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### DISTRICT 160 FACTS

Type of District: Elementary—Pre-Kindergarten through Eighth Grade

Approximate Size of District: Six square miles

Approximate Student Enrollment: 1,600

#### Organization for Instruction

Sykuta School: Pre-K, Kindergarten, First and Second Grade

Meadowview School: Third, Fourth and Fifth Grade

Southwood School: Sixth, Seventh and Eighth Grade

#### Financial Facts

<u>Year</u>	<u>Assessed Valuation</u>
2005	\$170,286,319
2006	\$185,688,425
2007	\$200,029,451

<u>Year</u>	<u>Per Capita Tuition Charge Per Pupil</u>
2005-2006	\$6,916
2006-2007	\$6,418
2007-2008	\$7,218

## **SUPERINTENDENT'S MESSAGE**

Dear Parent(s)/Guardian(s):

Welcome to Country Club Hills School District 160! The Board of Education, administration, and staff are committed to providing an exemplary instructional program that challenges all students. High expectations for success and a positive learning environment are valued elements in our learning community.

The Handbook of Principles and Procedures will provide guidance for you throughout the school year. It contains basic information regarding School District 160 operations.

Do not hesitate in contacting me if you have questions, concerns, or suggestions. I value your input and appreciate your support.

Educationally yours,

Earline Scott, Ed.D.  
Superintendent of Schools

## **BOARD OF EDUCATION**

The Board of Education is responsible for the establishment of all district policies and for the provision of a program of quality education for all children attending Country Club Hills School District 160. The enactment of these policies and the provision of a program which insures the opportunity for that quality education is delegated by the Board to the Superintendent of Schools and his administrative staff. Board of Education business meetings are generally conducted at 7:00 p.m. on the second and fourth Tuesday of each month.

### Members of the Board of Education

J. Kay Giles, President  
Valeria Densmore, Vice President  
Jacqueline Doss, Secretary  
Patricia Hutson  
Chanay Mackey  
Helen McClelland  
Henrietta Turner

### Policies of the Board of Education

The official policies/regulations of the Board of Education have been compiled in a manual. Copies of the Board Policy Manual are made available to the public by placement in the administrative office, school offices, and school media centers. Photocopies may be obtained from the Office of the Superintendent.

Country Club Hills School District 160  
2009-2010 School Calendar

August 26	School Opens – One Hour Student Attendance
September 7	Labor Day – NO SCHOOL
September 18	School Improvement Day – HALF DAY*
September 28	Progress Reports Issued
October 9	School Improvement Day – HALF DAY*
October 12	Columbus Day – NO SCHOOL
October 29	Quarter Ends
November 5	Report Cards Issued
November 6	Parent/Teacher Conferences – NO SCHOOL
November 11	Veterans Day – NO SCHOOL
November 25	Teacher Institute – NO SCHOOL
November 26 – 27	Thanksgiving Holiday – NO SCHOOL
December 4	School Improvement Day – HALF DAY*
December 7	Progress Reports Issued
December 21 – January 1	Winter Recess - NO SCHOOL
January 15	School Improvement Day - HALF DAY*
January 18	Martin Luther King's Birthday – NO SCHOOL
January 22	Quarter Ends
January 29	Report Cards Issued
February 2	Election Day
February 12	Lincoln's Birthday – NO SCHOOL
February 25	Progress Reports Issued
February 26	School Improvement Day – HALF DAY*
March 1	Casmir Pulaski Day – NO SCHOOL
March 19	School Improvement Day – HALF DAY*
March 26	Quarter Ends
April 1	Report Card Issued
April 2 – 9	Spring Recess – NO SCHOOL
April 23	School Improvement Day – HALF DAY*
May 7	Teacher Inservice – HALF DAY*/Progress Reports Issued
May 21	School Improvement Day – HALF DAY*
May 28	8th Grade Graduation
May 31	Memorial Day – NO SCHOOL
June 4	Report Cards Issued
June 11	Last Day of School – One Hour Student Attendance**

\*\* If during the year, schools are not closed due to emergencies, part or all of the days of June 7, 8, 9, 10, 11, 2010, will be declared emergency school holidays.

SCHOOL OPEN HOUSES

Sykuta	September 17	6:00 p.m. – 8:00 p.m.
Meadowview	September 14	6:00 p.m. – 8:00 p.m.
Southwood	September 15	6:00 p.m. – 8:00 p.m.

## DIRECTORY INFORMATION

School District 160 Administration Center  
4411 West 185th Street  
Country Club Hills, Illinois 60478  
www.cch160.org  
708-957-6200 (voice)  
708-957-8686 (fax)

Administration Center Annex  
18511 Baker Avenue  
708-957-6200

### District Schools

Zenon J. Sykuta School  
4301 West 180th Street  
708-957-6210  
Grades PreK-2

Meadowview School  
4701 West 179th Street  
708-957-6220  
Grades 3 – 5

Southwood Middle School  
18635 S. Lee Street  
708-957-6230  
Grades 6 – 8

### District Administration

Earline Scott, Ed.D.  
M. Karen Jones, Ed.D.  
Denise Peeks  
Kathy L. Martin

Superintendent of Schools  
Assistant Superintendent  
Business Manager  
Director of Special Services

### Building Administration

John Macon  
Shawn M. Jackson  
Adrienne Merritt  
Kristal Jordan  
Millicent Borishade, Ed.D.  
Shinora Irby  
Correy Short

Principal  
Assistant Principal  
Principal  
Assistant Principal  
Principal  
Assistant Principal  
Assistant Principal

Zenon J. Sykuta School  
Zenon J. Sykuta School  
Meadowview School  
Meadowview School  
Southwood Middle School  
Southwood Middle School  
Southwood Middle School

### Community Directory

#### City Government

City Hall  
4200 West 183rd Street  
CCH 708-798-2616

#### Parochial Schools

St. John's Lutheran School  
4231 West 183<sup>rd</sup> Street  
CCH 708-799-7491

#### Area Hospitals

South Suburban Hospital  
178th & Kedzie Avenue  
Hazel Crest 708-799-8000

St. James Hospital  
20201 S. Crawford  
Olympia Fields 708-747-4000

Police: 708-798-3191

Fire: 708-798-3171

Emergency: 911

## OFFICE HOURS

Administration Center	7:30 a.m.	4:00 p.m.
Sykuta School	7:30 a.m.	4:00 p.m.
Meadowview School	7:30 a.m.	4:00 p.m.
Southwood School	7:30 a.m.	4:00 p.m.

## STUDENT ATTENDANCE HOURS

Sykuta School	8:00 a.m.	2:30 p.m.
Pre-K, Early Childhood-A.M.	8:00 a.m.	10:30 a.m.
Pre-K, Early Childhood-P.M.	12:00 p.m.	2:30 p.m.
Meadowview School	8:00 a.m.	2:30 p.m.
Southwood School	8:00 a.m.	2:30 p.m.

## STUDENT FEES

### Basic Fees:

Pre-K, EC	No Charge
Kindergarten	\$40.00
Grades 1 – 2:	\$40.00
Grades 3 – 5:	\$60.00
Grades 6 – 8:	\$80.00

## ACCESS TO ELECTRONIC NETWORKS

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate business purpose. Use is a privilege, not a right. Users of the District's electronic networks, terminals, and the like shall have no expectation of privacy with regard to any materials, electronic files, or other transmissions/receptions which are processed through the District's networks. 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. The Superintendent shall establish administrative procedures containing the appropriate uses, ethics, and protocol for student use of the Internet. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

## ACCIDENT AND ILLNESS PROCEDURES

At times, students become ill or are injured in some activity. The school district employs a registered nurse to assist the staff in handling such circumstances. In addition, if the injury is serious enough to warrant immediate hospital attention, the Country Club Hills Paramedics are called to assist in first aid, monitoring and transporting the injured student to one of the hospitals listed on page 4 of this Handbook. Parents who might have alternate desires should notify the school of their reluctance to accept emergency treatment and transportation.

## ADMISSION TO KINDERGARTEN AND FIRST GRADE

Children who are five years old on or before September 1 may attend kindergarten. Children whose fifth birthday falls between September 1 and October 1, may take a pre-admission examination to qualify for early admission to kindergarten.

Children who are six years old on or before September 1 may attend first grade. Children whose sixth birthday falls between September 1 and October 1, may qualify for early admission to first grade if they have successfully completed a kindergarten program in a state-accredited school or daycare program.

Inquiries concerning early admission to kindergarten or first grade should be directed to the principal of Sykuta School.

**ASBESTOS NOTIFICATION**

The Asbestos Hazard Emergency Response Act requires that all buildings owned and operated by Country Club Hills School District 160 be inspected for friable asbestos materials and for any building materials that contain asbestos fibers. The inspections have been conducted and management plans for all asbestos materials found in our schools have been completed. These management plans, as approved by the Illinois Department of Public Health, are available for public inspection at the Administration Center, 4411 West 185th Street, Country Club Hills, between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday. Copies of the management plans are available for a reproduction fee of 5 cents per page.

**ATTENDANCE**

Student absences result in a substantial loss of revenue for the school district.

Parents are reminded that regular and prompt attendance at school is extremely important. An ill child should not be in school, since this may result in his/her health being impaired further and may result in other children being exposed to a communicable disease; however, every effort should be made to have the child in school each day he/she is able to attend. The following procedures are to be followed when your child(ren) are absent from school:

- ◆ When your child is to be absent from school, it is imperative that you notify the school office of such an expected absence . To report absences for students, please call the school office between 8:00 a.m. and 9:00 a.m.
- ◆ Failure to telephone in an absence each and every day that a child is out of school will result in a telephone call from the school to you during that same day.
- ◆ The first day that a child returns to school after an absence, you are requested to send a note, to be delivered to the school office, with the following information:
  - ◇ the date(s) of absence;
  - ◇ the specific reason for absence;
  - ◇ your signature.
- ◆ Extensive absence, injury, or illness may necessitate a doctor's excuse upon return to school.

An absence without valid cause for any length of time may be considered to be a case of truancy. All truanancies will be reported to the Cook County Truant Officer.

**AUTO SPEED LIMITS**

Please be reminded that the speed limit for vehicles in Country Club Hills is 20 miles per hour. Drivers are requested to refrain from parking in the curb areas marked with yellow paint in order to facilitate the loading and unloading of buses. The local police strictly enforces all marked NO PARKING on the street.

**BE ON TIME**

Being on time is also important. Home and school must cooperate in assisting the students to meet this responsibility. When the parent is aware that a student will be late, a note of explanation is to accompany the child upon arrival.

**BREAKFAST/LUNCH**

Students will have a 15 minute breakfast and a 30 minute lunch. Children from families whose income falls at or below certain limits, may be eligible for the free or reduced prices. Applications are available at any school office. Those students who do not qualify for free or reduced prices may purchase a lunch through the lunch program and/or bring their own lunch.

**CELL PHONES**

The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

- They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
- They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
- They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

**DISASTER DRILLS**

There is always the possibility of severe windstorms, thunderstorms, or tornadoes. Students are given specific instructions and practice in building procedures in case of such disasters. When severe storms occur at dismissal time, students and buses may be detained until it is deemed safe.

**DRUG FREE SCHOOLS**

The Board of Education of School District 160, in accordance with the Drug-Free Schools and Communities Act of 1986, has adopted a policy aimed at ensuring a drug-free environment for all students and employees. In part, the policy forbids the manufacture, distribution, dispensation, possession or use of a controlled substance. Specific penalties are delineated for violations of this policy. The entire policy is available for review at the Administration Center, 4411 West 185th Street, Country Club Hills, between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday.

**EMERGENCY CLOSING OF SCHOOLS**

The Superintendent of Schools is authorized by the Board of Education to close schools on an emergency basis. By special arrangements with radio and television networks, announcements of school closings will be broadcast by participating networks. These announcements are to be regarded as official notification of school closing. Our District always is referred to as Country Club Hills School District 160 in these announcements.

These announcements by radio and television stations should make it unnecessary for parents to call the school or school officials on whether or not schools will be closed. Telephone circuits should be allowed to remain open as much as possible at these times to allow for calls that are necessary and urgent. The following radio and television stations are among those that announce an emergency closing of schools:

## RADIO

WMAQ AM 670  
WGN AM 720  
WBBM AM 780

WBBM FM B96  
WFYR FM 103.5  
US 99 FM

## TV

FOX 32  
WGN 9

Instant information may be obtained by calling the Tribune Radio Network Emergency Closing Center at 1-900-407-7669. For a cost of .95 per minute, the emergency closing center will provide you with up-to-the minute school closing information. After you dial 1-900-407-7669, you will be asked to give a 10 digit access number for the facility you are interested in. The access number for School District 160 is our phone number, including area code, 7089576200; similarly, you can access information about individual schools by using their telephone number as follows:

Sykuta School	708-957-6210
Meadowview School	708-957-6220
Southwood Middle School	708-957-6230

## ENROLLMENT

After a prospective new student satisfies all requirements for admission, and prior to considering placement, said prospective new student must complete the process of school enrollment. The school enrollment process includes, in part, satisfactorily meeting the following requirements:

- ◆ completion of enrollment form(s);
- ◆ completion of registration form(s);

The failure of any prospective new students to meet the aforementioned enrollment requirements shall negate any consideration of placement until such time as said requirements are satisfied.

## FINAL, PERMANENT PLACEMENT

During the first nine [9] weeks of attendance by a new student, the preliminary student profile, which was utilized to determine an initial temporary placement, shall be expanded and refined. The expanded and refined student profile shall include additional information based on diagnostic testing, teacher observation, and student performance.

At any time during the aforementioned nine week period, but no later than its conclusion, the expanded and refined student profile shall be reviewed for the purpose of confirming the initial, temporary student placement. Such a review may be initiated by the classroom teacher or building principal at any time deemed appropriate. Subsequent to such a review, a final, permanent placement shall be effectuated. Final, permanent placement may result in confirmation of the initial, temporary placement, acceleration, retention, or modified placement to include the provision for one or more of the following support services: individual or group counseling; remedial reading or mathematics; Title I for the educationally disadvantaged; gifted classes in reading or mathematics; resource and/or itinerant special education; self-contained special education.

A final, permanent placement shall remain in effect until such time as there is evidence to support the need for a subsequent review and change in said placement. The responsibility for ensuring an appropriate placement for each student shall lie with the

building principal, subject to appeal to and reconsideration by the superintendent of schools or his designee.

## **FIRE DRILLS**

Fire drills are conducted regularly in each school building. Fire alarms in all the schools are directly connected to the fire station.

## **HARASSMENT OF STUDENTS**

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's race, color, national origin, sex, ancestry, age, religion, creed, physical or mental disability, sexual orientation or perceived sexual preference, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The District will not tolerate harassing or intimidating conduct, 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, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

### 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 or perceived sexual preference 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 who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

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 and expulsion 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 and expulsion, with regard to students.

## **HEALTH RECORDS/SERVICES REQUIRED IMMUNIZATIONS, PHYSICAL, DENTAL AND EYE EXAMINATIONS**

### Personnel

School District 160 employs a full-time registered nurse who provides first aid treatment, conducts health related screening programs, maintains school health records and trains school personnel in first aid and illness procedures. Board of Education policy requires that all required medical records be completed prior to a child's attendance in school.

### Health Records

State law requires that all children, upon entrance to kindergarten [or first grade if enrolling in a public school for the first time] must present evidence of immunity against: diphtheria, whooping cough, tetanus, polio, measles, rubella, mumps, and varicella. Hepatitis B is required for Pre-K and 5th through 8th grades. Additionally, all children must have received a second dose of measles containing vaccine after age 4 before kindergarten entrance.

Dental examinations are required for grades K, 2, and 6 by May 15 of each school year.

The State of Illinois, in the code governing schools, requires physical examinations for students entering **kindergarten**, first grade (if enrolling in a public school for the first time), and **sixth** grade. The Law also requires that students be properly immunized against communicable diseases. Students failing to comply with physical examination and immunization requirements **will not** be allowed to attend school. (Please note: only physical examination forms issued by the State may be used. Physical examinations recorded on other forms are NOT acceptable.)

Attention should be paid to the portion of the health record on immunizations to see that it is properly completed. Of particular importance is that the immunization show the exact month, day, and year in which they were given. The health care provider must sign, date, and stamp the health record. It is the parent/guardian responsibility to complete, date, and sign the past health history portion of the physical form. Following is information on required immunizations:

**DPT** (Diphtheria-Pertussis-Tetanus) - Three initial doses and one at kindergarten entrance.

**ORAL POLIO** - At least three doses, the last one after age 4 and before kindergarten entry.

**MEASLES/MUMPS/RUBELLA** - Two immunizations are required. The first must be given after 12 months of age. A second dose is required before entry into kindergarten.

**VARICELLA** – (chicken pox) – One dose is required for entry into Pre-Kindergarten, Early Childhood, Kindergarten through 7<sup>th</sup> grades.

**HEPATITIS B** - A series of three immunizations is necessary for all children enrolling in a child care facility or preschool program under the Kindergarten level, and children in fifth (5<sup>th</sup>) grade. The second immunization must be at least four weeks after the first and the third immunization at least two months after the second dose.

Free immunizations may be received through Cook County Department of Public Health Clinics. For the time, place and day these clinics are open, one may phone 708-210-4500.

You should discuss the recommended immunization schedule with your health care provider. If his/her recommendations are different than that required by the State, the doctor will have to provide the school with a written letter, dated, stamped, and signed.

One of the purposes of maintaining accurate and complete health records for all students is for the school to be aware of any health conditions that may affect the well-being of the pupils. The teacher should be immediately informed of any unusual conditions so the child's program can be altered, if necessary.

When a student is absent because of a prolonged illness or must be restricted from certain activity because of an illness or injury, a doctor's note must accompany the student upon return to school.

Parents who have a religious objection to immunizations must give the School District a written letter every school year.

**Lead Screening:** Lead Screening is required for early childhood, Pre-K, and kindergarten students. Please consult your health care provider for screening guidelines.

#### Athletic Physicals

If your child plans to participate in an athletic after school activity, he/she must have a current physical form completed by a health care provider prior to trying out for the team.

#### Communicable Disease

Parents are asked to notify the school as soon as a child's illness is diagnosed to be contagious. The student must have started antibiotics for 24 hours (or as ordered by the doctor) before returning to school. It is the parent's responsibility to get a letter from the doctor stating that the child has been treated and is no longer contagious and can return to school. The letter must be signed, have phone number and date. The school will make notifications to classroom parents according to the Cook County Department of Public Health Guidelines.

#### School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004. Following is an excerpt from the School Wellness Policy (6.50) adopted September 12, 2006:

### Goals for Nutrition Education

The goals for addressing nutrition education include the following:

- Schools will promote good nutrition through cross-curricular education designed to facilitate behaviors conducive to student health and well-being.
- Nutrition education and learning experiences will be part of the District's comprehensive health education curriculum and will be in alignment with current best practice.
- The District will collaborate with community agencies to provide healthy lifestyle information to families.
- The District will offer in-service and training opportunities to support and facilitate promotion of School Wellness goals.

### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, and encourages healthy habits and attitudes for a healthy lifestyle.
- The curriculum will be consistent with and incorporate the District's Local Standards and relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.
- Unless otherwise exempted, all students will engage in daily physical activity during the school day.

### Goals for Other School-Based Activities

The goals for addressing other school-based activities include the following:

- Schools will provide activities that create a school environment consistent with wellness and conducive to healthy eating and being physically active.
- School fundraising programs and vendors will provide healthy choices through controlled sales of foods of minimal nutritional value.
- All students will be provided opportunities for daily participation in physical activity.

### Administration of Medication to Children

Teachers and other non-administrative school employees, except certified school nurses, shall not be required, but may, administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student.

The School Board shall establish procedures, as necessary, for the training and supervision of teachers and other non-administrative school employees in the administration of prescription or non-prescription medication to students.

The certified school nurse, teachers and other non-administrative school employees may administer medication to a student provided:

- 1) The District has received a completed "Medication Request and Authorization Form" from the parent/guardian to administer NON-PRESCRIPTION medication. The written request form is valid for the current school year only and must be renewed once the discontinuance date for the administration of medication indicated in the "Medication Request and Authorization Form" arises or the medication is discontinued for any other reason. If not renewed, the medication will no longer be administered.
  - a) The parent/guardian must furnish all NON-PRESCRIPTION medication and deliver medication to the school.
  - b) The non-prescription medication must be in the original container and properly labeled. The original container for NON-PRESCRIPTION medication is defined as the container in which the medication was purchased by the parent/guardian and which clearly states, at a minimum, the medication name and strength of the substance, correct dosage and directions for use. The student's name must

also be affixed to the container. School personnel have the right to refuse to administer any prescription medication which is not in its original container.

- 2) The District has received a completed "Medication Request and Authorization Form" from the parent/guardian to administer PRESCRIPTION medication. The written request form is valid for the current school year only and must be renewed once the discontinuance date for the administration of medication indicated in the "Medication Request and Authorization Form" arises or the medication is discontinued for any other reason. If not renewed, the medication will no longer be administered.
  - a) The parent/guardian must furnish all PRESCRIPTION medication and deliver medication to the school.
  - b) The prescription medication must be in the original container and properly labeled. The original container for PRESCRIPTION medication is defined as the container in which the medication was purchased by the parent/guardian and which clearly states, at a minimum, the medication name and strength of the substance, correct dosage and directions for use. The student's name must also be affixed to the container. School personnel have the right to refuse to administer any prescription medication which is not in its original container.
- 3) The "Medication Request and Authorization Form" shall be filed in the individual student's behavioral file.

Parent(s)/guardian(s) may authorize their child to self-administer a medication if the District receives a completed "Medication Request and Authorization Form" from the parent/guardian, which indicates that the student may self-administer medication. Students authorized to self-medicate shall be allowed to do so pursuant to specific directions contained within the "Medication Request and Authorization Form," including the medication name, amount of medication to be taken, the time it may be taken and the reason for the self-administration.

At no time, however, may students (including students authorized to self-medicate) personally retain possession of medication (unless otherwise ordered to do so by a physician). Students must have a certified nurse, teacher or other non-administrative school employee present when medication is taken. All medication shall be stored in a safe and secure place by the school.

A record will be kept of each time any medication is administered, including the student's name, date, time, medication, dosage and signature or initials of the person administering the medication or supervising the student in self-administration.

The School District shall not knowingly administer medication in an amount exceeding daily dosage listed in the *Physician's Desk Reference* (PDR) or other recognized medical or pharmaceutical text.

At the end of any administration of medication, the parent/guardian is responsible for removing any unused medication from the school. Any medication not removed within 48 hours after the last date noted for administration will be disposed of by the school.

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

### Eye Examination

The State of Illinois requires that kindergarten students (or first grade if enrolling in school for the first time) students have proof of an eye examination by an optometrist or physician

who provides complete eye examinations. This document must be submitted to your child's school no later than October 15<sup>th</sup> of the school year.

## Vision and Hearing Screening

The School District annually conducts vision and hearing screening programs for children. Results of these tests are reported to parents as needed.

## **HOME-SCHOOL COMMUNICATION**

Appropriate channels of proper communication have been established by the Country Club Hills School District 160 to provide avenues for the expression, appeal and resolution of grievances concerning school procedures and concerns. These channels are available to students, parents and guardians concerning all matters including disciplinary action. Adherence to this line of proper communication maintains a cooperative nature in the educational process.

- ◆ The student, parent or guardian should discuss the matter, when applicable, with the person(s) directly responsible for the grievance.
- ◆ If this does not resolve the issue, the matter should be directed to the next higher authority according to the following order: Teacher; Building Principal; District Superintendent or designee.

## **HOW TO HELP YOUR CHILD'S PROGRESS**

There are many ways in which the home can help directly and indirectly to insure the best educational progress for each child.

- ◆ Student records and files are available for review by parents/guardians after arrangements are made with the building principal. Our School District complies with Federal, State, and Illinois Office of Education directives concerning student records.
- ◆ Attend Parent Conferences as scheduled.
- ◆ Maintain contact with your child's building principal and classroom teacher.
- ◆ A growing child must have plenty of good food to supply energy for work and play. A wholesome and adequate breakfast is particularly important.
- ◆ A growing body needs plenty of rest. Children ages six to nine need from ten to twelve hours sleep. Children from ages nine to eleven need from ten to eleven hours sleep. Situations which tend to over-stimulate or excite the child should be avoided before retiring for the night.
- ◆ The home should continually strive toward providing an environment which provides love, confidence, understanding, and the feeling of security for the child.
- ◆ A child's school day is his/her working day. As important as private lessons in music and dancing, club meetings, etc., may be, the child still needs free time for his/her own activity or to relax.
- ◆ Demonstrate to your child a genuine interest in his school and school activities.
- ◆ Help your child with his/her homework by providing a work space free from distractions, scheduled for a particular time each day.

Evaluation of student progress is comprised of the following: permanent and temporary records; teacher-made tests; standardized tests; classroom teacher observations. These kinds of information provide both parents and students with a continuous identification of the progress being made in a number of areas. We ask you to request this information any time you are in our schools, but especially at Parent-Teacher Conference time.

## **IMPORTANT INFORMATION CONCERNING CHILD NEGLECT**

The education of your child is our prime concern, but of equal importance is our concern for your child's safety and social/emotional development. With increasing frequency we are experiencing more children who are coming to school from, and going home to, an empty house. It is understandable that emergencies do arise on an infrequent basis, when your child does not have adult supervision for a short period of time, a daily pattern of living in this manner is detrimental to the child's safety and development.

The Department of Children and Family Services states that under Illinois Law, they must investigate possible cases of child neglect. Parents should be aware that the DCFS policy considers it child neglect to fail to provide a child under twelve with proper supervision. If DCFS becomes aware that a child under twelve is home alone, it will immediately ask the local police to investigate. If the police cannot arrange for a parent or relative to provide immediate supervision, they will take custody of the child. After consulting the States Attorney's Office, the police may file criminal charges against the parents for endangering a child and/or for child neglect.

Please consider carefully this information and perhaps share it with a friend. Prevention of any child being placed in danger is our goal.

## **INSTRUCTIONAL PROGRAM**

### General Curriculum

Students receive instruction in the basic skill areas of language arts, mathematics, science and social studies. Reading is taught at all grade levels, from early literacy experiences in kindergarten to expansion of abilities and interests in the junior high level. Parents can help their students by reading to the younger children and providing the material and reading opportunities for the older ones.

Included also in the curriculum is physical education. Other areas of study integrated into the regular curriculum are career education, computer education, character education, and health. Those students who display qualities of giftedness will have the opportunity to broaden their educational abilities through additional incentives and commensurate assignments.

### Gifted/Talented

To meet the needs of our most able students, Country Club Hills School District 160 offers differentiated instructional programs beyond the scope of our normal curriculum. We also provide accelerated programs in reading and math to children who qualify for gifted/talented/accelerated instruction. Eligibility for the accelerated programs is based on student performance, parent inventory, teacher recommendations, achievement test scores and cognitive skills test scores.

## **INSPECTION OF INSTRUCTIONAL MATERIALS**

Parents/guardians of any student may inspect any instructional materials used in our schools. Those materials include textbooks, teacher's manuals, computer software, films and tapes. Call the principal's office for an appointment if you wish to view any of these items.

## KNOW WHERE YOUR CHILD IS

Children are discouraged from arriving at school more than ten minutes before classes begin, or to remain after being dismissed from school unless they are attending an after school activity. Students are, of course, welcome to return to the school grounds for play, but they should return home after school so that parents will know of their whereabouts. Pupils are not to leave the school during school hours without the permission of the principal. The school office contacts the parent before sending a child home during school hours. Parents should contact the principal beforehand to arrange for dismissing a child from school while school is in session. All children dismissed early must be picked up in the office.

## LATCH KEY CHILDREN

If your child must come home to an unsupervised house, please take certain precautions.

- ◆ Make prior arrangements with two or more neighbors to whom your child can turn for help in an emergency, e.g., a lost house key.
- ◆ Arrange to contact your child yourself or have someone else do so shortly after the time he is expected home. Make certain he knows he is to come straight home and wait for your call. If he does not answer the phone, have a neighbor check on him.
- ◆ Rules for your child's expected behavior must be very clear to your child.
- ◆ Visitors and friends should not be permitted in the house—except when parents are at home.
- ◆ Callers at the door should not be acknowledged when your child is home alone.
- ◆ Telephone calls for you should be answered by your child in the following manner:
  - ◇ (Your last name) 's residence.
  - ◇ (Your child's name) speaking.
  - ◇ "My (mother/father) can't come to the phone now. May I take a message and she/he will call you back."
  - ◇ Your child should NOT say you are not at home.
- ◆ "Ready to eat" food should be available for your child. Children should not be permitted to cook if they are alone.
- ◆ Children sometimes become frightened when they are home alone. The telephone number of someone they can call for reassurance should be listed near the telephone.
- ◆ It is reassuring for children to know when you plan to arrive home. If your child cannot tell time, you might say that you will be home after a favorite television show.
- ◆ If your child has activities to do after he/she arrives home, he/she will be less likely to feel apprehensive or get into mischief.

It is, of course, best for a responsible older person to be home when a child returns from school. If this is not possible, we hope these suggestions will help you to make the situation as safe and as reassuring as possible.

## MANDATORY STUDENT UNIFORMS

See Code of Student Conduct for specific requirements.

## **MISCONDUCT BY STUDENTS WITH DISABILITIES**

Behavioral interventions are used with students with disabilities to promote and strengthen desirable behaviors and reduce inappropriate behaviors. The District maintains a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. Inquiries regarding behavior interventions may be directed to Kathy Martin, Director of Special Education Services, School District 160, 708-957-6200.

## **NON-DISCRIMINATION BASED UPON RACIAL OR MULTICULTURAL CRITERIA**

It is the policy of Country Club Hills School District 160 to provide freedom from discrimination to students, employees, applicants for employment, and residents of the District based upon racial or multicultural criteria in the operation of its facilities, programs, activities, services and benefits. Discrimination, including harassment based upon racial or multicultural criteria, is strictly prohibited. A complete copy of the District's written policy on non-discrimination based upon race or multicultural criteria, and attendant procedures for redressing complaints of discrimination or harassment, is available in the principal's office in each school as well as in the District's administrative offices. If a student or parent feels that a student has been discriminated against or harassed, either the parent or student should contact the principal and file a written complaint. Complaint Report Forms are available in the principal's office in each school as well as in the District's administrative offices.

## **PARENT ORGANIZATIONS**

One of School District 160's primary goals is to increase parent involvement. Research about parent involvement is clear. When parents are involved in their children's education, children excel—they achieve higher grades, have better attendance, complete more homework, and demonstrate more positive attitudes and behavior.

Each School's Parent Teacher Organization promotes parent involvement which is fundamental to District 160. The Parent Teacher Organization focuses on organizing school fund raisers, school carnivals, cultural arts programs, appreciation luncheons and the like. The PTO is a local parent organization and has no affiliation with either State or National organizations. The PTO meets on a monthly basis.

## **PSYCHOLOGICAL AND COUNSELING SERVICES**

School psychologists, social workers and counselors, are employed by the school district to assist in evaluation and placement of students with special needs in the special education program or service that most appropriately matches their identified needs. The staff also assists teachers and parents by advising them of the students' progress and performance.

## **RESIDENCY REQUIREMENTS FOR ADMISSION**

Country Club Hills School District 160 recognizes and accepts its responsibility to educate all age-appropriate children who are bona fide residents of the school district. Children are considered bona fide residents of the school district when they reside with parents or other individuals having legal custody of the child as defined in Section 10-20.12b of the School Code who are bona fide residents of the school district. Only children who are bona fide

residents may attend the schools of District 160 without paying tuition. Non-resident children may be admitted to the school district when it can be done without prejudice to the rights of resident students and only upon specific approval of the Board of Education.

A child seeking admission to the schools of District 160 must provide proof of:

- ◆ school age, as determined by the School Code of Illinois;
- ◆ relationship, as the natural or adopted child of custodial parents, the ward of legally appointed guardians or proper guardians in fact, or the foster child of an approved governmental agency;
- ◆ bona fide residency;
- ◆ compliance with physical/immunization requirements.

#### Proof of School Age

Proof of school age must be established by the provision of either 1) a certified copy of the student's birth certificate or 2) other governmental documentation of the child's identity and an affidavit explaining the inability to produce a copy of the birth certificate.

#### Proof of Relationship

Proof of status as the child of natural, custodial parents must be established by the provision of a certified copy of a birth certificate. In any instance where the custodial parent is divorced or departed, proof of status must, additionally, be established by the provision of a certified copy of the court-approved divorce decree or separation agreement and the provision of a notarized affidavit of parenthood shall also be required in any case in which the parents of the applicant child were unmarried at the time of birth.

Proof of status as the adopted child of custodial parents must be established by the provision of a certified copy of court-approved adoption papers and the provision of a notarized affidavit of **parenthood**.

Proof of status as the adopted child of custodial parents must be established by the provision of a certified copy of court-approved guardianship papers and the provision of a notarized affidavit of **guardianship**.

Proof of status as the foster child of an approved governmental agency must be established by the provision of a copy of the foster placement authorized by the Illinois Department of Children and Family Services and the provision of an affidavit of temporary guardianship.

#### Proof of Residency

Proof of status as a bona fide resident is established when the parents or legal custodians of a child are determined to be residing within the boundaries of School District 160 and bonafide residents of the City of Country Club Hills. School District 160 shall require not less than three of the following corroborating documents:

- ◆ State of Illinois Driver's License or Illinois ID Card;
- ◆ State of Illinois Motor Vehicle Registration Card;
- ◆ Cook County Real Estate Tax Bill;
- ◆ Country Club Hills Vehicle Registration Receipt;
- ◆ Current gas, electric or telephone utility bill (last two (2) months);
- ◆ Current water bill (last two (2) months);
- ◆ Mortgage payment book;
- ◆ Full and complete copy of purchase or lease agreement;

- ◆ Proof of US Post Office address change.

In any instance in which parents or legal custodians are unable to establish bona fide residency with the City of Country Club Hills because they are not homeowners or lessees, the family with whom they reside must establish bona fide residency and the parents or legal custodians must provide no less than three of the aforementioned corroborating documents in order to confirm the address of residency claimed.

### Admission Procedures

At the time of enrollment for purposes of admission, all documents heretofore required must be presented. Photocopies shall be made of all documents; said photocopies shall be attached to and become part of the legal record of enrollment. The school district may, in its sole and non-reviewable discretion, require parents or legal guardians to attest to the accuracy of information supplied and that they understand that any child who resides outside the school district boundaries may not attend District 160 schools without prior authorization and the payment of tuition; said confirmation shall be in the form of a notarized affidavit on a form prepared by School District 160.

### Monitoring and Sanctions

School District 160 reserves the right to monitor all cases of student admission and investigate any instance in which there is probable cause to believe that a false or fraudulent enrollment has occurred.

If false or fraudulent enrollment is substantiated, a child so enrolled shall be dismissed and excluded from the school system immediately. Furthermore, tuition will be charged to the parents or legally appointed guardians of a child found to be falsely or fraudulently enrolled.

Nothing in this policy shall prohibit the Board of Education from requiring that a child furnish updated or corroborating proof of age, relationship, or residency during the term of enrollment; however, students who become non-residents during a school term for reasons other than false or fraudulent enrollment, shall not be charged tuition for the remainder of the school term in which they become non-resident students.

The Board of Education shall annually determine, pursuant to law, the amount of tuition to be charged to non-resident students.

## **SCHOOL DISTRICT RECORDS**

It is the policy of the Board of Education to permit access to and copying of public records in accordance with the "Illinois Freedom of Information Act", effective July 1, 1984. However, viewing of public records is not indiscriminate but is balanced by certain exceptions recognized in the Act to safeguard individual privacy and the efficient operation of public agencies.

For those requesting information concerning the process whereby information can be sought from School District 160, such may be accomplished by contacting the District Administration Office and requesting a copy of the "Inspection Procedures Statement," This document outlines the appropriate procedures for reviewing and/or printing of records that are not prohibitive under the Act.

## **SCHOOL STUDENT RECORDS**

The following information pertains to the rights and obligations of parents, students, and the school under the Illinois School Student Records Act (ISSRA) 105 ILCS 10/1, et seq. of the Illinois Revised Statutes (1985) and the Rules promulgated thereunder by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375.

- ◆ The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health records, record release of permanent record information, and may also consist of records of award and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept 60 years after graduation or permanent withdrawal. (ISSRA, 105 ILCS 10/2; 10/4).
- ◆ The student temporary record consists of all information that is of clear relevance to the education of the student, but is not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, and participation in extracurricular activities, honors and awards received, teacher anecdotal records, disciplinary information and special education files.
  - ◇ A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every 4 years or upon a student's change in attendance centers, whichever occurs first. The temporary records will be destroyed entirely within 5 years after graduation or permanent withdrawal. (ISSRA, 105 ILCS 10/2 and 10/4).
- ◆ Parents or any person specifically designated as a representative by a parent have the right to:
  - ◇ Inspect and copy all permanent and temporary records within a reasonable time and in no case later than 15 school days after the date of receipt of such request by the official records custodian. A student shall have the right to inspect and copy his or her school student permanent record.\* The school charges 10 cents per page for copies.\*\* No parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying. (ISSRA, 105 ILCS 10/5).
  - ◇ Have present at the option of either the parent or the school, a qualified professional, who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by the school. (ISSRA, 105 ILCS 10/5).
  - ◇ Challenge the accuracy, relevancy or propriety of any entry in the school student records, exclusive of grades, by requesting a hearing with the school.
    - ⇒ Formal hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify the parents and school officials of the time and place of the hearing. Each party shall have the right to present evidence and to call witnesses, the right to cross-examine witnesses, and the right to counsel. A record of the hearing shall be made by tape recording or by a court reporter. The

decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted to the parents and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and shall order (a) retention of the challenged contents of the student record; or (b) removal of the challenged contents of the student record, or (c) change, clarification or addition to the challenged contents of the student record. The parties shall have the right to appeal the decision of the hearing officer.

- ◇ Appeal: Notice of appeal must be presented to the Regional Superintendent of Schools within 20 school days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the materials to the Regional Superintendent of Schools. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings and issue a decision to the parents and the school district within 20 school days of receipt of the documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Regional Superintendent of Schools should seek advice from appropriate special education personnel who were not authors of the entry. The school shall be responsible for implementing the decision of the Regional Superintendent. Such decision shall be final, and may be appealed to the Circuit Court of the county in which the school is located. (ISSRA, 105 ILCS 10/7).
- ◆ No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:
  - ◇ to a parent or student or person specifically designated as a representative by a parent; (ISSRA, 105 ILCS 10/6);
  - ◇ to an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest (ISSRA, 105 ILCS 10/6);
  - ◇ to the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and 10 school days after such service, if the parents make no objection, the records be transferred to the requesting school (ISSRA, 105 ILCS 10/6);
  - ◇ to any person for the purpose of research, reporting or planning, provided that no student or parent can be identified from the information released and the person(s) requesting the use of such information has signed an affidavit to comply with all rules and statutes regarding school records (ISSRA, 105 ILCS 10/6);
  - ◇ pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order, of the terms of the order, the nature and substance of the information proposed to be released in compliance with such orders and an opportunity to inspect, copy and challenge the contents of the school student records (ISSRA, 105 ILCS 10/6);
  - ◇ to any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity

to inspect, copy and challenge such information. If the release information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents (ISSRA, 105 ILCS 10/6);

- ◇ subject to regulations of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of release, the person, agency or organization receiving the information, and the purpose of the release (ISSRA, 105 ILCS 10/6);
- ◇ to any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be released. The parent has the right to inspect, copy and challenge the records and to limit any such consent to designated records or designated portions of the information contained within the records (ISSRA, 105 ILCS 10/6).
- ◆ Parents may insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute. (ISSRA, 105 ILCS 10/7).
- ◆ Parents will be given reasonable prior notice before any school student record is destroyed or information deleted therefrom and an opportunity to copy the record or information proposed to be destroyed or deleted. (ISSRA, 105 ILCS 10/4).
- ◆ Except for the student and his parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person to have access to such information without a prior consent of parent obtained in accordance with ISSRA, 105 ILCS 10/6.
- ◆ A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such request, the date of the release, the name and signature of the official records custodian releasing such information and a copy of any consent to such release. (ISSRA, 105 ILCS 10/6).
- ◆ All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record. (ISSRA, 105 ILCS 10/2).
- ◆ The following is designated as directory information and may be released to the general public unless the parent requests that any or all such information not be released: student's name and address, gender, grade level, birth date and place, parent's name and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, the student's major field of study, and period of attendance in the school. (ISSRA, 105 ILCS 10/6).
- ◆ No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act. (ISSRA, 105 ILCS 10/8).

- ◆ Upon graduation or permanent withdrawal of a student with a disability, psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of psychological evaluations, special education files and other information contained in the student temporary record.
- ◆ [Any policies of the school relating to school records which are not included in the Act or Rules.]
- ◆ Copies of the Illinois School Student Records Act, 23 Illinois Administrative Code 375 (Student Records), and district or school policies relating to school student records which are not included in the Act or the Rules are available for review in the office of the school records custodian and the district superintendent.
  - \* Section 375.20 of the Rules provides that schools may afford students similar rights in regard to their temporary records, as well.
  - \* Section 375.50 of the Rules provides that such cost shall not exceed .35 per page.

**SCHOOL SUPPLIES**

Consumable supplies such as paper, pencils, pens, erasers, crayons are the responsibility of the student. Pupils should have paper, pen and pencil with them on the first day of school. Initially, and from time to time, classroom teachers will notify parents of supplies and materials their child(ren) will need. Gym shoes will need to be provided in Grades 5-8. A Physical Education uniform is required for Grades 6-8.

**SCHOOL VOLUNTEER PROGRAM**

School District 160 supports a school volunteer program. School volunteers--ranging from housewives and mothers to business men and women, college students, older students, and senior citizens--can be found throughout the school system to be room mothers, aid teachers, tutor students, operate photocopy machines, prepare instructional materials, and provide computer assistance. The only qualifications a volunteer needs is a commitment to wanting to help children. Prospective volunteers are encouraged to contact their local school office.

**SECTION 504 COMPLIANCE**

Under Section 504 of the Rehabilitation Act of 1973, School District 160 provides reasonable accommodations for students who qualify. Such qualified disability students would have a physical or mental impairment which substantially limits a major life activity, or they would be regarded as disabled by others. Under Section 504, disability conditions must effect activities such as walking, hearing, seeing, breathing, learning and working. Accommodations to be considered by the District include specialized education, related services and aides, and assistive devices. Parents having any questions about 504 accommodations should contact Kathy Martin, Director of Special Education Services.

**SPECIAL EDUCATION SERVICES**

Typically, children face a varied array of challenges as they proceed through their years in school. School District 160 is committed to minimizing the effect of these challenges

through interventions, including the provisions for a variety of special education services. In addition to the pre-school screenings conducted for children not yet students, kindergarten students are also screened for any suspected areas of difficulty. Parents or teachers who suspect that a child may have a disability requiring special education services may have the child participate in one of the scheduled screenings or they may contact the building principal or the Office of Special Education Services.

For children suspected of having a disability requiring special education services, a comprehensive case study evaluation process is conducted involving parents and professionals who assess the child's abilities in the suspected areas. Parents are involved in the process and must give consent for the evaluation to occur and must additionally give consent for any needed services to be provided.

A continuum of special education services for students from age 3-15 years are available through School District at no cost to parents.

- |                                 |                            |
|---------------------------------|----------------------------|
| Behavior Disorder and Emotional | Occupational Therapy       |
| Blind or Partially Sighted      | Parent/Infant [ages 0-3]   |
| Deaf or Hard of Hearing         | Psychiatric                |
| Home/Hospital                   | Psychological              |
| Learning Disabilities           | Physical/Health Impairment |
| Mental Impairment               | Physical Therapy           |
| Multi-handicapped               | Speech and Language        |
| Neurological                    | Social Work                |
| Early Childhood                 |                            |

A copy of "Rules and Regulations to Govern the Administration and Operation of Special Services" is also available to all School District 160 residents. This booklet describes the rights of students with disabilities in detail, and a copy can be obtained through the Office of Special Education Services.

Parents having any questions regarding special education services or the rights of children with disabilities may also contact Kathy Martin, Director of Special Education Services, School District 160, 708-957-6200.

Pre-School Screening

A program of screening for pre-school age children is provided at times throughout the year. The program is conducted by School District 160 personnel for children who are at least two years six months of age through age four and not enrolled in kindergarten for the fall term. A child's skills in the areas of vision, hearing, large and small motor skills, speech/language, and concept development are included in the screening process. The screening results will indicate if there is a suspicion of a learning difficulty potentially caused by a disability. Where indicated, a comprehensive case study evaluation will be conducted in the domain areas relevant to the concerns addressed in the screening process. Parents will be informed of the results of the screenings.

**STUDENT ACCIDENT INSURANCE**

You are provided the opportunity to participate in an inexpensive student accident insurance program. The basic program covers accidents in sponsored activities as well as in going to and from school. Twenty-four hour coverage is also available.

The school district does not carry insurance to cover student accidents. You are encouraged to either participate in the student accident insurance program, or confirm that your personal insurance coverage is sufficient.

Information regarding the student accident insurance program is presented during registration for parent consideration. Forms are also available at other times during the year upon request.

### **STUDENT RETENTION**

The District does have a policy and regulation regarding appropriate placement of pupils. Should you have any questions regarding academic standards and promotion/retention requirements, please contact your building principal.

### **STUDENT HOMEWORK**

Homework is an important factor in increasing student achievement. Homework reinforces class instruction, enables students to learn more through their own work, and helps develop the sense of self-discipline and good work habits so important to success in any pursuit. School District 160 supports, encourages, and requires the use of homework as an instructional tool.

## **STUDENT SAFETY**

Adult crossing guards are provided by the city as needed. Students should heed the crossing guard's direction at all times. Instruction is given students regularly in bicycle and pedestrian safety. The Country Club Hills Police Department assist in this matter. Parents are asked to remind their students to follow the rules.

### Pedestrian Rules

- ◆ Walkers walk on the RIGHT SIDE of the road or street where there are no sidewalks.
- ◆ Cross only at intersections.
- ◆ Where safety patrols are stationed, wait for the signal to cross.

### Bicycle Rules

- ◆ Bicycles are to be in safe condition.
- ◆ Bicyclists are to ride on right hand side of road, single file.
- ◆ Only one person per bicycle is allowed.
- ◆ Upon reaching the school parking lots, bicycles are to be walked to and placed in the racks provided. It is recommended that locks be used to secure the bicycle as the School District cannot be liable for damage or losses.
- ◆ Kindergarten students and bus students are not to ride bicycles to school. Parents are asked to be sure that their primary-aged children have adequate skill and experience in maneuvering a bicycle before riding it to school.

## **SURVEYS OF PRIVATE INFORMATION**

In accordance with federal law (Public Law 103-227), students who participate in federally-funded programs (e.g., Title I remedial reading) are not required to divulge in a survey, analysis or evaluation any of the following without the prior written consent of their parents or guardians: (1) political affiliations; (2) embarrassing mental or psychological problems; (3) sex behavior and attitudes; (4) illegal, anti-social, self-incriminating and demeaning behavior; (5) critical appraisals of family members; (6) privileged relationships such as those involving lawyers, physicians and clergy; and (7) income (other than required to determine eligibility for participation in a program or for financial assistance).

## **TAKING YOUR CHILD OUT OF SCHOOL (EMERGENCIES)**

When parents need to take their children out of school during the day for medical appointments or unavoidable circumstances, the school should be notified in advance. The student is to be picked up at the building office. The teachers will provide make-up work or assignments for homebound students, though one (1) day's full notice is necessary to assemble assignments.

## **TELEPHONE CALLS**

Pupils will not be interrupted during school hours by outside calls and messages except in cases of emergency.

If parents wish to contact a classroom teacher they should be prepared to leave a message requesting to contact them at his/her convenience. Teachers generally are not available to come to the telephone during the time school is in session. This may prove necessary even before or after school since the teacher may be involved in a conference or attending a meeting at the time the call is made.

In contacting the nurse, speech therapists, psychologist, counselor, or social worker, the parent is expected to call the school and ask to speak to or leave a message for the person he/she is calling. The office will attempt to locate the person and facilitate the contact.

The school telephone is a business telephone. Our school telephone system often has all circuits tied up. For these reasons, children generally are refused the use of the school telephone except in cases of emergency.

**TEMPORARY PLACEMENT**

After [and only after] a prospective new student meets all admission and enrollment requirements, an initial, temporary placement for said student shall be determined. The initial, temporary placement for a student shall be based on a preliminary student profile which shall include, but not necessarily be limited to, relevant academic, social, and emotional information. School personnel shall compile relevant academic, social, and emotional information from the following sources:

- ◆ school records furnished by previous schools;
- ◆ school district-administered achievement tests;
- ◆ school district-administered intelligence tests;
- ◆ student/family-provided social/emotional history.

The development of the preliminary student profile, upon which an initial, temporary placement shall be based, and the interpretation of that profile by school district personnel, shall normally occur within a period of time not to exceed five [5] school days. Initial, temporary placement shall follow immediately thereafter. Hence, in all cases but the most extraordinary, a student shall be placed and commence class attendance within one [1] week following admission and enrollment. In extraordinary cases, where additional testing or information gathering is deemed necessary to effectuate the proper placement of a new student, parents will be so notified and advised of the timeline to be employed in determining the initial, temporary placement and, thereafter, the commencement of student attendance.

**TRANSFER OF STUDENTS OUT OF DISTRICT**

Parent(s) or Guardian(s) of students moving out of Country Club Hills School District 160 should contact the building secretary to request a transfer out of the District.

**TRANSPORTATION**

Students are assigned bus transportation to school based on the distance from the assigned school or for safety purposes. School District 160 leases transportation services from a private carrier. Questions concerning the service can be directed to the school offices.

Parents should be aware that at the beginning of a new year or during bad weather more time will be needed to complete the run. Parents are strongly encouraged to impress upon their children that, in the event they miss the bus after school dismissal, they should notify the classroom teacher and/or the principal. The home will be notified and arrangements made to get the child home safely. Please assist us in helping your children to learn and practice good bus safety for the safety of themselves and other students. Unauthorized

adults are not permitted to board, enter and/or ride any school buses under contract to the school district.

Bus riders are responsible for waiting for the bus at the proper time at the designated spot and for getting on the bus at school promptly after dismissal in the afternoon. [Parents receive information on bus routes from the school district when they register prior to the beginning of school.] The privilege of riding the bus can be suspended for a period of time for misbehavior.

**TRUANCY**

- ◆ Truancy is absence without valid cause for any school day or portion thereof.
- ◆ Habitual or chronic truancy is identified as having been absent 10% or more of the previous 180 regular attendance days.
- ◆ Valid cause for absence is defined as illness, death in the family and other situations beyond the control of the student as determined by the Board of Education.
- ◆ The school district will utilize supportive services and other school resources to correct chronic truant behavior. Chronic truancy will not be treated punitively until all positive resources have been provided.
- ◆ If the positive measures provided by the school fail to correct the truant behavior of a student, a chronic truancy report will be made to the regional truant officer.
- ◆ The County Truant Officer will notify the parents or guardians of their legal responsibilities and, if the truancy still persists, the County Truant Officer shall take the appropriate legal action against the parents of the students, whichever is indicated by the situation.
- ◆ The court will set a hearing date within 30 days and act within 90 days.

**WAIVER OF SCHOOL FEES**

In fulfilling its duties as required by the laws of the State of Illinois, the Board of Education recognizes that there are situations in which a parent(s) or guardian(s) cannot pay school fees in order to send their child(ren) to school.

In recognition of this problem, the Board of Education will waive school fees, when requested by the responsible parent(s) or guardian(s), if the family qualifies financially under the guidelines established for free lunch under the National School Lunch Program and promulgated by the Illinois State Board of Education. Financial qualification guidelines are revised annually and are published on or about August 1<sup>st</sup>.

For the purposes of this policy, "school fees" shall mean any monetary charge collected by the District from a student or the parent(s) / guardian(s) of a student as a prerequisite for the student's participation in any regularly or customarily provided curricular or extracurricular program of the District that is available to all students. [Regularly or customarily provided curricular or extracurricular programs shall be those required by State law or authorized by policies and/or practices of the Board of Education.]

School fees shall include, but are not limited to, the following:

- A. Charges for field trips made during school hours, or made after school hours, if the field trip is a required or customary part of a regularly provided curricular or extracurricular activity (e.g., annually scheduled trips to museums, concerts, and places of business and career/vocational education, and the sciences).

- B. Charges or deposits for uniforms or equipment related to regularly provided interscholastic and intramural sports, or to regularly provided fine arts programs, to the extent that said uniforms or equipment are routinely provided to all participants.

School fees do not include:

- A. Library fines and other charges made for the loss, misuse, or destruction of school property.
- B. Charges for the purchase of class rings, yearbooks, pictures, diploma covers, or similar items.
- C. Charges for travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Spain by the Spanish Club or a class trip).
- D. Charges for admission to school dances, athletic events, and other social events.
- E. Charges for uniforms or equipment related to regularly provided interscholastic and intramural programs but not routinely provided to all participants (e.g., band instruments, cheerleading uniforms).

The Superintendent of Schools or his/her designee may also waive fees where there is a very significant loss of income due to severe illness or injury in the family or due to unusual expenses such as fire, flood, or storm damage.

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