to:

name

gender

grade level

academic awards, degrees and honors

information in relation to school-sponsored activities, organizations and athletics

The parent(s)/guardian(s) must notify the District if all or a portion of the directory information shall not be released. Upon receipt of a written request, the District shall release the directory information for which no objections were filed within the limitations of The School Code of Illinois.

## **Discipline**

**Policy 7:190**

### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
8. Engaging in gross academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. 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.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
11. Engaging in gross dishonesty, lying, or misrepresentation.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

#### Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.

9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study, provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

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 reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

#### Weapons

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm.

#### Required Notices

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

#### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, or Assistant Building Principal, is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct

from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

## **Discipline: Students with Disabilities**

**Policy 7:230**

### Misconduct By Students With Disabilities

#### Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will 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 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).

#### Discipline of Special Education Students

The District shall comply with the provisions of the Individuals With Disabilities Education Act (IDEA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. 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 during such period of expulsion.

A special education student may be suspended for periods no more than 10 consecutive school 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) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer 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.

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 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. The length of time a student with a disability is placed in an alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline.

## **Drug-Free Schools**

**Policy 7:190**

Illegal drugs, tobacco, controlled substances, drug paraphernalia, and "look-alike" or counterfeit drugs are strictly prohibited anywhere on school property. See Policy 7:190 under the title "Discipline" for complete policy information.

## **Electronic Devices**

**Policy 7:190**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to: 1) using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals, 2) Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

## **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, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8:20, Community Use of School Facilities. Any student may file a discrimination complaint to the Superintendent.

### Sex Equity

No student shall, based on sex, 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 to the Superintendent.

## **Fees Waiver**

**Policy 4:140**

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students must also pay for loss of or damage to school books or other school-owned materials.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for fee waiver as described in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available.

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

## Grading and Promotion

Policy 6:280

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on standardized testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration, teacher and parent shall determine remedial assistance for a student who is not promoted. When retention is recommended by the teacher and administration, the final decision shall rest with the Superintendent.

## Internet Acceptable Use and Safety Policy

Policy 6:235 and 6:235-AP

### Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School 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. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### Curriculum

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

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The District's electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the School Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system



administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

#### Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

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

#### Terms and Conditions

1. Acceptable Use - Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate business use.
2. Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - h. Using another user's account or password;
  - i. Posting material authorized or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and

- m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
    - a. Be polite. Do not become abusive in messages to others.
    - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
    - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
    - d. Recognize that e-mail is not private. People who operate the system have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
    - e. Do not use the network in any way that would disrupt its use by other users.
    - f. Consider all communications and information accessible via the network to be private property.
  5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  6. Indemnification - The user agrees to indemnify the School 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.
  7. Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
  8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
  9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
  10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
    - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
    - b. Students and staff engaged in producing Web pages must provide library media specialists with mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
    - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
    - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

- e. Student work may only be published if there is written permission from both the parent/guardian and student.

#### 11. Use of Electronic Mail

- a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to a mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the School District's electronic mail system constitutes consent to these regulations.

#### Internet Safety

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
4. The system administrator and Building Principals shall monitor student Internet access.

#### **Parents Right to Know**

#### **No Child Left Behind Act**

A new federal law called the No Child Left Behind Act requires the school district to let parents know that they may ask for information about the professional qualifications of any teacher that is instructing their child. Parents may request information regarding the following:

- Whether or not your child's teacher has met state certification requirements;
- Whether or not your child's teacher is teaching under emergency or provisional status;
- The bachelor's degree major of your child's teacher, any other certification or degrees held by the teacher, and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

Requests must be made in writing to the Superintendent's office in the Administrative Center. Parents

will receive a response to their request for information within 10 business days.

## Residency

## Policy 7:60

### Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. 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. In addition, the child's natural or adoptive parent, if available, shall 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.

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, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

### 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 to establish residency. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

### 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.

## Student Records

## Policy 7:340 and 7:340-AP

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 person 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 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.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a *records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parents/guardians of it, as well as their rights regarding student school records.

### Student Records Defined

A student record is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the District, except records kept: (1) in a school staff member's sole possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher, or (2) by law enforcement officials working in the school.

### Maintenance of School Student Records

The District maintains two types of school records for each student: a *permanent* record and a *temporary* record.

Information in the temporary record will indicate authorship and the date it was added to the record. The District will maintain the student's temporary record for at least 5 years after the student transferred, graduated, or permanently withdrew. Temporary records that may be of assistance to a student with disabilities who graduated or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s) / guardian(s).

The Building Principal is the records custodian for his or her respective building and is responsible for the maintenance, care, and security of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the Building Principal or designee shall notify the parent(s)/guardian(s) and the student when the student's permanent and temporary school records are scheduled to be destroyed and of their right to request a copy. Before any school student record is destroyed or information deleted therefrom, the parent/guardian must be given reasonable prior notice at his or her last known address and an opportunity to copy the record and information proposed to be destroyed or deleted. Student records shall be reviewed at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

## **Suspension Procedures**

## **Policy 7:200**

The Superintendent shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference 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 notice and conference 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 state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the School Board.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, 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 take such action as it finds appropriate.

## Teen Dating Violence Prohibited

Policy 7:185

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

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

1. Fully implements and enforces each of the following Board policies:
  - a. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. 7:180, Preventing Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, Harassment of Students Prohibited.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

## Tobacco and Drug Prohibition

Policy 8:30

No person on school property or at a school event shall:

- Smoke or otherwise use tobacco products; or
- Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons.

## Visitors to and Conduct on School Property

Policy 8:30

The following definitions apply to this policy:

**School property** - School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

**Visitor** - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions

when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
11. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
14. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

#### Convicted Child Sex Offender

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 has notified the Building Principal of his or her presence at the school for the purpose of: (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; or
2. Has permission to be present from the 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.

#### Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

#### **Wellness Policy**

#### **Policy 6:50**

The Board of Education of Worth School District 127 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.

Board of Education Policy 6:50 addresses school wellness. Meals provided for student purchase will meet nutritional standards. The school district will support healthy lifestyles through nutrition education, the provision of physical activity opportunities, and an emphasis on healthy dietary habits. Parents and guardians are encouraged to continue the school district's school wellness initiative with their children.



## School Closing Information

There are several ways to determine if District 127 Schools will be open.

Voice Reach	Worth School District 127 uses an automated telephone system to call parents in the event of an emergency school closing. Calls are made to the phone number designated by the parent/legal guardian when a decision to close a school is made.
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District 127 Website	<a href="http://www.worthschools.org">http://www.worthschools.org</a>
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For up-to-date school closing status you may also call each school's main number. We will announce school status, open or closed, at the beginning of our message.

School closing information will be broadcast on these radio stations:

- WGN Radio 720 ..... (AM Station)
- WBBM News Radio ..... 780 (AM Station)

School closing information will be broadcast on these TV stations:

- |       |           |
|-------|-----------|
| CBS 2 | WGN 9     |
| NBC 5 | FOX 32    |
| ABC 7 | CLTV News |

Internet	<a href="http://www.EmergencyClosingsCenter.com">http://www.EmergencyClosingsCenter.com</a> Search by school name, city, or phone number.
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E-Mail	The Emergency Closing Center allows parents to sign up for e-mail notification of the district's status. Sign-up for e-mail notifications regarding school closings at:  <a href="http://www.EmergencyClosingsCenter.com">http://www.EmergencyClosingsCenter.com</a>
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Phone Hotline	Dial 1-847-238-1234  When asked, enter 708-448-2800 for Worth School District 127 status. enter 708-448-2801 for Worth Elementary School status. enter 708-448-2802 for Worthwoods School status. enter 708-448-2803 for Worth Junior High School status.
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